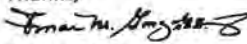




To: Local Presidents/State President  
Re: Impact Statement

Please find a copy of an Impact Statement. Please review all documents. Educate your members on potential impacts. Submit all concerns to this office as soon as possible and follow National strategies.

June 11, 2017

Thanks,  
  
Omar M Gonzalez  
Western Region Coordinator

cc: NBAs

Omar M. Gonzalez  
APWU Western Region Coordinator  
1350 Old Bayshore Hwy., Ste. 360  
Burlingame, CA 94010-1882

RE: Notice of Withholding for Mercer Island, WA

Dear Mr. Gonzalez:

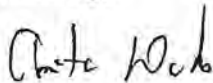
Please be advised that due to workload reduction at the Mercer Island, WA Post Office it is anticipated that it will be necessary to excess the following Clerk outside the craft and/or installation.

- One (1) Full-time Clerk

Therefore, we authorize the withholding for the same positions in level PS-6 and below in the clerk, maintenance, letter carrier and mail handler crafts within a 50-mile radius of the Mercer Island, WA Post Office

If you have any questions, please contact Anita Works, Labor Relations Specialist, Western Area at 303-313-5605.

Sincerely,



Anita Works for  
James A. Davey  
A/Manager, Human Resources  
Western Area

cc: Manager Labor Relations, Western Area  
Manager Programs Delivery Support, Western Area  
District Manager, Seattle  
Manager Human Resources, Seattle  
Manager Labor Relations, Seattle  
Complement Coordinator, Seattle  
Regional Director NPMHU, Denver  
NALC National Business Agent, Region 2

Attachments: Workhour Impact Report, Seniority Roster, Map, Supporting Documents

aw:56384

1745 STOUT ST., STE. 600  
DENVER, CO 80299-4000  
(303) 313-5020  
FAX: 313-5021

## WorkHour Impact Report

|   |                                   |
|---|-----------------------------------|
| <b>Impacted Bid Cluster</b>               | MERCER ISLAND POST OFFICE         |
| <b>Installation Address</b>               |                                   |
| <b>Area Name</b>                          | WESTERN                           |
| <b>Impact Type</b>                        | Reduction Other Than by Attrition |
| <b>Date of Impact</b>                     | 09/16/2017                        |
| <b>Period (Dates) of Review Performed</b> | 05/28/2016 thru 06/09/2017        |
| <b>Report Prepared By</b>                 | William Rupert                    |
| <b>Report Prepared Date</b>               | 06/11/2017                        |
| <b>Reviewed By</b>                        | Donald Jacobus                    |
| <b>Phone</b>                              | (253) 214-1701                    |

## WorkHour Impact Report

Craft = CLERK

|       | A<br>Current<br>Average<br>Weekly Hrs | B<br>Planned<br>Weekly<br>Hrs | C<br>Weekly Hrs<br>Savings | D<br>Monthly<br>Savings | E<br>Annual<br>Work Hours<br>Savings | F<br>Annual FTE<br>Savings | G<br>Current<br>FTE Yearly<br>Hr Rate |
|-------|---------------------------------------|-------------------------------|----------------------------|-------------------------|--------------------------------------|----------------------------|---------------------------------------|
| Total | 275                                   | 242                           | -33                        | -132                    | -1716                                | -1                         | 1768                                  |

### OverTime Impact

|       | Current OT<br>Average<br>Weekly Hrs | Current<br>OT Rate | Planned OT<br>per Week<br>from changes | Additional<br>Planned OT<br>per Week | Percent<br>Planned OT<br>per Week | Planned OT<br>Hours per<br>Week | Planned OT<br>Rate |
|-------|-------------------------------------|--------------------|--|--------------------------------------|-----------------------------------|---------------------------------|--------------------|
| Total | 16                                  | 5.8%               | -2                                     | 0                                    |                                   | 14                              | 5.8%               |

## WorkHour Impact Report

### Casuals

|  |   |
|--|---|
| a. Current Number of CLERK Casuals on Rolls                              | 0 |
| b. Current Total Non-OverTime CLERK Casuals Hours per Month              | 0 |
| c. Planned Reduction in Total Non-OverTime CLERK Casuals Hours per Month | 0 |
| d. Number of CLERK Casuals that will have Reduced Hours                  | 0 |
| e. Number of CLERK Casuals that will be Terminated                       | 0 |
| f. Number of CLERK Casuals Remaining After Impact                        | 0 |
| g. Provide Narrative Justifying need for Remaining CLERK Casuals         |   |
| N/A  |   |

