



Created by the  
Clerk Division:  
Rob Strunk, Director  
Pat Williams, Asst. Dir  
Lyle Krueth, Asst. Dir  
Lamont Brooks, Asst. Dir

A special thank you to Mike Barrett for all his assistance with this project



# NTFT MOU

Per the 2010-15 Memorandum of Understanding regarding NTFT duty assignments, before implementing any new non-traditional assignments the local union will have the opportunity to:

- Review
- Comment
- Make suggestions, and
- Propose alternatives

## TYPES OF REPORTS

| REPORTS                             | PURPOSE OF REPORT                                                                                                                                                    |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CSV - Workload Worksheet            | Provides volume, productivity, hrs, (STB) Standup Talks and Breaks for LDC 41, 42, 43, 44, 45, 46, and 48                                                            |
| CSV – LDC 42 Earned Work hours      | Provides earned time for BRM/PD, Merchandise Return SVC, and Parcel Return SVC.                                                                                      |
| CSV - LDC – 48 Earned Work hours    | Provides earned time for workload element benchmark value and csv factors.                                                                                           |
| CSV – Facility Database Information | Provides information about the unit - open/closing time, Auto/Mech, distribution and box section cutoff time.                                                        |
| CSV – Clerk/Mailhandler Complement  | Provides current employees on the roll, Earned Complement, Current (Actual) Daily Hrs for each LDC, Target (Earned) Daily Hrs for each LDC.                          |
| CSV – Data Stream                   | Provides earned, benchmark and flash data for daily mail volume for each LDC, CAG, and total transaction. Information provides key information into the CSV reports. |

# TYPES OF REPORTS CONT'D

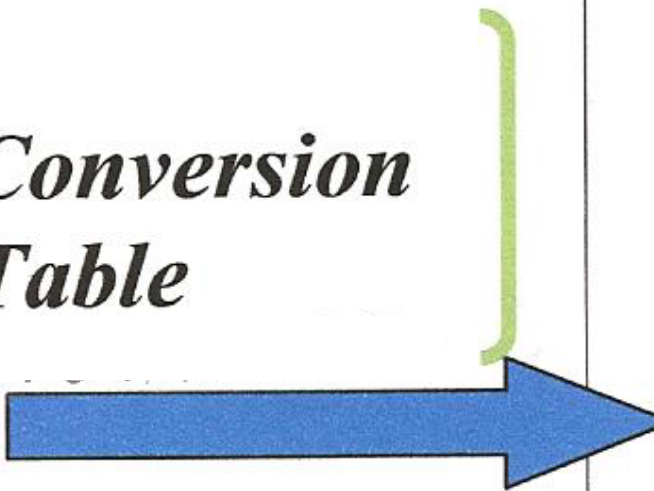
| REPORTS                                     | PURPOSE OF REPORT                                                                                                                                                                                       |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LDC BREAKDOWN<br>FOR ALL TOURS<br>1, 2, & 3 | LDC-41 Automation Operation<br>LDC-42 BRM/PD Parcel Return SVC<br>LDC-43 Distribution Operation<br>LDC-44 Box Operation<br>LDC-45 Window Operation<br>LDC-46 Vending Equipment<br>LDC-48 Administration |
| MPV                                         | Mail Processing Variance- Used in function 1 replaced previous programs- measure and monitor office performance, assist in establishing budget , match complement work load                             |
| MPV - Workload Worksheet                    | Provides workload, target productivity rate, Earned Hrs, Actual Hrs, Opportunity for LDC 11, 12, 13, 14, 15, 17, and 18                                                                                 |



## TYPES OF REPORTS CONT'D

| REPORTS                            | PURPOSE OF REPORT                                                                                                                                                                                                                                                               |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MPV – Clerk/Mailhandler Complement | Provides current employees on the roll, Earned Complement, Current (Actual) Daily Hrs for each LDC, Target (Earned) Daily Hrs for each LDC.                                                                                                                                     |
| MPES Workhour                      | Mail Processing Employee Schedule - Used daily to assist in staffing and balancing of work hours for Clerks and Mail handlers. MPES is available for all tours. MPES is weekly report we will need four weeks in row. Make sure the MPES week has been finalized by management. |
| BPI Scorecard for Function 1       | Provides information on reported volume and standby time.                                                                                                                                                                                                                       |

