

MANAGER, LABOR RELATIONS  
Pacific Area



May 15, 2014

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Omar Gonzalez  
Western Regional Coordinator, APWU  
1350 Old Bayshore HWY. Suite 360  
Burlingame, CA 94010

This is to advise you of the intent of the Sierra Coastal District to utilize the provisions of Article 12.5.C.5 of the National Agreement to involuntarily reassign three (3) full-time clerks from the craft and/or installation at the Sun Valley bid installation (Event 45861). This impact is based on a Function 4 baseline staffing and scheduling review. Specifically, the earned work hours no longer support the number of full-time clerks on the rolls.

The impacted employees will be notified of their involuntary reassignment by separate letter.

By copy of this notice, we will withhold three (3) full-time residual assignments in the clerk, carrier, mail handler and/or custodial crafts in sites within a 50 mile radius of the impacted bid cluster for placement of the impacted employees.

Attached you will find copies of the automated impact statement, the operational data that supports the excessing, the list of sites at which withholding has been authorized and the names of the impacted employees.

Please include this impact on the agenda for our next meeting. If you have any questions you may contact me at (858) 674-3193 or Linda Shumate, Area Complement Coordinator at (858) 674-3183.

*Linda Shumate*  
Jay Roberts  
Manager, Labor Relations

- To:  Pacific Area Local(s)
- Western Area Local(s)
- So. West Area Local(s)
- Withholding Info
- Staffing Issue(s)
- Status Update
- Grievance Administration
- Please review, take action and reduce issues to writing
- Comments

Attachments

- cc: Area Manager Operations Support
- Area Manager, Human Resources
- Area Manager, Finance
- Area Manager, In-Plant Support
- District Manager, Sierra Coastal District
- Area Complement Coordinator with attachments
- Manager, Human Resources – Sierra Coastal District with attachments
- District Complement Coordinator, Sierra Coastal District with attachments
- Chris Jackson, NALC with attachments
- NPMHU with attachments
- TC's (2) with attachments

Omar M. Gonzalez, Coordinator

## WorkHour Impact Report

<b>Impacted Bid Cluster</b>	SUN VALLEY POST OFFICE
<b>Installation Address</b>	Event 45861
<b>Area Name</b>	PACIFIC
<b>Impact Type</b>	Reduction Other Than by Attrition
<b>Date of Impact</b>	09/30/2014
<b>Period (Dates) of Review Performed</b>	03/16/2013 thru 03/28/2014
<b>Report Prepared By</b>	Lisa Diniakos
<b>Report Prepared Date</b>	05/14/2014
<b>Reviewed By</b>	Kerry Wolny
<b>Phone</b>	(661) 775-6500

## WorkHour Impact Report

**Craft = CLERK**

	A	B	C	D	E	F	G
	Current Average Weekly Hrs	Planned Weekly Hrs	Weekly Hrs Savings	Monthly Savings	Annual Work Hours Savings	Annual FTE Savings	Current FTE Yearly Hr Rate
Total	206	97	-109	-436	-5668	-3	1768

### OverTime Impact

	Current OT Average Weekly Hrs	Current OT Rate	Planned OT per Week from changes	Additional Planned OT per Week	Percent Planned OT per Week	Planned OT Hours per Week	Planned OT Rate
Total	13	6.3%	-9	0		4	4.1%

# 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	
there are no casuals in the clerk craft	

## 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	
MHA's are not authorized in the clerk craft	

## 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	
There are no PTFs in this office	

## 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  
CCA's are not authorized in the clerk craft

**Postal Support Employees (PSE)**

- a. Current Number of CLERK PSE on Rolls 1
- b. Current Total Non-OverTime CLERK PSE Hours per Month 144
- c. Planned Reduction in Total Non-OverTime CLERK PSE Hours per Month -28
- d. Number of CLERK PSE that will have Reduced Hours 1
- 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  
The hours of the one PSE on the rolls will be reduced

