



American Postal Workers Union, AFL-CIO

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September 14, 2012

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Sent via facsimile and First Class Mail

Mr. Rickey Dean, Labor Relations Specialist
Contract Administration (APWU)
U.S. Postal Service, Room 9146
475 L'Enfant Plaza, SW
Washington, DC 20260

**RE:USPS Proposal to Transfer Work from Time & Attendance
Collection System (TACS) PS-7 to TACS Shared Services Help Desk
Function**

Dear Rickey:

Thank you for meeting with us on Tuesday, September 11, 2012 to discuss the proposed transfer of work currently being performed by Time and Attendance Collection System (TACS) Time and Attendance Clerks (PS-7) at the District and Plant field facilities, to a TACS Shared Services Help Desk function at the Eagan, MN Information Technology/Accounting Services facility, as expressed in USPS Manager Contract Administration (APWU) Patrick Devine's August 28, 2012 letter to President Guffey. This was an informative first meeting, and we look forward to additional meetings as more information becomes available.

As Industrial Relations Director Mike Morris made very clear at the meeting, while the APWU recognizes management's Article 3 right to determine where this work will be performed we expect that the USPS will also recognize the Clerk Craft's jurisdictional right to this work and your contractual obligation to preserve our work for clerks.

You have indicated that you will be replacing the 314 TACS Clerks who perform this work at the District or field level, while only creating 100 new positions to staff the help desk in Eagan, MN. Mr. Cruse also acknowledged during our meeting that there have been no significant technological changes which will realize any savings through increased efficiency.

First and foremost, the American Postal Workers Union fully expects the employer to comply with the new language added to Article 1, Section 3 which provides:

“However, work performed by bargaining unit employees as of May 23, 2011, will not be covered by the facility exclusion solely due to moving the work into an excluded facility.”

We believe that the move you are now proposing is just such a change and that Article 1.3 requires that this work remain within the jurisdiction of the Clerk Craft. There would therefore be no reason to create new position description(s) since the ITASC TACS Help Desk could be staffed with 100 senior qualified Time and Attendance Collection System (TACS) Time and Attendance Clerk (PS-7) duty assignments.

The Postal Service did not indicate that they had any different understanding of the Article 1.3 language. If the USPS intends to argue that the language means anything different than what it clearly says and/or was discussed during negotiations, please notify us immediately and be prepared to more fully develop that new theory at the next meeting scheduled to further discuss this proposal. You have known the Clerk Craft’s position on this issue for several months. The fact that the employer came to this meeting unprepared to dispute the issue speaks for itself.

Second, we inquired as to where the 2/3 of the work currently performed by Time and Attendance Collection System (TACS) Time and Attendance Clerks (PS-7), which is not transferred to the ITASC TACS Help Desk, would be performed and who would do it. We agreed to provide you with a written outlined list of the tasks so that you could provide us with an appropriate response for each task.

Accordingly, attached, please find a checklist of tasks which the USPS Job Analysis Summary provided to APWU as an attachment to the August 28, 2012 notification identifies as work currently being performed by Time and Attendance Collection System (TACS) Time and Attendance Clerks (PS-7). For each of these tasks please identify whether your proposal would:

1. Shift this work to the Eagan Account Services (RSC-N) Technicians at the TACS Help Desk;
2. Transfer this work to other clerk craft employees within the facility and/or district;
3. Transfer this work to supervisors or other non-bargaining personnel;
4. Transfer this work to other crafts or bargaining units;
5. Leave the assignment of the work open to local management’s discretion;
6. Eliminate work that will no longer be necessary; or,
7. Other (please explain in detail).

For convenience, please feel free to identify your responses with the numerical annotations utilized above.

As stated previously, as well as at the meeting, the APWU expects this work to continue to be performed by Clerk Craft employees – whether at the Eagan ITASC TACS Help Desk, or by

clerks remaining at the District or other field facilities. If the USPS has any intention of transferring any of the identified work to any other craft's jurisdiction or to supervisors, those intentions must be detailed out further and will require significant additional discussion. Quite frankly, it will be difficult for the Clerk Craft to reach agreement on that.

Third, you agreed to provide APWU with an explanation of the pay rates for the RSC-N Technicians that your original proposal would have staffed the ITASC TACS Help Desk with along with a comparison to the pay rates currently in place under the 2010-15 CBA for level 7 TACS Time & Attendance Clerks.

Fourth, your notification letter indicates that you expect to save \$16 million per year as the result of this change. If almost none of the work is going away and will still have to be performed by someone (either back at the District or at the ITASC TACS Help Desk) since by your own acknowledgement there is no significant software changes or efficiency gains, just where do you really expect to obtain this cost savings? Please provide to the American Postal Workers Union any Cost Comparative Analysis or other documentation utilized to determine the cost savings expectation.