# Conversion Table



Time Conversion Table

| Minutes | Hun-<br>dredths |
|---------|-----------------|
| 0       | .00             |
| 1       | .02             |
| 2       | .03             |
| 3       | .05             |
| 4       | .07             |
| 5       | .08             |
| 6       | .10             |
| 7       | .12             |
| 8       | .13             |
| 9       | .15             |
| 10      | .17             |
| 11      | .18             |
| 12      | .20             |
| 13      | .22             |
| 14      | .23             |
| 15      | .25             |
| 16      | .27             |
| 17      | .28             |
| 18      | .30             |
| 19      | .32             |
| 20      | .33             |

| Minutes | Hun-<br>dredths |
|---------|-----------------|
| 21      | .35             |
| 22      | .37             |
| 23      | .38             |
| 24      | .40             |
| 25      | .42             |
| 26      | .43             |
| 27      | .45             |
| 28      | .47             |
| 29      | .48             |
| 30      | .50             |
| 31      | .52             |
| 32      | .53             |
| 33      | .55             |
| 34      | .57             |
| 35      | .58             |
| 36      | .60             |
| 37      | .62             |
| 38      | .63             |
| 39      | .65             |
| 40      | .67             |

| Minutes | Hun-<br>dredths |
|---------|-----------------|
| 41      | .68             |
| 42      | .70             |
| 43      | .72             |
| 44      | .73             |
| 45      | .75             |
| 46      | .77             |
| 47      | .78             |
| 48      | .80             |
| 49      | .82             |
| 50      | .83             |
| 51      | .85             |
| 52      | .87             |
| 53      | .88             |
| 54      | .90             |
| 55      | .92             |
| 56      | .93             |
| 57      | .95             |
| 58      | .97             |
| 59      | .98             |

"The collection of this information is authorized by 39 USC 401, 1003, 1005, 5 USC 8339. It will be used to reflect accurate time-keeping. As a routine use, this information may be disclosed to a Federal agency when relevant to the administration of employment benefits and programs including EEO, to an appropriate law enforcement agency for investigative or prosecution proceedings, to a congressional office at your request, to OMB for review of private relief legislation, to a labor organization as required by the NLRA, and where pertinent, in a legal proceeding to which the Postal Service is a party. Completion of this form is voluntary; however, if this information is not provided, you may not be paid for hours worked."

# What Hours are Used to Establish NTFT Assignments?

It is clear that management is using only CSV and earned hours to establish NTFT Assignments. **This violates our contracts.** Locals should be advised that a grievance should be filed on each NTFT assignment using the argument of **all available hours**. Article 37.3.A.1, and if there is a reason to establish a NTFT duty assignment it must be operationally necessary.

# Creating and Posting NTFT JOBS

- All NTFT Duty Assignments **must** be posted for bid in accordance with **Article 37.3.A.1**
- Review PSE Hours to ascertain whether or not Full-time assignments can be carved out of it.
  - ❖ Automation- WEBeor & RPG
  - ❖ Manual- TACS Clock Rings



# Review Office/Facility Information

- Number of Full-Time Employees as of May 23, 2011-placed into 40-44 hour jobs
- Upon receipt of Matrixes, review number of jobs in Postal Service proposed matrix that a full-time regular [as of day of contract] can be placed into (to prevent making unsuitable).

# **Current Occupied/Vacant/Residual Duty Assignments**

- How many current Occupied Duty Assignments are there?
- How many Vacant Duty Assignments are there?
- How many Residual Duty Assignments (by installation, tour, and section) are there?

# Putting Together Desirable Duty Assignments

**Step 1-** Request documents from Management

**Step 2-** After receipt of PS Matrixes- review postings

**Step 3-** Review all documents received from  
Management & Determine if Function 1 or 4

**Step 4-** Use the APWU Tool Kit and information from  
the Postal Service documents to create  
Desireable Duty Assignments

**Step 5-** Compare your Desirable Duty Assignments to  
PS Matrixes and with Management

# REVIEW OF MATRIXES





# REVIEW OF MATRIXES

- Review operational needs information for each non traditional duty assignment
- Need to know start time and end time for each operation
- Were NTFT assignments posted for bid?
- If yes, and management refused union's proposed alternatives file grievance via ADRP

## REVIEW OF MATRIXES CONT'D

- What is the postal service proposed compliment?
- How many hours used by installation, tour, section according to LMOU?
- What is the number of employees by installation, tour, section? (Current and Proposed)
- Breakdown of Traditional Full-Time and NTFT by installation, tour and section?

