



RECEIVED  
APWU  
MAR 24 2015  
WESTERN REGION  
COORDINATOR

To: ( ) Pacific Area Local(s)  
(X) Western Area Local(s)  
( ) So. West Area Local(s)

February 10, 2015

- Withholding Info
- Staffing Issue(s)
- Status Update
- Grievance Administration
- Please review, take action and reduce issues to writing

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

Comments

Omar M. Gonzalez, Coordinator

RE: Notice of Withholding for Havre, MT (Dakotas)

Dear Mr. Gonzalez:

This letter is with regard to the operational changes at the Havre, MT Post Office. In order to minimize the impact due to the operational changes we are authorizing the withholding of one (1) Full-time Clerk residual vacancy at the same (Level 6) or lower level in surrounding installations within a 50-mile radius of the Havre, MT Post Office. These positions include clerk, custodian, letter carrier and mail handler crafts positions.

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

Sincerely,

Anita Works for  
Simon Storey  
Manager, Human Resources  
Western Area

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

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

aw-48302

1746 STOUT ST, STE 600  
DENVER, CO 80299-4000  
(303) 313-5020  
FAX: 313-5021

## WorkHour Impact Report

Impacted Bid Cluster	HAVRE POST OFFICE
Installation Address	
Area Name	WESTERN
Impact Type	Reduction Other Than by Attrition
Date of Impact	10/15/2015
Period (Dates) of Review Performed	02/01/2014 thru 02/13/2015
Report Prepared By	Eunice Roozenboom
Report Prepared Date	02/09/2015
Reviewed By	Darrell Stoke
Phone	(605) 333-2601

## 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	210	175	-35	-140	-1820	-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	32	15.2%	-5	0		27	15.4%

## WorkHour Impact Report

### Casuals

a. Current Number of CLERK Casuals on Rolis	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	
NA	

### Mail Handler (MHAs)

a. Current Number of CLERK MHAs on Rols	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	
NA	

### Part Time Flexible (PTFs)

a. Current Number of CLERK PTFs on Rols	1
b. Current Total Non-OverTime CLERK PTFs Hours per Month	140
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	
NA	

### City Carrier Assistant (CCAs)

a. Current Number of CLERK CCAs on Rols	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  
NA

**Postal Support Employees (PSE)**

- a. Current Number of CLERK PSE on Rolls 0
- b. Current Total Non-OverTime CLERK PSE Hours per Month 0
- 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 0
- g. Provide Narrative Justifying need for Remaining CLERK PSE  
NA

## 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	
NA	

### Full Time Regular (FTRs)

a. Current Number of CLERK FTRs on Rolls	5
b. Planned Number of CLERK FTR Positions After Impact	4
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	1
e. Provide Narrative Explaining need for Excessing	
Excess 1 FT clerk to match earned	

## WorkHour Impact Report-CLERK

### Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-140
b. Planned Reduction in Total OT Hours per Month	-20
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	700
i. Total FTE Savings	-1

