

**Maintenance Division
Line H Compliance**

**Presented by:
Steven G. Raymer
Director, Maintenance Division**

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**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
AMERICAN POSTAL WORKERS UNION, AFL-CIO**

Re: MS-47 TL-5 Implementation and Maintenance Craft PSE Conversions

The parties acknowledge their commitment to the orderly implementation of the MS-47 TL-5 upon release. The parties accordingly agree to the following understandings and provisions;

- 1) The United States Postal Service (USPS) and the American Postal Workers Union (APWU) jointly agree to the MS-47 TL-5 dated June 27, 2014 as written. A copy of that document is Attachment A to this Memorandum of Understanding (MOU).

The following Maintenance Management Order(s) (MMO), copies of which are Attachments B and C to this MOU, respectively, are accepted as written:

- Draft MMO mm14001af (MMO-001-14) Team Cleaning Tools and Equipment for Facility Custodial Cleaning
- Draft MMO mm14003ae (MMO-003-14) Housekeeping Inspection Techniques

The MS-47 TL-5 and the above referenced MMOs represent the agreed upon changes resulting from Article 19 discussions between the parties.

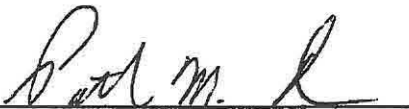
- 2) Except for those employees permitted to make a different choice by this paragraph, the USPS will convert "in-place" all current Maintenance Craft Postal Support Employees (PSEs) to career status, either to full-time regulars (FTRs) or part-time regulars (PTRs), consistent with the duty assignment the PSE currently works. These conversions will take place as soon as reasonably possible, but no later than within 30 days after the signing of this agreement. Any Maintenance PSE who has been converted prior to the date of this MOU or has made a selection of a duty assignment for conversion will have the choice of remaining in their present location and duty assignment or returning to the duty assignment they covered immediately prior to their conversion provided that duty assignment has not already been filled in accordance with Article 38. An employee who returns to a former installation under the terms of this paragraph will have the career status (FTR or PTR) they would have received had they been converted "in-place" as described herein and will receive seniority credit as if they had not left the former installation.
- 3) The complete conversion of all Maintenance Craft PSEs to career status in the Maintenance Craft pursuant to this MOU fully resolves all disputes at all levels regarding Maintenance Craft PSE cap violations in Function 3B including, but not limited to, all Maintenance examples cited in case Q10C-4Q-C 13126898 / APWU HQTG 20130201.
- 4) This MOU further satisfies item 3b of the Maintenance Craft – PSE Conversion to Career MOU dated March 28, 2014 and the reference therein to October 31, 2014 is moot. The remainder of that MOU and the pecking order for PSE conversion to career stated in the Conversion to Career MOU shall remain in effect and is hereby reconfirmed.
- 5) Maintenance Craft PSEs converted to career who have already served two full terms as a PSE will not be required to serve an additional probationary period after conversion to career.
 - a) This provision applies whether conversion is under this MOU or any other provision causing a PSE conversion to career. An exception to serving an additional probationary period is in the ten (10) already identified sites where converted PSEs working at those sites will not serve a probationary period regardless of whether they have completed two full terms as a PSE. A document listing those ten sites is Attachment D to this MOU. Further, any Maintenance PSE converted to career who does serve an

additional probationary period is not to be separated due to "lack of work" during their probationary period.

- 6) In facilities that are maintained by USPS custodians, upon the conclusion of each Postal Fiscal Year (FY), during October of the new FY, the total custodial work hours for the just completed fiscal year shown on the end of year report(s) for Labor Distribution Code (LDC) 38 (custodial work) will be compared with 90% of the custodial work hours shown on Line H of PS form 4852. The results will be provided to and discussed with the Local APWU President or designee. Falling short of 90% of the work hours shown on PS Form 4852 Line H will result in compensation for each hour short of 90% of the hours on PS Form 4852 Line H paid at the overtime rate to the custodial employees who will be identified in writing by the APWU Local Union. The APWU Local Union will determine the appropriate custodial employee(s) to compensate. In the fiscal year of the MS-47 TL-5 implementation, the period shall be prorated for the time MS-47 TL-3 PS Form 4852 was in effect and the time MS-47 TL-5 PS Form 4852 was in effect. Where staffing changes have been made during the course of the fiscal year, the final Line H hours of the PS Form 4852 to be considered for comparison at the end of the FY shall be the sum of the hours shown on each PS Form 4852 Line H prorated for the period each of the staffing packages were in effect during the FY. The 90% of Line H work hours is not intended to permit the staffing level for the individual facility (e.g. a station, branch, VMF, annex, etc.) covered by the PS Form 4852 to be below the number of employees shown on the PS Form 4852. Where a custodial duty assignment works at more than one facility, the local parties are to agree on how to apply the work hours.
 - a) Further in any facility where the facility has fallen short of the 90% of work hours on PS Form 4852 Line H for a FY and in the succeeding Fiscal Year comparison, the facility is again short of achieving the 90% of work hours on PS Form 4852 Line H, the payments made under this paragraph will then be equal to the difference between the custodial work hours shown on the end of year report(s) for LDC 38 and 100% of the work hours shown on PS Form 4852 Line H for that Fiscal Year. (after prorating if applicable).
 - b) Compensation at 100% of work hours reflected on the PS Form 4852 Line H calculation will only occur when the facility has failed to achieve the 90% threshold in successive, consecutive years but shall continue at the 100% level until the facility has achieved 90% of the work hours in a fiscal year. For subsequent failure to reach the 90% of work hours on the PS Form 4852 the process described herein repeats.