# REVIEW OF MATRIXES CONT'D

- Were Traditional assignments changed to NTFT? If so, when and why?
- Were excessed clerks provided retreat rights before placing Junior PTF/PTRs who were converted after the signing of this agreement?
- Were newly converted PTF/PTRs given 40 hrs traditional assignments in accordance to Art 37, Section 4, if not placed in a residual assignment?
- Are there PSE hours that can be used to create 30 hour assignments?

# Alternative Desirable Duty Assignments

- After review of all relevant documents and information the union should be prepared to provide alternative desirable duty assignments, always keeping in mind that **a current FT employee as of May 23, 2011 cannot be involuntarily assigned to NTFT assignments of less than 40 hours a week.**

# **Alternative Desirable Duty Assignments**

Function 1 requires Two (2)  
consecutive days off.

# **Alternative Desirable Duty Assignments**

- All other employees, including current PTRs, PTFs, and any career employees hired after the signing of this Agreement, may be assigned to any residual NTFT duty assignment in accordance with Article 37 or 39 respectively. (Add actual language here)



# FUNCTION 1 WORKBOOK

Open the Electronic Worksheet.



# INSIDE THE WORKSHEET

**STEP-1:** Before you get started, you will need the daily and weekly hours for Automated Letters, Automated Flats, Manual Letters, Manual Flats and Other Operations. This information can be obtained from the USPS with the Information Request Form that is provided on this CD.

# INSIDE THE WORKSHEET

What is **Other Operations**? This refers to any operation that is not in Automated Letters, Automated Flats, Manual Letters and Manual Flats in Function-1 that a Non Traditional Schedule might be considered.



# INSIDE THE WORKSHEET

**STEP-2:** Once you have the daily and weekly hours from the USPS, we now can begin establishing folders for each Tour and required files that can be obtained from the CD.



# Creating and Posting NTFT JOBS

➤ 1. You will need to create three folders in my documents section of your computer. **Do not make the folders on your desktop.**



# Creating and Posting NTFT JOBS

- ▶ 2. The first folder will be labeled as: Office Name, Function-1, Tour 1, with the month and year. Example: if you are creating a schedule in October 2011, you would label the folder –Buffalo NY, Function-1, Tour 1, Oct., 2011.

# Creating and Posting NTFT JOBS

- ▶ 3. The second folder will be label as Function-1 Tour 2 with the month and year. Example: if you are creating a schedule in October 2011 you would label the folder – Buffalo NY, Function-1, Tour 2, Oct 2011.



# Creating and Posting NTFT JOBS

- ▶ 4. The third folder will be label as: Function-1, Tour 3, with the month and year. Example: if you are creating a schedule in October 2011 you would label the folder – Buffalo NY, Function-1, Tour 3, Oct 2011

# Creating and Posting NTFT JOBS

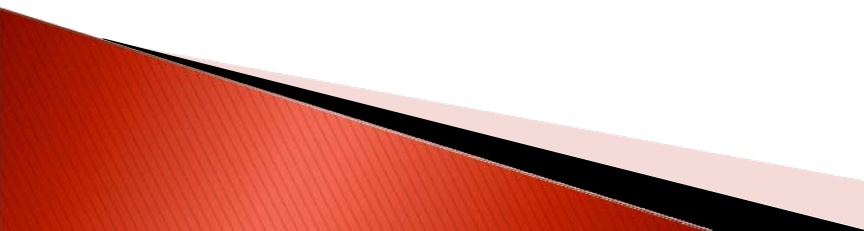
➤ 5. There are three folders and word document in this CD:

- Tour 1 Scheduler- with three files named:

**Note:** When you place your mouse on the title of each file, you will see the names Data Collection, Shift and Weekly Schedule.

