



For () Pacific Area Local(s)
(X) Western Area Local(s)
() So. West Area Local(s)

January 22, 2016

RECEIVED
APWU
JAN 25 2015
WESTERN REGION
COORDINATOR

Withholding Info
 Staffing Issue(s)
 Status Update
 Grievance Administration

 Please review, take action
and reduce issues to writ-
ing
 Comments

Omar M. Gonzalez, Coordinator

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

RE: Notice of Withholding for Spanish Fork, UT

Dear Mr. Gonzalez:

This letter concerns the operational changes for the Spanish Fork, UT Post Office. In order to minimize the impact due to planned excessing we are authorizing the withholding of one (1) residual vacancy at the same or lower level in surrounding installations within a 50-mile radius of the Spanish Fork, UT Post Office. As information, the affected Maintenance position is:

One (1) PTR Laborer Custodial, PS-4, Occ. Code 350203XX

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

Sincerely,

Anita Works for
Simon Storey
Manager, Human Resources
Western Area

cc: Manager Labor Relations, Western Area
Manager Maintenance, Western Area
Area Complement Coordinator, Western Area
District Manager, Salt Lake City
Manager Operations Support, Salt Lake City
Manager Human Resources, Salt Lake City
Manager Labor Relations, Salt Lake City
Regional Director NPMHU, Denver
NALC National Business Agent, Region 2

Attachments: Workhour Impact Report, Radius Map, Seniority Roster, Supporting Documentation

aw:50792

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

WorkHour Impact Report

| | |
|------------------------------------|--------------------------------------|
| Impacted Bid Cluster | SPANISH FORK POST OFFICE |
| Installation Address | 165 E 900 N., Spanish Fork, UT 84660 |
| Area Name | WESTERN |
| Impact Type | Reduction Other Than by Attrition |
| Date of Impact | 05/14/2016 |
| Period (Dates) of Review Performed | 12/27/2014 thru 01/08/2016 |
| Report Prepared By | Desiree Ferris |
| Report Prepared Date | 01/08/2016 |
| Reviewed By | Darrell Stoke |
| Phone | (801) 974-2947 |

WorkHour Impact Report

Craft = MAINTENANCE

| | 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 | 61 | 35 | -26 | -104 | -1352 | -1 | 1820 |

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 | 0 | 0% | 0 | 0 | | 0 | 0% |

WorkHour Impact Report

Casuals

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

Mail Handler (MHAs)

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

Part Time Flexible (PTFs)

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

City Carrier Assistant (CCAs)

| | |
|--|---|
| a. Current Number of MAINTENANCE CCAs on Rolls | 0 |
| b. Current Total Non-OverTime MAINTENANCE CCA Hours per Month | 0 |
| c. Planned Reduction in Total Non-OverTime MAINTENANCE CCA Hours per Month | 0 |

-
- d. Number of MAINTENANCE CCAs that will have Reduced Hours 0
 - e. Number of MAINTENANCE CCAs that will be Terminated 0
 - f. Number of MAINTENANCE CCAs Remaining After Impact 0
 - g. Provide Narrative Justifying need for Remaining MAINTENANCE CCAs
N/A

Postal Support Employees (PSE)

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

WorkHour Impact Report

Part Time Regular (PTRs)

| | |
|--|-----|
| a. Current Number of MAINTENANCE PTRs on Rolls | 1 |
| b. Planned Number of MAINTENANCE PTR Positions after Impact | 0 |
| c. Estimated Number of MAINTENANCE PTR Attrition | 0 |
| d. Will there be any MAINTENANCE PTRs Excessed from Craft or Installation | YES |
| MAINTENANCE PTRs | 1 |
| e. Provide Narrative Explaining need for Excessing | |
| Only 1 FTR Laborer Custodial is earned; need to excess 1 PTR Laborer Custodial to match earned complement. | |

Full Time Regular (FTRs)

| | |
|---|----|
| a. Current Number of MAINTENANCE FTRs on Rolls | 1 |
| b. Planned Number of MAINTENANCE FTR Positions After Impact | 1 |
| c. Estimated Number of MAINTENANCE FTR Attrition | 0 |
| d. Will there be any MAINTENANCE FTRs Excessed from Craft or Installation | NO |
| If Yes how Many MAINTENANCE FTRs | 0 |
| e. Provide Narrative Explaining need for Excessing | |
| N/A | |