# 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 | NO |
| CLERK PTRs  | 0  |
| e. Provide Narrative Explaining need for Excessing                  |    |
| There are no PTR's in the clerk craft                               |    |

## Full Time Regular (FTRs)

- |   |     |
|---|-----|
| a. Current Number of CLERK FTRs on Rolls                            | 5   |
| b. Planned Number of CLERK FTR Positions After Impact               | 2   |
| c. Estimated Number of CLERK FTR Attrition                          | 0   |
| d. Will there be any CLERK FTRs Excessed from Craft or Installation | YES |
| If Yes how Many CLERK FTRs  | 3   |
| e. Provide Narrative Explaining need for Excessing                  |     |

A staffing and scheduling review conducted after the DUO effective Feb 8, 2014 has resulted in a need to excess 3 FT clerks from the craft and/or installation

## WorkHour Impact Report-CLERK

### Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-408
b. Planned Reduction in Total OT Hours per Month	-36
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	-28
h. Total Planned Non-OT Hours per Month	388
i. Total FTE Savings	-3

CUSTOMER SERVICE VARIANCE - [913]-SIERRA COASTAL PFC					
SUN VALLEY PO - SUN VALLEY PO 057638			MPOO 2   Date: 05/14/2014		
Analysis Period: 02/08/2014 to 05/09/2014 - Customer Service Days: 77			Unit Level: 21 Man Yr: 0 CAG: E		
Benchmark Dates: FY 2013 WK 1 - FY 2013 WK 52		POS	[SUN VALLEY PO] SUN VALLEY PO		
FTEE COMPLEMENT ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% ACHIEVED
Full Time Clerk			3		
Part Time Flexible Clerk			0		
Part Time Regular Clerk			0		
Postal Support Employee			1		
Non-Traditional Full-Time			1		
Flex Non-Traditional FT			1		
Full Time MH			0		
Part Time Flexible MH			0		
Part Time Regular MH			0		
MailHandler Assistant			0		
Full Time Equivalent Emp	6	3	6		
Full Time Equivalent Hrs	1792	1792	1244		
WORKHOUR ANALYSIS					
<i>Automation/Mechanized (LDC41L-41F)</i>					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% ACHIEVED
LDC 41 Ltrs Hours	0	0	0	0	0%
LDC 41 Flts Hours	0	0	0	0	0%
Total Auto/Mech Hours	0	0	0	0	0%
<i>Manual (LDC43-44)</i>					
LDC 43L Hours	62	4	11	7	38.87%
LDC 43F Hours	37	7	4	-3	175.96%
LDC 43P Hours	290	10	60	50	15.95%
LDC 43A Hours	348	29	-67	-96	- 42.60%
LDC 43 Total	737	49	8	-41	617.81%
LDC 44 Hours	127	98	194	96	50.52%
Total Manual Hours	864	147	202	55	72.90%
<i>Retail/Admin (LDC 42,45,48)</i>					
LDC 42 Hours	64	0	0	0	0%
LDC 45 Hours	1196	989	1393	404	70.98%
LDC 48 Hours	725	322	308	-14	104.45%
Total Retail/Admin Hours	1985	1310	1701	391	77.04%
Total Function Four	2849	1458	1903	445	76.60%
WORKLOAD ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% VARIANCE
LDC 41 TPF Ltrs Vol Pcs	0		0	0	0%
LDC 41 TPF Flts Vol Pcs	0		0	0	0%
Auto/Mech Volume	0		0	0	0%
LDC 43 Dist Vol Ltrs (Ft)	577		40	-537	- 93.09%
LDC 43 Dist Vol Flts (Ft)	431		82	-349	- 80.95%
LDC 43 Dist Vol PP/Sprs	78218		2584	-75,634	- 96.70%
LDC 44 Box Ltrs (Ft)	682		558	-124	- 18.18%
LDC 44 Box Flts (Ft)	146		114	-32	- 22.04%
Manual Vol (w/o PP/Sprs)	1,836		794	-1042	- 56.75%