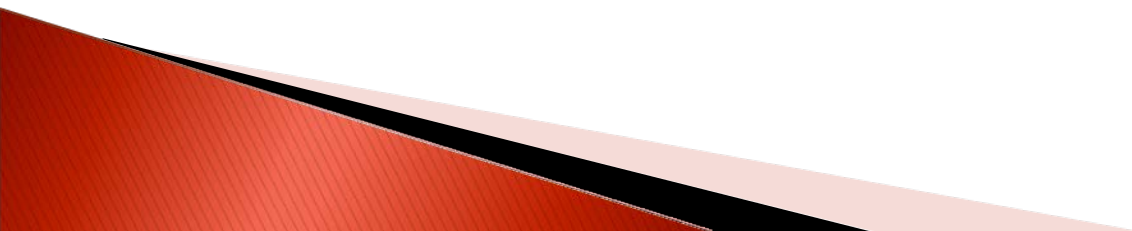
# Data Collection, Shift Schedule and Weekly Schedule

- Tour 2 Scheduler  
Data Collection, Shift Schedule and Weekly Schedule
  - Tour 3 Scheduler  
Data Collection, Shift Schedule and Weekly Schedule
  - Information Request for Function 1
- 

6. **Never change name of the files** - If you do the workbooks will not work.
  7. Copy the following three files that are in Tour 1 Scheduler folder: Data Collection Tour 1, Shift Schedule Tour 1 and Weekly Schedule Tour 1 and paste the files in folder that you named in Step 2 number 2. **Do not change the name of the files!**
- 

8. Copy the following three files that are in Tour 2 Scheduler folder: Data Collection Tour 2, Shift Schedule Tour 2 and Weekly Schedule Tour 2 and paste the files in folder that you named in Step 2 number 3. **Do not change the name of the files!**

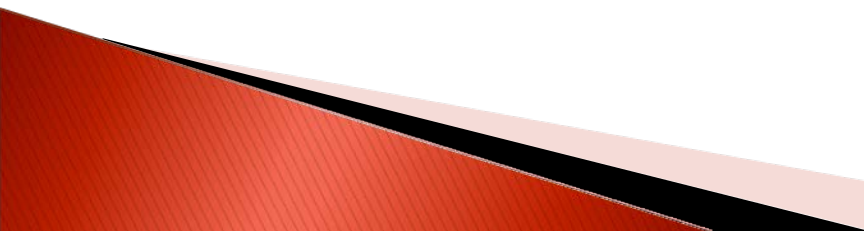
9. Copy the following three files that are in Tour 3 Scheduler folder: Data Collection Tour 3, Shift Schedule Tour 3 and Weekly Schedule Tour 2 and paste the files in folder that you named in Step 2 number 4. **Do not change the name of the files!**

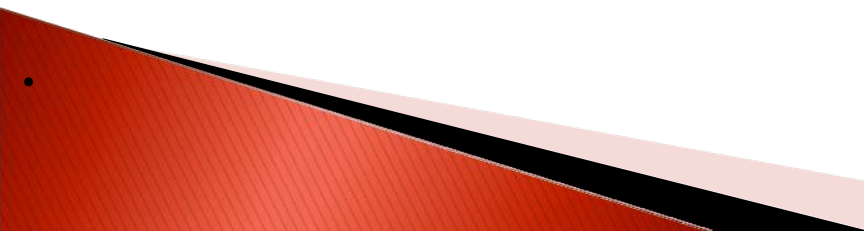


**STEP-3:** Once you have the folders completed with the require files we can now begin establishing a schedule for Function-1

10. Start with Tour 1 - locate the folder name \_\_\_\_\_  
Function-1 Tour 1 Oct 2011.

11. Open the workbooks named Data Collection Tour 1, Shift Schedule Tour 1 and Weekly Schedule Tour 1.

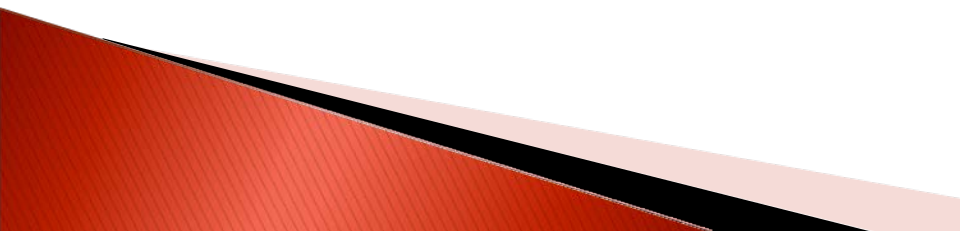


12. Locate the excel file that is now open named Data Collection Tour 1.
  13. Select the tab named “Enter Data Here”
  14. Click on “Enter the date”
  15. Entered the date you started the scheduler
  16. Hit the tab key on your keyboard - Enter the Office Name
  17. Hit the Tab key - Enter Finance Number
  18. Hit the tab key on your keyboard
- 