### Mail Handler (MHAs)

|  |   |
|--|---|
| a. Current Number of CLERK MHAs on Rolls                             | 0 |
| b. Current Total Non-OverTime CLERK MHA Hours per Month              | 0 |
| c. Planned Reduction in Total Non-OverTime CLERK MHA Hours per Month | 0 |
| d. Number of CLERK MHAs that will have Reduced Hours                 | 0 |
| e. Number of CLERK MHAs that will be Terminated                      | 0 |
| f. Number of CLERK MHAs Remaining After Impact                       | 0 |
| g. Provide Narrative Justifying need for Remaining CLERK MHAs        |   |
| N/A  |   |

### Part Time Flexible (PTFs)

|   |    |
|---|----|
| a. Current Number of CLERK PTFs on Rolls                              | 0  |
| b. Current Total Non-OverTime CLERK PTFs Hours per Month              | 0  |
| c. Planned Reduction in Total Non-OverTime CLERK PTFs Hours per Month | 0  |
| d. Number of CLERK PTFs that will have Reduced Hours                  | 0  |
| e. Will there be any CLERK PTFs Excessed from Craft or Installation   | NO |
| If Yes how Many CLERK PTFs  | 0  |
| f. Provide Narrative Explaining need for Excessing                    |    |
| N/A   |    |

### City Carrier Assistant (CCAs)

|  |   |
|--|---|
| a. Current Number of CLERK CCAs on Rolls | 0 |
|--|---|

|  |   |
|--|---|
| b. Current Total Non-OverTime CLERK CCA Hours per Month              | 0 |
| c. Planned Reduction In Total Non-OverTime CLERK CCA Hours per Month | 0 |
| d. Number of CLERK CCAs that will have Reduced Hours                 | 0 |
| e. Number of CLERK CCAs that will be Terminated                      | 0 |
| f. Number of CLERK CCAs Remaining After Impact                       | 0 |
| g. Provide Narrative Justifying need for Remaining CLERK CCAs        |   |
| N/A  |   |

**Postal Support Employees (PSE)**

|  |     |
|--|-----|
| a. Current Number of CLERK PSE on Rolls                              | 1   |
| b. Current Total Non-OverTime CLERK PSE Hours per Month              | 148 |
| c. Planned Reduction in Total Non-OverTime CLERK PSE Hours per Month | 0   |
| d. Number of CLERK PSE that will have Reduced Hours                  | 0   |
| e. Number of CLERK PSE that will be Terminated                       | 0   |
| f. Number of CLERK PSE Remaining After Impact                        | 1   |
| g. Provide Narrative Justifying need for Remaining CLERK PSE         |     |
| N/A  |     |

## WorkHour Impact Report

### Part Time Regular (PTRs)

|   |         |
|---|---------|
| a. Current Number of CLERK PTRs on Rolls  | 0       |
| b. Planned Number of CLERK PTR Positions after Impact                             | 0       |
| c. Estimated Number of CLERK PTR Attrition  | 0       |
| d. Will there be any CLERK PTRs Excessed from Craft or Installation<br>CLERK PTRs | NO<br>0 |
| e. Provide Narrative Explaining need for Excessing<br>N/A                         |         |

### Full Time Regular (FTRs)

|   |          |
|---|----------|
| a. Current Number of CLERK FTRs on Rolls  | 7        |
| b. Planned Number of CLERK FTR Positions After Impact   | 6        |
| c. Estimated Number of CLERK FTR Attrition  | 0        |
| d. Will there be any CLERK FTRs Excessed from Craft or Installation<br>If Yes how Many CLERK FTRs | YES<br>1 |
| e. Provide Narrative Explaining need for Excessing<br>Excess one unearned position.               |          |

## WorkHour Impact Report-CLERK

### Preliminary Summary

|   |      |
|---|------|
| a. Total Planned Non-OT Reduction per Month for Regulars and PTRs | -132 |
| b. Planned Reduction in Total OT Hours per Month                  | -8   |
| c. Planned Reduction in Casual Non-OT Hours per Month             | 0    |
| d. Planned Reduction in MHA Non-OT Hours per Month                | 0    |
| e. Planned Reduction in PTF Non-OT Hours per Month                | 0    |
| f. Planned Reduction in CCA Non-OT Hours per Month                | 0    |
| g. Planned Reduction in PSE Non-OT Hours per Month                | 0    |
| h. Total Planned Non-OT Hours per Month                           | 968  |
| i. Total FTE Savings  | -1   |