WorkHour Impact Report-MAINTENANCE

Preliminary Summary

| | |
|---|------|
| a. Total Planned Non-OT Reduction per Month for Regulars and PTRs | -104 |
| b. Planned Reduction in Total OT Hours per Month | 0 |
| 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 | 140 |
| i. Total FTE Savings | -1 |

| FINANCE | OFFICE | FULL NAME | JOB ID | JOB TITLE | PAY LEVEL | D/A | CRAFT | FUNC | OCC CODE | SEN DATE | SEN # | VET PREF | VET PREF CD |
|---------|-----------------|-----------------|----------|-------------------|-----------|-----|-------------|------|----------|-----------|-------|----------|-------------|
| 498228 | SPANISH FORK PO | PARRY MAXINE G. | 95796248 | LABORER CUSTODIAL | 4 | 166 | MAINTENANCE | 3B | 350203XX | 8/14/2010 | 1 | N | 1 |
| 498228 | SPANISH FORK PO | HANSEN AMY T. | 70232114 | LABORER CUSTODIAL | 4 | 366 | MAINTENANCE | 3B | 350203XX | 11/7/1998 | 1 | N | 1 |

Maintenance Operations
Western Area



August 28, 2015

MEMORANDUM FOR: District Manager
Salt Lake City District

AND: Senior Plant Manager
Salt Lake City District

SUBJECT: Function 3B (MS-47) Validation – Spanish Fork, UT Post Office
Zip Code 84660 - Finance Number 49-8228

The Salt Lake City District has requested a validation of the (MS-47) maintenance workload of the Spanish Fork Post Office. This submittal will not increase the authorized maintenance complement of this office. Custodial staffing documents (PS-4852s) were submitted and reviewed by District maintenance personnel and discussed with Local and/or Area personnel. All submitted documentation was analyzed using the requirements of MS-47 and other appropriate criteria. If complement adjustments are needed, requests must be submitted using the procedures for Function 3B complement adjustments. Additional results of our analysis are as follow.

With appropriate approvals/concurrence the maximum authorized maintenance complement of this office is as follows:

| Position Title | Level | Maximum Authorized Staffing |
|------------------------------|-------|-----------------------------|
| Laborer/Custodial FTR | PS-04 | 1 |
| Total Maintenance Complement | | 1 |

Based on the documentation submitted, and/or on file at the Western Area Maintenance Operations Office, and the present authorized maintenance complement, the finalized and validated workload for this office supports the following Function 3B MS-47 work hours:

Validated Function 3B work hours from documentation submitted.

| | |
|---|--------------|
| Section 5 – MS – 47/ PS – 4852 Custodial (LDC - 38) | 2012.00 hrs. |
| Total Function 3B supported | 2012.00 hrs. |

- 2 -

The limit for Function 3B work hours is that provided in support documentation submitted and validated. In no case will the work hours exceed those supported by maintenance criteria documentation.

If there are any questions concerning these recommendations or this request please contact Andy Graves at (303) 313-5990.



Andy Graves
Manager, Maintenance/A



Approved by Erica A. Brix
Manager, Operations Support

Attachments

cc: Manager, Human Resources, Salt Lake City District
Manager, Maintenance (Lead), Salt Lake City District
Western Area Maintenance Operations

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| | | | | |
|--|--------------------|-----------------|---------------------|--------|
| U.S. POSTAL SERVICE WORKLOAD ANALYSIS AND SUMMARY | POST OFFICE | SPANISH FORK PO | GROSS INTERIOR AREA | 16,457 |
| | STATE AND ZIP CODE | 185 E 900 N | EXTERIOR PAVED | 84,132 |
| | UNIT | UT, 84680-9998 | EXTERIOR UNPAVED | 89,516 |

498228

| Line No | JOB REQUIREMENT (A) | Operation (B) | UNIT OF MEASURE (C) | MINUTES PER SQ.FT OR UNIT (D) | WEEKLY QUANTITY (E) | WEEKLY MINS. (F) | Line No | JOB REQUIREMENT (G) | Operation (H) | UNIT OF MEASURE (J) | MINUTES PER SQ.FT OR UNIT (K) | QTY (L) | Frequency (M) | ANNUAL MINS. (N) |
|---------|---------------------|---------------|---------------------|-------------------------------|---------------------|------------------|---------|---------------------|---------------|---------------------|-------------------------------|---------|---------------|------------------|
| | | | | | | | | | | | | | | |