19. In the “Automation Letters” enter the required work hours that was obtain from USPS for each day of the week. Enter Saturday hours, hit the tab key enter Sunday hours, hit the tab key enter Monday hours, hit the tab key enter Tuesday hours, hit the tab key enter Wednesday hours, hit the tab key enter Thursday hours, and hit the tab key enter Friday hours.

20. Hit the tab key on your keyboard

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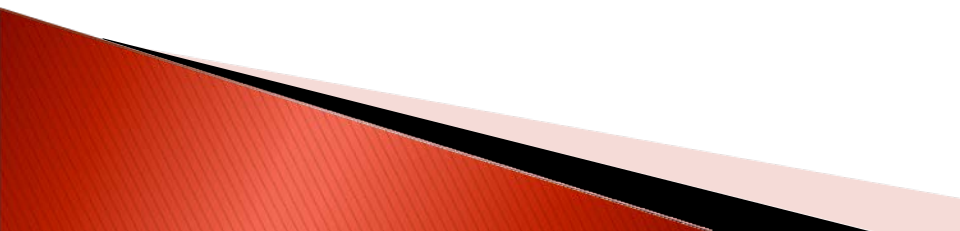




21. In the “Automation Flats” enter the required work hours that was obtain from USPS for each day of the week. Enter Saturday hours, hit the tab key enter Sunday hours, hit the tab key enter Monday hours, hit the tab key enter Tuesday hours, hit the tab key enter Wednesday hours, hit the tab key enter Thursday hours, and hit the tab key enter Friday hours.

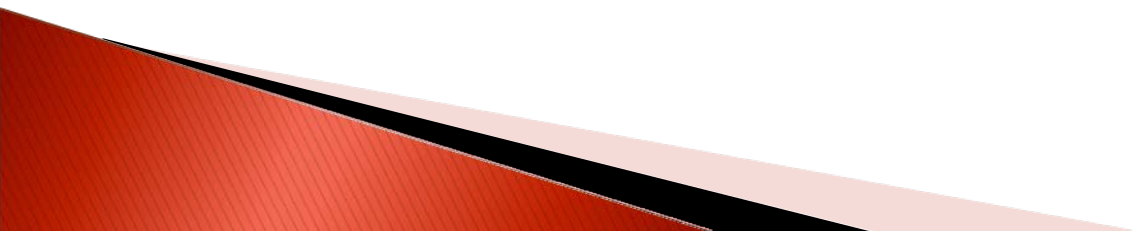
22. Hit the tab key on your keyboard

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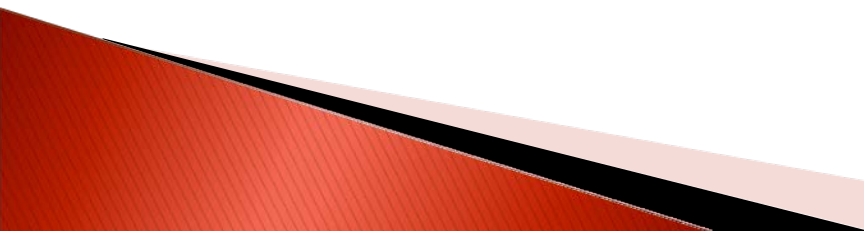
23. In the “Manual Letters” enter the required work hours that was obtain from USPS for each day of the week. Enter Saturday hours, hit the tab key enter Sunday hours, hit the tab key enter Monday hours, hit the tab key enter Tuesday hours, hit the tab key enter Wednesday hours, hit the tab key enter Thursday hours, and hit the tab key enter Friday hours.