LDC 45 Transactions	52535		50649	-1,886	- 3.59%
Retail Transaction Volume	52,535		50,649	-1,886	- 3.59%
<b>PRODUCTIVITY ANALYSIS</b>					
<b>UNIT VARIABLES</b>	<b>BENCHMARK</b>	<b>EARNED</b>	<b>ACTUAL</b>	<b>VARIANCE</b>	<b>% ACHIEVED</b>
LDC 41 Ltr PPH	0	0	0	0	0%
LDC 41 Flt PPH	0	0	0	0	0%
LDC 43 Dist Vol Ltrs FPH	9.32	9.32	3.62	- 5.70	38.87%
LDC 43 Dist Vol Flts FPH	11.65	11.65	20.50	8.85	175.96%
LDC 43 Dist PP/Sprs PPH	270	270	43	-227	15.93%
LDC 43 Allied Hrs per day	4.53	0.37	- 0.87	- 1.24	- 42.60%
LDC 44 Box L&F FPH	6.55	6.87	3.47	- 3.41	50.43%
LDC 45 Min. per Trans	0.11	1.17	1.65	0.48	70.98%
LDC 45 Trans per 1412	141.23	257.84	208.43	49.41	80.84%
<b>UNIT ROUTE AND DELIVERIES ANALYSIS</b>					
<b>UNIT VARIABLES</b>	<b>BENCHMARK</b>	<b>EARNED</b>	<b>ACTUAL</b>	<b>VARIANCE</b>	<b>% VARIANCE</b>
City Routes	22		0	-22	0%
Rural Routes	0		0	0	0%
CDS Routes	0		0	0	0%
POB Equivalent Routes	8		8	0	0.00%
City Deliveries	14183		0	-14183	0%
Rural Deliveries	0		0	0	0%
CDS Deliveries	0		0	0	0%
PO Box Deliveries	965		980	15	1.55%
<b>FTES DAILY STAFFING ANALYSIS</b>					
<b>UNIT VARIABLES</b>	<b>BENCHMARK</b>	<b>EARNED</b>	<b>ACTUAL</b>	<b>VARIANCE</b>	
Clerk/Mailhandler	5.59	2.86	3.73	0.87	

REF	FTR/PTF	Hours	0 to 1	1 to 2	2 to 3	3 to 4	4 to 5	5 to 6	6 to 7	7 to 8	8 to 9	9 to 10	10 to 11	11 to 12	12 to 1	1 to 2	2 to 3	3 to 4	4 to 5	5 to 6	6 to 7	7 to 8	8 to 9	9 to 10	10 to 11	11 to 00
1	FTR	8.00																								
2	FTR	8.00																								
3	NTP	8.00																								
4	NTP	8.00																								
5	Set	0.00																								
6	PSE	4.50																								
7	PSE	0.00																								
REF	FTR/PTF	Hours	12 to 1	1 to 2	2 to 3	3 to 4	4 to 5	5 to 6	6 to 7	7 to 8	8 to 9	9 to 10	10 to 11	11 to 12	12 to 1	1 to 2	2 to 3	3 to 4	4 to 5	5 to 6	6 to 7	7 to 8	8 to 9	9 to 10	10 to 11	11 to 00