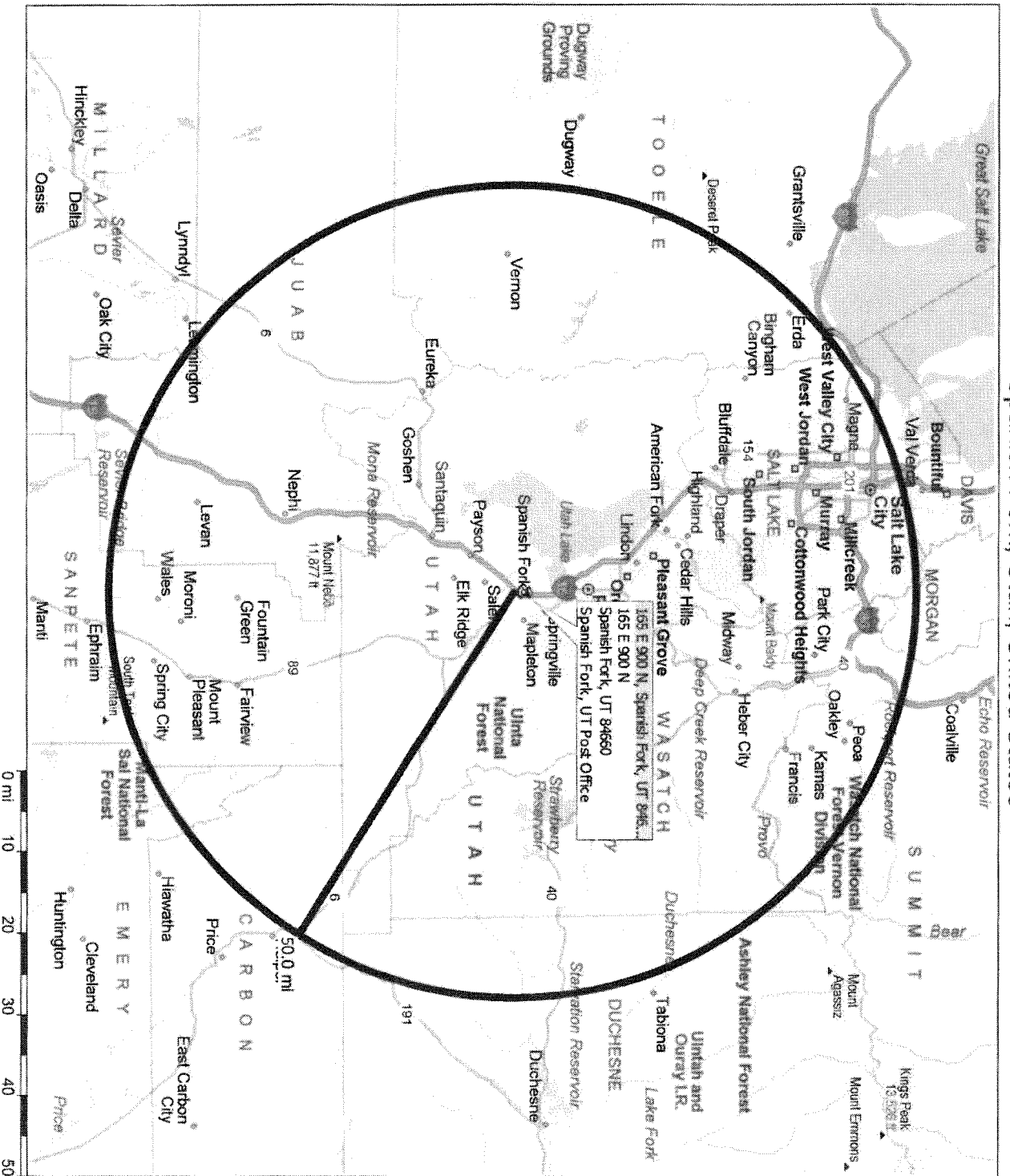
| | | |
|----|----------|----------|
| 32 | SUBTOTAL | 1,322.68 |
|----|----------|----------|

| (O) WORK HOUR CALCULATIONS | | (P) | |
|----------------------------|---------------------------------|------------|------------|
| A | MULTI TOTAL LINE 32 BY 62 WEEKS | 68,798.17 | MIN/YR |
| B | EMER TOTAL FROM LINE 73 | 41,822.77 | MIN/YR |
| C | TOTAL LINE A and B | 110,620.94 | MIN/YR |
| D | DIVIDE LINE C BY 60 MEN | 1,843.68 | W/YR |
| E | MULTI LINE D BY % (IRG) | 16.40 | W/YR |
| F | MULTI LINE D BY % (BREAKS) | 118.02 | W/YR |
| G | MULTI LINE D BY % (WASH UPS) | 38.28 | W/YR |
| H | TOTAL LINE D + E + F + G | 2,012.00 | W/YR |
| J | DIVIDE LINE H BY 52 | 38.69 | WKS/HR/WRK |
| K | DIVIDE LINE H BY 1760 | 1.1 | WORK YRS |
| L | TOTAL EMPLOYEES | 1.1 | |

| | | |
|----|----------|-----------|
| 73 | SUBTOTAL | 41,822.77 |
|----|----------|-----------|

REVIEWED BY: *Thomas Gray* DATE: 8-18-15
 MSC MGR, OIL PLANT MAINTENANCE
 APPROVED BY: *[Signature]* DATE: 8-28-15
 MSC MANAGER/POST MASTER-BMC MANAGER
 PS Form 11-17-82 4852 AUG-18-15 04:06 PM MS4300.rdl - eMS-47 ver.1.0

Spanish Fork, Utah, United States



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