24. Hit the tab key on your keyboard

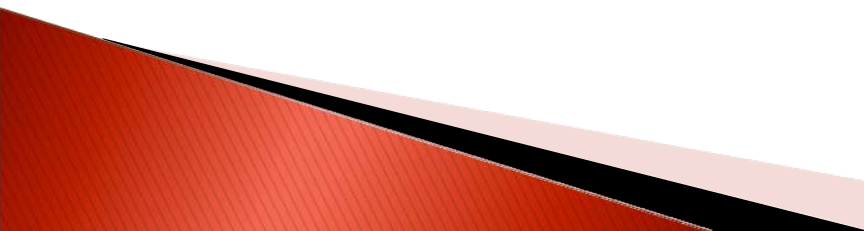


25. In the “Manual Flats” enter the required work hours that was obtained from USPS for each day of the week. Enter Saturday hours, hit the tab key; enter Sunday hours, hit the tab key; enter Monday hours, hit the tab key; enter Tuesday hours, hit the tab key; enter Wednesday hours, hit the tab key; enter Thursday hours, and hit the tab key; enter Friday hours.

26. Hit the tab key on your keyboard

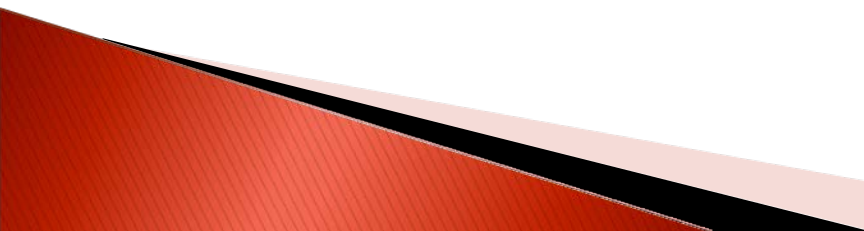


27. In the “Other” enter the required work hours that was obtain from USPS for each day of the week. Enter Saturday hours, hit the tab key enter Sunday hours, hit the tab key enter Monday hours, hit the tab key enter Tuesday hours, hit the tab key enter Wednesday hours, hit the tab key enter Thursday hours, and hit the tab key enter Friday hours.



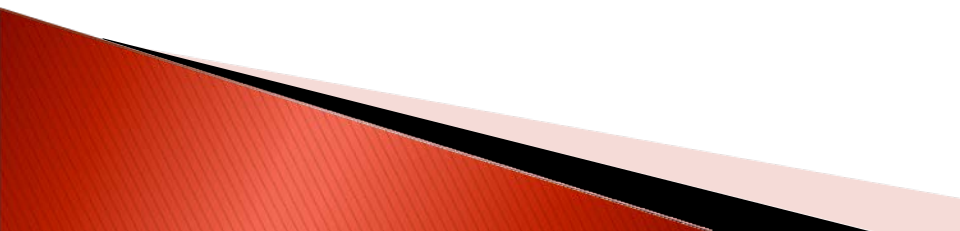
28. Hit the tab key on your keyboard

29. Enter date beginning with the first Saturday of the week. Example: If you are working on the schedule during the month of October enter any date that starts with a Saturday.



30. In the month of October 2011 Saturday are on 10/1/2011, 10/8/2011, 10/15/2011, 10/22/2011 and 10/29/2011. In the Review Time/Review Hours Section Monday thru Friday enter the start time for each role. Makes sure the time is entered in hours and units. Example if the starting time for automation letter is 8:15pm you will enter the time as **20.25**

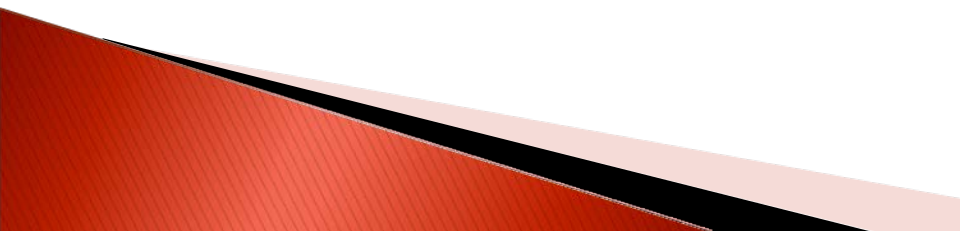
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31. In the Review Time/Review Hours Section Monday thru Friday enter the start time for each role. Makes sure the time is entered in hours and units. Example if the starting time for automation letter is 8:15pm you will enter the time as **20.25**