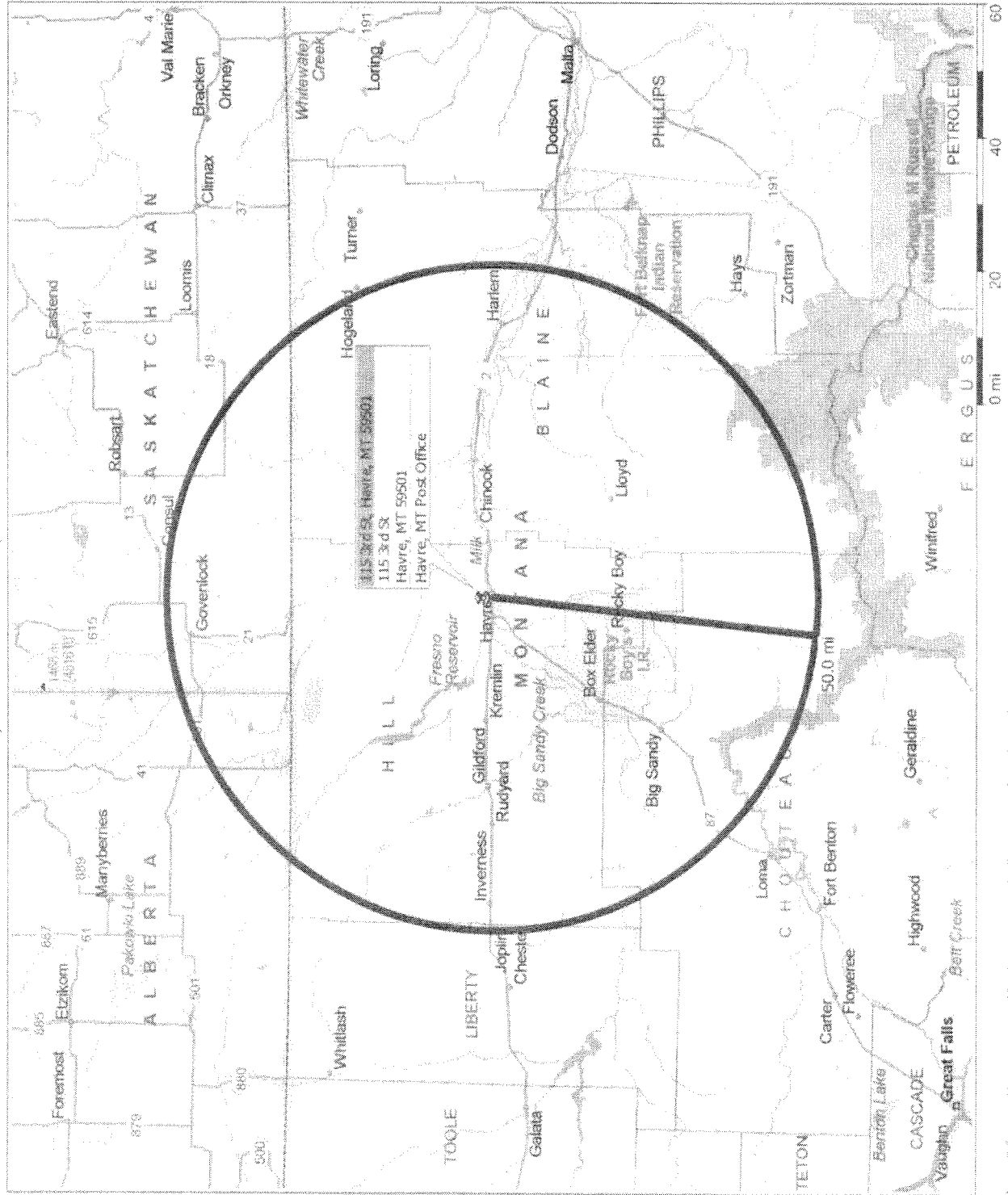
HAVRE CLERK SENIORITY ROSTER

FINANCE	OFFICE	FULL NAME	JOB TITLE	PAY LEVEL	D/A	FUNC	LDC	VET PREF	SEN DATE CRAFT
293870	HAVRE PO	CHAGNON WAYNE T.	SALES,SVCS/DISTRIBUTION ASSOC	6	110	4	45	N	12/6/1986
293870	HAVRE PO	STEIN KAREN J.	DIST WINDOW CLK	6	110	4	45	N	10/21/1989
293870	HAVRE PO	GOBIN LINDA M.	SALES,SVCS/DISTRIBUTION ASSOC	6	110	4	43	N	7/24/1993
293870	HAVRE PO	MAZURKIEWICZ MICHAEL E.	LEAD SALES & SERVICES ASSOCIATE	7	110	4	45	N	9/30/1995
293870	HAVRE PO	LITZINGER MICHAEL J.	SALES,SVCS/DISTRIBUTION ASSOC	6	110	4	43	N	11/8/1997
293870	HAVRE PO	MILLER LYLE E.	SALES,SVCS/DISTRIBUTION ASSOC	6	410	4	43	N	12/1/2001

2/6/2015



# Montana, United States, North America



**CUSTOMER SERVICE VARIANCE - [570]-DAKOTAS PFC**

HAVRE PO - HAVRE PO 293870

MPOB | Date: 10/22/2014

Analysis Period: 07/19/2014 to 10/17/2014 - Customer Service Days: 78

Unit Level: 20 Man Yr: 0 CAG: F

Benchmark Dates: FY 2014 WK 1 - FY 2014 WK 52

[HAVRE PO] HAVRE PO

**FTEE COMPLEMENT ANALYSIS**

UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% ACHIEVED
Full Time Clerk			5		
Part Time Flexible Clerk			1		
Part Time Regular Clerk			0		
Postal Support Employee			0		
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	5	5	6		
Full Time Equivalent Hrs	1793	1788	1768		

**WORKHOUR ANALYSIS**

*Automation/Mechanized (LDC41L-41F)*

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%

*Manual (LDC43-44)*

LDC 43L Hours	47	29	37	8	79.45%
LDC 43F Hours	72	59	74	15	79.14%
LDC 43P Hours	166	155	128	-27	120.94%
LDC 43A Hours	308	307	478	171	84.19%
LDC 43 Total	593	550	717	167	76.65%
LDC 44 Hours	241	228	328	100	69.61%
Total Manual Hours	834	778	1045	267	74.45%