Finally, if the Clerk Craft were to agree to waive the new Article 1.3 protection in order to facilitate this one exchange what concessions is the Employer prepared to make in response? Will the Employer agree that the new RSC-N positions at the ITASC TACS Help Desk will be senior qualified like the TACS Clerks currently are? Will the Employer agree that these new duty assignments will be available first to qualified TACS Time & Attendance Clerks; second to clerks within the impacted districts; and that only after all qualified Clerk Craft employees have been given the opportunity to transfer to these assignments will any other craft or EAS employees be considered for transfer? Will the Employer agree to make these RSC-N positions at the ITASC TACS Help Desk available for reassignment for clerks in impacted offices within the Northland District and/or 100 mile radius of the Eagan facility? In short, will the Employer be willing to put something significant on the table that would warrant the APWU even discussing this further.

Thank you very much for your prompt attention and response to this information request. Anticipating that response, please schedule another meeting to discuss this proposal further.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lyle Krueth', with a stylized, looping flourish at the end.

LYLE KRUETH
Assistant Director, Clerk Division

Attachment

LK:gk/opeiu#2-afl-cio

TASKS CURRENTLY PERFORMED BY TACS CLERKS AT DISTRICT LEVEL	PROPOSED TO BE ASSIGNED TO
o Assist supervisors/managers in making corrections to clock ring errors	
o Receiving and responding to emails, faxes and telephone requests for information/assistance from supervisors/managers	
o Administering TACS access to new supervisors and/or Lead Clerks	
o Answering inquiries from field on various types of leave (e.g., annual leave, court leave, etc.)	
o Utilizing DDE as a resource to get information about an employee's payroll master file	
o Assisting supervisors/managers in completing pay adjustments on Form 2240	
o Monitoring the Adjust Pay System to ensure improper adjustments are not being done daily	
o Reviewing handbooks & manuals (e.g., ELM, F-21, or Rural Timekeeping Guide) to investigate and resolve payroll issues	
o Troubleshooting pay issues with the HRSSC	
o Generating payroll journals in DDE (upon request)	
o Assisting supervisors/managers in interpreting payroll journals	
o Generating HR to TACS report to ensure that employees are placed in correct pay locations and proper schedules	
o Reviewing DDE/DR for HR/TACS discrepancies	
o Maintaining Forms 3189	
o Maintaining Forms 1723	
o Maintaining Forms 3971	
o Maintaining Forms 1260	
o Maintaining Forms 1261	
o Contacting Supervisors/Managers to replace expired Form 1723 when necessary	
o Generating higher level authorization report and checking to make sure the pay scale is correct	
o Generating higher level detail report for upper level management to avoid unnecessary payroll adjustments	
o Performing quality checks in TACS to ensure that information is accurate	
o Generating missing time report (in conjunction with the clock ring error report)	
o Generating clock ring error reports at least 3 times per day (for errors older than 24 hours)	
o Generating employee everything reports to check discrepancies with clock rings upon request	
o Contacts each station daily to report clock ring errors	
o Distributes clock ring error report to managers via email	
o Providing training to new supervisors with assistance to make corrections in TACS	
o Generating stale clock ring error report	
o Generating hours code 060 (no pay) report from TACS and checking for reason code	
o Utilizing TACS module to locate operation numbers	

TASKS CURRENTLY PERFORMED BY TACS CLERKS AT DISTRICT LEVEL	PROPOSED TO BE ASSIGNED TO
o Reviewing employee bid awards and aligning TACS information to employee's bid assignment	
o Generating missing certificate report showing inaccurate timecard information for rural carriers every other Monday	
o Generating RTAC Reports to verify timecards have been completed for rural carriers	
o Inputting timecards for rural carriers	
o Generating employee comparison report to compare what shows in TACS vs. HCES (every Thursday)	
o Generating daily raw ring report (unmatched report, no time card assigned to EIN or SSN) 2 times daily	
o Entering new hires into TACS system	
o Processing notices of separation requests	
o Entering pay location holds to ensure incomplete data is not uploaded to the mainframe, per District request	
o Generating LTATS report to ensure hours are transferred to proper location	
o Generating unauthorized overtime reports (sent to front line supervisor, MPOOs and Finance Mgr.)	
o Generating work hour reports for management upon request	
o Generating guaranteed time report and contacting each office to ensure correctness	
o Reviewing overtime hours in each office and providing overtime reports to supervisors/managers	
o Generating guaranteed overtime report 2 times per day and sending to front line supervisor	
o Generating penalty overtime reports (pulled from scheduled hours report) for upper level management	
o Generating, analyzing and troubleshooting NTFTE Reports	
o Generating TACS report on NTFT employees to ensure whether premium pay is due and utilizing TACS employee maintenance module to give need premiums to employees	
o Generating daily hours report to view hours for NTFT employees and determine if hours worked are out of schedule	
o Notifying supervisors/managers of needed premiums on employees	
o Generating hours type inquiry reports	
o Generating leave report to identify discrepancies	
o Generating administrative leave report	
o Preparing time/attendance reports in response to union investigations and/or EEO investigations	
o Making changes in TACS to rotating days off	
o Establishing automatic lunch rings in system upon request	
o Creating and updating excel spreadsheets to capture and update data from TACS	
o Maintaining and responding to badge card requests	
o Generating badges for employees using computer software upon request	