Weekly Summary				TUE Summary				W-F Summary				MON Summary				SAT Summary							
LDCs	1994 Hours	CSV Hours	VAR Hours	LDCs	1994 Hours	CSV Hours	VAR Hours	LDCs	1994 Hours	CSV Hours	VAR Hours	LDCs	1994 Hours	CSV Hours	VAR Hours	LDCs	1994 Hours	CSV Hours	VAR Hours	LDCs	1994 Hours	CSV Hours	VAR Hours
LDC 41	0.00	0.00	0.00	LDC 41	0.00	0.00	0.00	LDC 41	0.00	0.00	0.00	LDC 41	0.00	0.00	0.00	LDC 41	0.00	0.00	0.00	LDC 41	0.00	0.00	0.00
LDC 42	0.25	0.39	-0.14	LDC 42	0.25	0.06	0.19	LDC 42	0.00	0.19	-0.19	LDC 42	0.00	0.06	-0.06	LDC 42	0.00	0.06	-0.06	LDC 42	0.00	0.06	-0.06
LDC 43	24.00	24.37	-0.37	LDC 43	4.00	4.06	-0.06	LDC 43	12.00	12.19	-0.19	LDC 43	4.00	4.06	-0.06	LDC 43	4.00	4.06	-0.06	LDC 43	4.00	4.06	-0.06
LDC 43 (Allied)	26.50	27.15	-0.65	LDC 43 (Allied)	4.50	4.53	-0.03	LDC 43 (Allied)	13.00	13.58	-0.58	LDC 43 (Allied)	3.50	4.53	-1.03	LDC 43 (Allied)	5.50	4.53	0.97	LDC 43 (Allied)	5.50	4.53	0.97
LDC 44	8.75	8.72	0.03	LDC 44	1.50	1.45	0.05	LDC 44	4.50	4.36	0.14	LDC 44	1.50	1.45	0.05	LDC 44	1.25	1.45	-0.20	LDC 44	1.25	1.45	-0.20
LDC 45	78.75	86.24	-7.49	LDC 45	13.25	14.37	-1.12	LDC 45	40.25	43.12	-2.87	LDC 45	15.25	14.37	0.88	LDC 45	10.00	14.37	-4.37	LDC 45	10.00	14.37	-4.37
LDC 48	76.75	60.20	16.55	LDC 48	13.00	10.03	2.97	LDC 48	38.50	30.10	8.40	LDC 48	14.25	10.03	4.22	LDC 48	11.00	10.03	0.97	LDC 48	11.00	10.03	0.97
LDC 48 (Soft)	0.50	0.00	0.00	LDC 48 (Soft)	0.00	0.00	0.00	LDC 48 (Soft)	0.00	0.00	0.00	LDC 48 (Soft)	0.50	0.00	0.00	LDC 48 (Soft)	0.00	0.00	0.00	LDC 48 (Soft)	0.00	0.00	0.00
MGT HRS		0.00		MGT HRS		0.00		MGT HRS		0.00		MGT HRS		0.00		MGT HRS		(0.00)		MGT HRS		(0.00)	
<b>Total</b>	<b>215.50</b>	<b>207.06</b>	<b>8.44</b>	<b>Total</b>	<b>36.50</b>	<b>34.51</b>	<b>1.99</b>	<b>Total</b>	<b>108.25</b>	<b>103.53</b>	<b>4.72</b>	<b>Total</b>	<b>39.00</b>	<b>34.51</b>	<b>4.49</b>	<b>Total</b>	<b>31.75</b>	<b>34.51</b>	<b>-2.76</b>	<b>Total</b>	<b>31.75</b>	<b>34.51</b>	<b>-2.76</b>

\*Note that for the Avg Daily Hours the period of 3/30/13 thru 6/28/13 is utilized.

FINANCE	OFFICE	LAST	FIRST	MI	EMP ID	JOB ID	JOB TITLE	PAY LEVEL	D/A	FUNC	LDC	SEN DATE	SEN #
57638	SUN VALLEY PO	JACOBS	PATRICIA	A	3090354	95660268	WINDOW CLK	6	110	4	45	2/16/1982	1
57638	SUN VALLEY PO	TRUONG	KENNY	V	3189447	95589520	DIST WINDOW CLK	6	110	4	48	11/21/1983	1
57638	SUN VALLEY PO	WONG	JOHNNY	K	3298804	70691189	SALES, SVCS/DISTRIBUTION ASSOC	6	210	4	45	10/30/1993	1
57638	SUN VALLEY PO	NICASSIO	GLENDA	L	3346886	70709068	LEAD SALES & SERVICES ASSOCIATE	7	110	4	45	11/13/1993	1
57638	SUN VALLEY PO	OCEAN	VIRGINIA	D	3493917	70691187	SALES, SVCS/DISTRIBUTION ASSOC	6	215	4	45	3/18/2006	1

*Impacted*