**Works, Anita - Denver, CO**

**From:** Karoly, Doreen R - Federal Way, WA  
**Sent:** Monday, June 05, 2017 3:42 PM  
**To:** Kaur, Harjot P - Federal Way, WA  
**Subject:** Mercer Island CSV Analysis

| <b>CUSTOMER SERVICE VARIANCE - [980] SEATTLE PFC</b>                  |                  |   |                                  |                 |                   |
|---|------------------|---|----------------------------------|-----------------|-------------------|
| <b>MERCER ISLAND PO - MERCER ISLAND PO 545306 mPOS 5 Sun</b>          |                  |   | <b>MPOO 3   Date: 06/05/2017</b> |                 |                   |
| Analysis Period: 03/04/2017 to 06/02/2017 - Customer Service Days: 77 |                  |   | Unit Level: 21 Man Yr: 0 CAG: E  |                 |                   |
| Benchmark Dates: FY 2016 WK 1 - FY 2016 WK 53 <b>RSS</b>              |                  | [MERCER ISLAND PO] MERCER ISLAND I <input type="checkbox"/> |                                  |                 |                   |
| <b>FTEE COMPLEMENT ANALYSIS</b>                                       |                  |   |                                  |                 |                   |
| <b>UNIT VARIABLES</b>   | <b>BENCHMARK</b> | <b>EARNED</b>   | <b>ACTUAL</b>                    | <b>VARIANCE</b> | <b>% ACHIEVED</b> |
| Full Time Clerk   |                  |   | 7                                |                 |                   |
| Part Time Flexible Clerk  |                  |   | 0                                |                 |                   |
| Part Time Regular Clerk   |                  |   | 0                                |                 |                   |
| Postal Support Employee   |                  |   | 2                                |                 |                   |
| Non-Traditional Full-Time   |                  |   | 0                                |                 |                   |
| Flex Non-Traditional FT   |                  |   | 0                                |                 |                   |
| Full Time MH  |                  |   | 0                                |                 |                   |
| Part Time Flexible MH   |                  |   | 0                                |                 |                   |
| Part Time Regular MH  |                  |   | 0                                |                 |                   |
| MailHandler Assistant   |                  |   | 0                                |                 |                   |
| Full Time Equivalent Emp  | 8                | 7   | 9                                |                 |                   |
| Full Time Equivalent Hrs  | 1792             | 1792  | 1693                             |                 |                   |
| <b>WORKHOUR ANALYSIS</b>  |                  |   |                                  |                 |                   |
| <b>FTEs DAILY STAFFING ANALYSIS</b>                                   |                  |   |                                  |                 |                   |
| <b>UNIT VARIABLES</b>   | <b>BENCHMARK</b> | <b>EARNED</b>   | <b>ACTUAL</b>                    | <b>VARIANCE</b> | <b>% ACHIEVED</b> |
| Clerk/Mailhandler   | 7.32             | 6.44  | 7.63                             | 1.19            |                   |



**THE CSV COMPLEMENT MODEL SHOULD NOT BE THE SOLE SOURCE OF PERMANENT STAFFING DECISIONS.  
CUSTOMER SERVICE VARIANCE - CLERK/MAILHANDLER COMPLEMENT**

Delivery Days: 302

**MERCER ISLAND PO - MERCER ISLAND PO 545306**

DATE: 08/05/2017

**Leave Replacement Calculation**

| Leave Type          | Hrs Per Day | Leave % | Formula   | Employees Earned | Cerk(MH) |
|---------------------|-------------|---------|---|------------------|----------|
| Annual Leave        | 43          | 10.50%  | $(CSV \text{ Avg Daily Hours} \times 10.50\% \times 5 \text{ day wk} / 40 \text{ hr Wk})$ | 0.68             | Cerk(MH) |
| Sick Leave          | 43          | 4.00%   | $(CSV \text{ Avg Daily Hours} \times 4.00\% \times 5 \text{ day wk} / 40 \text{ hr Wk})$  | 0.26             | Cerk(MH) |
| LWOP                | 43          | 1.00%   | $(CSV \text{ Avg Daily Hours} \times 1.00\% \times 5 \text{ day wk} / 40 \text{ hr Wk})$  | 0.06             | Cerk(MH) |
| (Subtract Overtime) | 43          | 5.00%   | $(CSV \text{ Avg Daily Hours} \times 5.00\% \times 5 \text{ day wk} / 40 \text{ hr Wk})$  | 0.32             | Cerk(MH) |
| Net Total           |             | 10.50%  | <b>Leave/OT Replacement Needs &gt;&gt;&gt;&gt;</b>  | 0.68             | Cerk(MH) |
|                     |             |         | <b>Replacement for Replacement &gt;&gt;&gt;&gt;</b>                                       | 0.07             | Cerk(MH) |
|                     |             |         | <b>Total Leave Replacement &gt;&gt;&gt;&gt;</b>   | 0.75             | Cerk(MH) |