32. In the Review Time/Review Hours Section Saturday and Sunday enter the start time for each role. Makes sure the time is entered in hours and units. Example if the starting time for automation letter is 8:15pm you will enter the time as **20.25**

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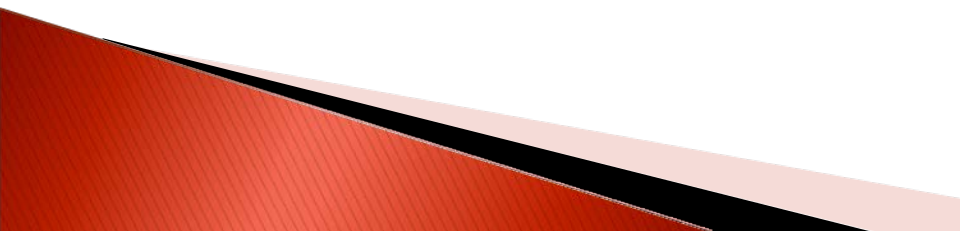


33. Click on the tab “Schedule Worksheet”

34. Click on Employee Name hit the tab key on your keyboard.

35. In “Job” there is pull down tab select the role: example: Automation Letters, Automation Flats, Manual Letters, Manual Flats and “Other”

36. Select the desire non schedule day(s) for employee 1. There is pull down tab on each day of the week if this is the desire day off select the word “off” for each day the employee will be non scheduled for that week.



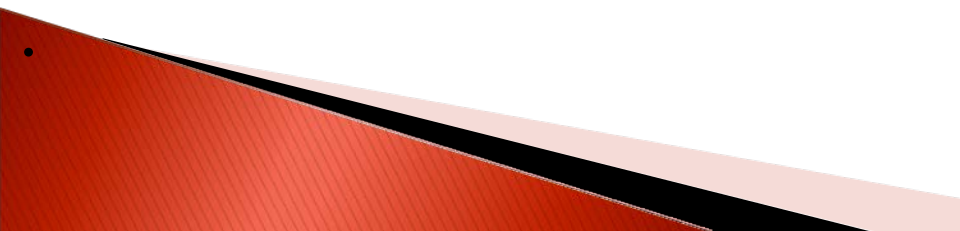


37. Hit the tab key unit you reached the Hours per Week Choose. Type in hours per week or pulled down tab and then select the hours per week.

38. Hit the tab key on your keyboard

39. Select the length of lunch breaks in the pull down tab or enter .50 if the lunch schedule is  $\frac{1}{2}$  hour.

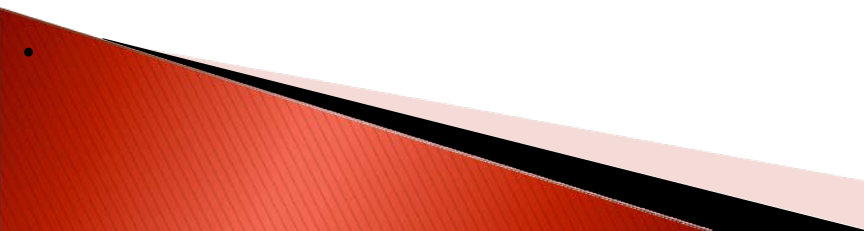
This will be repeated (number 33 thru 38) until all available work hours are used per role (Automation Letters, Automation Flats, Manual Letters, Manual Flats and “Other”. Work on one roll at time.



40. This will be repeated (number 33 thru 38) until all available work hours are used per role (Automation Letters, Automation Flats, Manual Letters, Manual Flats and “Other”. Work on one roll at time.

41. In worksheet tab “Employee Breakdown Graph” this will show the number of employees scheduled per role.

42. The “Shift Schedule” file will break down each employee per day if they are scheduled with starting time or if they are non-scheduled.



43. The “Weekly Schedule” file will break down each employee per week if they are scheduled along with starting time or if they are non-scheduled.

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# Having trouble opening Excel

Install this compatibility pack if you would like to open, edit, and save documents, workbooks, and presentations that were created in the newer versions of Word, Excel, and PowerPoint.

- ▶ <http://www.microsoft.com/download/en/details.aspx?id=3>

YOU HAVE JUST COMPLETE  
THE FUNCTION 1 WORKBOOK

