




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.

August 3, 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 Gillette, WY

Dear Mr. Gonzalez:

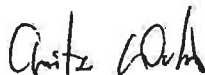
Please be advised that due to workload reduction at the Gillette, WY Post Office, it is anticipated that it will be necessary to excess the following Clerks outside the craft and/or installation.

- Four (4) Full-time Clerks

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 Gillette, WY Post Office.

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

Sincerely,



Anita Works for  
William Schwartz  
A/Manager, Human Resources  
Western Area

cc: Manager Labor Relations, Western Area  
Manager Programs Delivery Support, Western Area  
District Manager, Colorado-Wyoming  
Manager Human Resources, Colorado-Wyoming  
Manager Labor Relations, Colorado-Wyoming  
Complement Coordinator, Colorado-Wyoming  
Regional Director NPMHU, Denver  
NALC National Business Agent, Region 4

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

aw:57536

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

## WorkHour Impact Report

<b>Impacted Bid Cluster</b>	GILLETTE 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>	02/03/2018
<b>Period (Dates) of Review Performed</b>	06/11/2016 thru 06/09/2017
<b>Report Prepared By</b>	April Padilla
<b>Report Prepared Date</b>	08/02/2017
<b>Reviewed By</b>	Kevin Romero
<b>Phone</b>	(303) 853-6160

## WorkHour Impact Report

**Craft = CLERK**

	A Current Average Weekly Hrs	B Planned Weekly Hrs	C Weekly Hrs Savings	D Monthly Savings	E Annual Work Hours Savings	F Annual FTE Savings	G Current FTE Yearly Hr Rate
Total	644	500	-144	-576	-7488	-4	1872

### 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	68	10.6%	-20.2	0		48	9.6%

## 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	

NA

### 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	

NA

### 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	

No PTFs on the rolls.

### 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	
NA	

**Postal Support Employees (PSE)**

a. Current Number of CLERK PSE on Rolls	1
b. Current Total Non-OverTime CLERK PSE Hours per Month	128
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	
Need to retain for flexibility.	

## 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 CLERK PTRs	NO 0
e. Provide Narrative Explaining need for Excessing No PTRs on the rolls.	

### Full Time Regular (FTRs)

a. Current Number of CLERK FTRs on Rolls	17
b. Planned Number of CLERK FTR Positions After Impact	13
c. Estimated Number of CLERK FTR Attrition	0
d. Will there be any CLERK FTRs Excessed from Craft or Installation If Yes how Many CLERK FTRs	YES 4
e. Provide Narrative Explaining need for Excessing No attrition expected reduce four full time regulars.	

## WorkHour Impact Report-CLERK

### Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-576
b. Planned Reduction in Total OT Hours per Month	-81
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	2000
i. Total FTE Savings:	-4

THE CSV COMPLEMENT MODEL SHOULD NOT BE THE SOLE SOURCE OF PERMANENT STAFFING DECISIONS.					
CUSTOMER SERVICE VARIANCE - CLERK/MAILHANDLER COMPLEMENT					
Delivery Days: 302		GILLETTE PO - GILLETTE PO 573800			DATE: 08/03/2017
Leave Replacement Calculation					
Leave Type	Hrs Per Day	Leave %	Formula	Employees Earned	
Annual Leave	70	10.50%	(CSV Avg Daily Hours x 10.50% x (6 day wk/40 hr WHwk))=	1.11	Clerk/MH(s)
Sick Leave	70	4.00%	(CSV Avg Daily Hours x 4.00% x (6 day wk/40 hr WHwk))=	0.42	Clerk/MH(s)
LWOP	70	1.00%	(CSV Avg Daily Hours x 1.00% x (6 day wk/40 hr WHwk))=	0.11	Clerk/MH(s)
(Subtract Overtime)	70	5.00%	(CSV Avg Daily Hours x 5.00% x (6 day wk/40 hr WHwk))=	0.53	Clerk/MH(s)
Net Total		10.50%	Leave/OT Replacement Needs >>>>	1.11	Clerk/MH(s)
			Replacement for Replacement >>>>	0.12	Clerk/MH(s)
			Total Leave Replacement >>>>	1.23	Clerk/MH(s)
Current on Rolls			Earned Complement		
Full Time Clerk		16	Full Time Clerk		
Part Time Flexible Clerk		0	Part Time Flexible Clerk		
Part Time Regular Clerk		0	Part Time Regular Clerk		
Postal Support Employee		1	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		
Total F4 on Rolls		17	Total F4 Earned		12
Current Actual	Daily Hrs	Employees	Target	Daily Hrs	Employees
LDC 41 Clerk/MH(s)	0.00	0.00	LDC 41 Clerk/MH(s)	0.00	0.00
LDC 42 Clerk/MH(s)	0.80	0.12	LDC 42 Clerk/MH(s)	0.50	0.08
LDC 43 Clerk/MH(s)	32.72	4.94	LDC 43 Clerk/MH(s)	23.02	3.48
LDC 44 Clerk/MH(s)	14.46	2.19	LDC 44 Clerk/MH(s)	5.86	0.89
LDC 45 Clerk/MH(s)	27.27	4.12	LDC 45 Clerk/MH(s)	22.56	3.41
LDC 48 Clerk/MH(s)	22.68	3.43	LDC 48 Clerk/MH(s)	17.99	2.72
Total Actual Daily Hrs	97.94	14.79	Total Earned Daily Hrs	69.93	10.56
Daily Hours Actual		97.94	Daily Hours Earned		69.93
Current Complement		17	Target Complement		11.79
FTEE Current		1740	FTEE Target		1791
Projected Annual Hrs Actual		29,577	Projected Annual Hrs Earned		21,118
On Duty Required Totals		10.56	Full Time Equiv Employee (Hrs per)		1791
Leave Replacement Totals		1.23	Variance FTEE		5.21
Complement Total		11.79	Complement % Achieved		70.59%