*Retail/Admin (LDC 42,45,48)*

LDC 42 Hours	23	22	65	43	33.85%
LDC 45 Hours	743	665	1016	351	65.45%
LDC 48 Hours	654	658	543	-113	120.81%
Total Retail/Admin Hours	1419	1343	1624	281	82.70%
Total Function Four	2254	2121	2669	548	79.47%

**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)	345		274	-71	-20.47%
LDC 43 Dist Vol Flts (Ft)	684		682	-1	-0.19%
LDC 43 Dist Vol PP/Sprs	44538		41789	-2,749	-6.17%
LDC 44 Box Ltrs (Ft)	1,110		1,087	-23	-2.08%
LDC 44 Box Flts (Ft)	523		559	36	6.92%
Manual Vol (w/o PP/Sprs)	2,662		2,602	-60	-2.25%
LDC 45 Transactions	30430		27111	-3,319	-10.91%
Retail Transaction Volume	30,430		27,111	-3,319	-10.91%

**PRODUCTIVITY ANALYSIS**

UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% ACHIEVED
LDC 41 Ltr PPH	0	0	0	0	0%

LDC 41 Fit PPH	0	0	0	0	0%
LDC 43 Dist Vol Ltrs FPH	7.27	9.32	7.41	-1.92	79.45%
LDC 43 Dist Vol Flts FPH	9.48	11.65	9.22	-2.43	79.14%
LDC 43 Dist PP/Sprs PPH	269	270	326	56	120.74%
LDC 43 Allied Hrs per day	4.05	4.04	6.29	2.25	64.19%
LDC 44 Box L&F FPH	6.76	7.21	5.02	-2.19	69.63%
LDC 45 Min. per Trans	1.46	1.47	2.25	0.78	65.45%
LDC 45 Trans per 1412	118.2	205.2	103.08	102.11	50.24%

**UNIT ROUTE AND DELIVERIES ANALYSIS**

UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% VARIANCE
City Routes	7		7	0	0.00%
Rural Routes	0		0	0	0%
CDS Routes	3		3	0	0.00%
POB Equivalent Routes	9		9	0	0.00%
City Deliveries	5350		5361	2	0.09%
Rural Deliveries	0		0	0	0%
CDS Deliveries	875		876	1	3.43%
PO Box Deliveries	1133		1138	3	0.26%
Drop Deliveries			32		

**FTEs DAILY STAFFING ANALYSIS**

UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	
Clerk/Mailhandler	4.48	4.22	5.31	1.09	
Clerk/Mailhandler	1.63	1.72	1.68	-0.04	
Clerk/Mailhandler	0.89	1.03	0.96	-0.06	

**CUSTOMER SERVICE VARIANCE - [570]-DAKOTAS PFC**

HAVRE PO - HAVRE PO 293870

MPOD B | Date: 10/22/2014

Analysis Period: 10/19/2013 to 10/17/2014 - Customer Service Days: 302

Unit Level: 20 Man Yr: 0 CAG: F

Benchmark Dates: FY 2014 WK 1 - FY 2014 WK 52

**FTEE COMPLEMENT ANALYSIS**

UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% ACHIEVED
Full Time Clerk			5		
Part Time Flexible Clerk			1		
Part Time Regular Clerk			0		
Postal Support Employee			0		
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	5	5	6		
Full Time Equivalent Hrs	1792	1790	1852		

**WORK HOUR ANALYSIS**

*Automation/Mechanized (LDC 41L-41F)*

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%

*Manual (LDC 43-44)*

LDC 43L Hours	197	147	201	54	72.39%
LDC 43F Hours	209	236	341	105	69.13%
LDC 43P Hours	660	660	801	231	74.99%
LDC 43A Hours	1221	1213	2036	1713	41.49%
LDC 43 Total	2376	2261	4389	2108	51.74%
LDC 44 Hours	970	914	1307	393	69.93%
Total Manual Hours	3346	3175	5676	2501	55.93%

*Retail/Admin (LDC 42, 45, 48)*

LDC 42 Hours	80	84	211	107	34.31%
LDC 45 Hours	2978	2837	4103	1271	69.06%
LDC 48 Hours	2600	2609	1087	-1521	239.90%
Total Retail/Admin Hours	5669	5529	5436	-93	101.70%
Total Function Four	9015	8703	11112	2409	78.32%

**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)	1,369		1,366	-3	-0.25%
LDC 43 Dist Vol Flts (Ft)	2,716		2,746	30	1.10%
LDC 43 Dist Vol PP/Sprs	176979		178213	1,234	0.70%
LDC 44 Box Ltrs (Ft)	4,411		4,411	0	0.00%
LDC 44 Box Flts (Ft)	2078		2133	54	2.61%
Manual Vol (w/o PP/Sprs)	10,574		10,656	82	0.78%
LDC 45 Transactions	120921		120774	-147	-0.12%
Retail Transaction Volume	120,921		120,774	-147	-0.12%