**Current on Rolls**

**Earned Complement**

|                                |          |                                |          |
|--------------------------------|----------|--------------------------------|----------|
| Full Time Clerk                | 7        | Full Time Clerk                |          |
| Part Time Flexible Clerk       | 0        | Part Time Flexible Clerk       |          |
| Part Time Regular Clerk        | 0        | Part Time Regular Clerk        |          |
| Postal Support Employee        | 2        | Postal Support Employee        |          |
| Non-Traditional Full-Time      | 0        | Non-Traditional Full-Time      |          |
| Flex Non-Traditional Full-Time | 0        | Flex Non-Traditional Full-Time |          |
| Full Time Mailhandler          | 0        | Full Time Mailhandler          |          |
| Part Time Flexible Mailhandler | 0        | Part Time Flexible Mailhandler |          |
| Part Time Regular Mailhandler  | 0        | Part Time Regular Mailhandler  |          |
| MailHandler Assistant          | 0        | Mailhandler Assistant          |          |
| <b>Total F4 on Rolls</b>       | <b>9</b> | <b>Total F4 Earned</b>         | <b>7</b> |

| Current Actual                  | Daily Hrs    | Employees   | Target                                    | Daily Hrs    | Employees     |
|---------------------------------|--------------|-------------|---|--------------|---------------|
| LDC 41 Cerk(MH)                 | 0.00         | 0.00        | LDC 41 Cerk(MH)                           | 0.00         | 0.00          |
| LDC 42 Cerk(MH)                 | 0.82         | 0.12        | LDC 42 Cerk(MH)                           | 0.82         | 0.12          |
| LDC 43 Cerk(MH)                 | 16.59        | 2.51        | LDC 43 Cerk(MH)                           | 14.52        | 2.19          |
| LDC 44 Cerk(MH)                 | 6.32         | 0.96        | LDC 44 Cerk(MH)                           | 1.99         | 0.30          |
| LDC 45 Cerk(MH)                 | 18.51        | 2.80        | LDC 45 Cerk(MH)                           | 16.13        | 2.44          |
| LDC 48 Cerk(MH)                 | 9.24         | 1.40        | LDC 48 Cerk(MH)                           | 9.57         | 1.44          |
| <b>Total Actual Daily Hrs</b>   | <b>51.47</b> | <b>7.77</b> | <b>Total Earned Daily Hrs</b>             | <b>43.02</b> | <b>6.50</b>   |
| Daily Hours Actual              |              | 51.47       | Daily Hours Earned                        |              | 43.02         |
| Current Complement              |              | 9           | Target Complement                         |              | 7.25          |
| FTEE Current                    |              | 1727        | FTEE Target                               |              | 1792          |
| Projected Annual Hrs Actual     |              | 15,543      | Projected Annual Hrs Earned               |              | 12,992        |
| <b>On Duty Required Totals</b>  |              | <b>6.50</b> | <b>Full Time Equiv Employee (Hrs per)</b> |              | <b>1792</b>   |
| <b>Leave Replacement Totals</b> |              | <b>0.75</b> | <b>Variance FTEE</b>                      |              | <b>1.75</b>   |
| <b>Complement Total</b>         |              | <b>7.25</b> | <b>Complement % Achieved</b>              |              | <b>77.78%</b> |

| FINANCE | OFFICE           | FULL NAME           | JOB TITLE                       | PAY LEVEL | D/A | FUNC | SEN # | VET PREF | SEN DATE CRAFT |
|---------|------------------|---------------------|---------------------------------|-----------|-----|------|-------|----------|----------------|
| 545306  | MERCER ISLAND PO | DOYLE ESTHER M.     | SALES,SVCS/DISTRIBUTION ASSOC   | 6         | 110 | 4    | 1     | N        | 7/10/1993      |
| 545306  | MERCER ISLAND PO | MARTINEZ NATALIE A. | SALES,SVCS/DISTRIBUTION ASSOC   | 6         | 110 | 4    | 1     | N        | 8/15/1998      |
| 545306  | MERCER ISLAND PO | YONG STEPHANIE K.   | LEAD SALES & SERVICES ASSOCIATE | 7         | 110 | 4    | 1     | N        | 11/21/1998     |
| 545306  | MERCER ISLAND PO | NGUYEN HIEN A.      | SALES,SVCS/DISTRIBUTION ASSOC   | 6         | 110 | 4    | 1     | N        | 3/22/2003      |
| 545306  | MERCER ISLAND PO | BEAULIEU WENDI D.   | SALES,SVCS/DISTRIBUTION ASSOC   | 6         | 110 | 4    | 1     | N        | 8/23/2003      |
| 545306  | MERCER ISLAND PO | ROQUE MARIE ZELL B. | SALES,SVCS/DISTRIBUTION ASSOC   | 6         | 110 | 4    | 1     | N        | 5/1/2004       |
| 545306  | MERCER ISLAND PO | DEMIR ULUCH B.      | SALES,SVCS/DISTRIBUTION ASSOC   | 6         | 110 | 4    | 1     | N        | 4/29/2017      |

# Washington, United States, North America