FINANCE	OFFICE	FULL NAME	JOB TITLE	PAY LEVEL	D/A	FUNG	LDC	VET PREF	SEN DATE CRAFT
573800	GILLETTE PO	MCGILLIS LEONARD F.	LEAD SALES & SERVICES ASSOCIATE	7	110	4	48	N	9/30/1978
573800	GILLETTE PO	MILLER DEBRA L.	LEAD SALES & SERVICES ASSOCIATE	7	110	4	48	N	6/28/1980
573800	GILLETTE PO	BEACH ANNA M.	MAIL PROCESSING CLERK	6	110	4	48	N	3/20/1982
573800	GILLETTE PO	PETERSEN LOLA A.	MAIL PROCESSING CLERK	6	110	4	43	N	4/22/1989
573800	GILLETTE PO	WEISCHEDEL DANIEL B.	MAIL PROCESSING CLERK	6	110	4	48	N	3/20/1993
573800	GILLETTE PO	LUPER DANI D.	SALES,SVCS/DISTRIBUTION ASSOC	6	110	4	45	N	4/9/1994
573800	GILLETTE PO	REYNOLDS PAMELA J.	SALES AND SERVICES ASSOCIATE	6	110	4	45	N	4/16/1994
573800	GILLETTE PO	LAAKSO MARY J.	MAIL PROCESSING CLERK	6	110	4	43	N	6/25/1994
573800	GILLETTE PO	EHMKE ROXY A.	MAIL PROCESSING CLERK	6	110	4	43	N	11/12/1994
573800	GILLETTE PO	VILLALOBOS WENDY S.	SALES,SVCS/DISTRIBUTION ASSOC	6	110	4	45	N	11/12/1994
573800	GILLETTE PO	HARROD BOBBI J.	SALES,SVCS/DISTRIBUTION ASSOC	6	110	4	45	N	9/28/1996
573800	GILLETTE PO	LANGLEY AUDREY L.	MAIL PROCESSING CLERK	6	110	4	43	N	9/8/2001
573800	GILLETTE PO	STECKLEIN LAURA R.	MAIL PROCESSING CLERK	6	110	4	48	N	11/27/2004
573800	GILLETTE PO	GALLAGHER CAROL A.	SALES,SVCS/DISTRIBUTION ASSOC	6	110	4	43	N	9/3/2005
573800	GILLETTE PO	DVORAK NORENE M.	SALES,SVCS/DISTRIBUTION ASSOC	6	110	4	45	N	5/12/2007
573800	GILLETTE PO	BERENS JODI C.	MAIL PROCESSING CLERK	6	110	4	43	N	5/12/2007
573800	GILLETTE PO	JOHNSTON TERESA A.	SALES,SVCS/DISTRIBUTION ASSOC	6	110	67	67	N	3/27/2010

8/3/2017

# Wyoming, United States, North America