**PRODUCTIVITY ANALYSIS**

UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% ACHIEVED
LDC 41 Ltr PPH	0	0	0	0	0%

LDC 41 Flt PPH	0	0	0	0	0%
LDC 43 Dist Vol Ltrs FPH	6.94	9.32	6.79	-2.53	72.89%
LDC 43 Dist Vol Flts FPH	9.09	11.65	8.05	-3.6	69.13%
LDC 43 Dist PP/Sprs PPH	269	270	200	-70	74.07%
LDC 43 Allied Hrs per day	4.05	4.03	9.72	5.69	41.49%
LDC 44 Box L&F FPH	6.69	7.16	5.01	-2.15	69.94%
LDC 45 Min. per Trans	1.48	1.41	2.04	0.63	69.06%
LDC 45 Trans per 1412	118.2	214.27	118.17	96.1	55.15%

**UNIT ROUTE AND DELIVERIES ANALYSIS**

UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% VARIANCE
City Routes	7		7	0	0.00%
Rural Routes	0		0	0	0%
CDS Routes	3		3	0	0.00%
POB Equivalent Routes	9		9	0	0.00%
City Deliveries	5359		5361	2	0.09%
Rural Deliveries	0		0	0	0%
CDS Deliveries	875		876	1	3.43%
PO Box Deliveries	1133		1136	3	0.26%
Drop Deliveries			32		

**FTE'S DAILY STAFFING ANALYSIS**

UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	
Clerk/Mailhandler	4.51	4.36	5.56	1.21	
Clerk/Mailhandler	1.66	1.55	1.52	-0.03	
Clerk/Mailhandler	0.85	0.91	0.98	0.07	

**CUSTOMER SERVICE VARIANCE - CLERK/MAILHANDLER COMPLEMENT**

Delivery Days: 302

HAVRE PO - HAVRE PO 293870

DATE:  
10/29/2014

**Leave Replacement Calculation**

Leave Type	Hrs Per Day	Leave %	Formula	Employees Earned
Annual Leave	29	10.50%	(CSV Avg Daily Hours x 10.50%)(5 day wk/40 hr)	0.46 Clerk/MH(s)
Sick Leave	29	4.00%	(CSV Avg Daily Hours x 4.00%)(5 day wk/40 hr)	0.17 Clerk/MH(s)
LWOP	29	1.00%	(CSV Avg Daily Hours x 1.00%)(5 day wk/40 hr)	0.04 Clerk/MH(s)
(Subtract Overtime)	29	5.00%	(CSV Avg Daily Hours x 5.00%)(5 day wk/40 hr)	0.22 Clerk/MH(s)
Net Total		10.50%	Leave/OT replacement Needs	0.46 Clerk/MH(s)
			replacement for replacement	0.05 Clerk/MH(s)
			<b>Total Leave Replacement</b>	<b>0.5 Clerk/MH(s)</b>

Current on Rolls		Earned Complement	
Full Time Clerk	5	Full Time Clerk	
Part Time Flexible Clerk	1	Part Time Flexible Clerk	
Part Time Regular Clerk	0	Part Time Regular Clerk	
Postal Support Employee	0	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>6</b>	<b>Total F4 Earned</b>	<b>5</b>

Current Actual	Daily Hrs	Employees	Target	Daily Hrs	Employees
LDC 41 Clerk/MH(s)	0	0	LDC 41 Clerk/MH(s)	0	0
LDC 42 Clerk/MH(s)	0.8	0.12	LDC 42 Clerk/MH(s)	0.28	0.04
LDC 43 Clerk/MH(s)	14.47	2.19	LDC 43 Clerk/MH(s)	7.49	1.13
LDC 44 Clerk/MH(s)	4.33	0.65	LDC 44 Clerk/MH(s)	3.03	0.46
LDC 45 Clerk/MH(s)	13.6	2.06	LDC 45 Clerk/MH(s)	9.39	1.42
LDC 48 Clerk/MH(s)	3.6	0.54	LDC 48 Clerk/MH(s)	8.63	1.3
<b>Total Actual Daily Hrs</b>	<b>36.79</b>	<b>5.56</b>	<b>Total Earned Daily Hrs</b>	<b>28.82</b>	<b>4.35</b>

Daily Hours Actual	36.79	Daily Hours Earned	28.82
Current Complement	6	Target Complement	4.86
FTEE Current	1852	FTEE Target	1790
Projected Annual Hrs Actual	11,112	Projected Annual Hrs Earned	8,704

On Duty Required Totals	4.35	Full Time Equiv Employee (Hrs per)	1790
Leave Replacement Totals	0.5	Variance FTEE	1.14
Complement Total	4.86	Complement % Achieved	83.33%
Complement Total	1.73	Complement % Achieved	100.00%