Note: PS Form 4852 Line H shall be pro-rated for any period that the facility had to suspend operations on account of an emergency, disaster or otherwise of an Act of God.
- 7) Installations where the MS-47 TL-5 has as yet not been implemented, the USPS may hire Maintenance Craft PSEs within the applicable cap and assign them to the hours and days off of a residual vacancy which the Service declares as a held pending reversion duty assignment. A duty assignment may be declared as held pending reversion after the Service has notified the Union of the intent to implement the MS-47 TL-5 at that facility and after an initial work loading has been completed indicating reduced custodial staffing. Until the implementation of the MS-47 TL-5 with its approved staffing package, the installation, for the purpose of applying paragraph six (6) above, Line H from MS-47 TL-3 PS Form 4852 will be used (see item 11 for placing residual vacancies existing on the signing of this MOU as held pending reversion).
- 8) Upon implementation of MS-47 TL-5 in a facility, duty assignments may be reverted provided the staffing level does not go below that required by MS-47 TL-5.
- 9) All LDC 38 work hours, career and PSE count towards PS Form 4852 Line H hours.
- 10) Staged implementation of MS-47 TL-5:
 - a) The USPS and APWU agree to implement the MS-47 TL-5 dated June 27, 2014 and its cleaning procedures at no more than 15 facilities during Fiscal Year (FY) 2014 (for purposes of this MOU only a "facility" is a single site or location which has its own PS Form 4869, PS Form 4839 and PS Form 4852). By the end of FY 2015 no more than 100 facilities shall have the MS-47 TL-5 cleaning procedures implemented. (This number 100 includes facilities, where the MS-47 TL-5 was implemented in FY 2014). The implementation in the remaining facilities shall be completed thereafter.

- b) For purposes of this MOU no involuntary reassignments (excessing), except for actions taken under Article 12.5.C.4, may occur due to the implementation of MS-47 TL-5 at any installation.
- c) The parties understand that until the Service implements MS-47 TL-5, the MS-47, TL-3 version is applicable to the facility. Outside of item 6 above, this settlement is not intended to nullify or modify any prior headquarters agreements, settlements or awards in which the 1983 MS-47 was an issue.
- 11) Custodial duty assignments which are vacant upon the signing of this MOU, and which are not being covered by Maintenance Craft PSEs or committed for employee transfer may be declared as held pending reversion or reverted, if reversion is otherwise permitted under Article 38.4, within 120 days of the signing of this MOU. The work hour requirements of item 6 above must still be met. Duty assignments declared as held pending reversion under this item will be counted toward the staffing level for the facility under the MS-47 TL 3. Duty assignments declared as held pending reversion under this item may be filled by a PSE if allowed within the applicable PSE cap.
- 12) After the date on which this MOU is signed, a vacant custodial duty assignment in an installation which has not implemented the MS-47 TL-5 may be reverted only in accordance with Article 38 or placed in held pending reversion based on this MOU (see item 6 above) and only then provided the applicable PSE cap is not exceeded.



Patrick M. Devine
Manager, Contract Administration (APWU)
United States Postal Service

Date: 7-9-14



Steven G. Raymer
Director, Maintenance Division
American Postal Workers Union, AFL-CIO

Date: 7/9/2014

Note: APWU Maintenance Division concurs
Steve Raymer, Director
8/6/2014

From: [LeFevre, Terry C - Merrifield, VA](#)
To: [#LR Area Mgrs](#)
Cc: [Devine, Patrick M - Washington, DC](#); [Bunnell, Thomas A - Greensboro HR Shared Srv Cntr](#); [Bratta, Dominic L - Merrifield, VA](#); [Coffey, Todd C - Washington, DC](#); [Dean, Rickey R - Washington, DC](#); [Adona, Jacqueline D - Washington, DC](#); [Virk, Vijay V - Washington, DC](#); [Brenker, Robert C - Washington, DC](#); [Steven Raymer](#)
Subject: RE: Revised - Expanded Q & As re: MOU MS-47 TL-5 Implementation and Maintenance Craft PSE Conversion
Date: Wednesday, August 06, 2014 3:02:41 PM
Attachments: [MS-47 Additional Q & A 08062014 1455.docx](#)

All,

Attached are the latest agreed upon Q & A's. Q. #28 has been added further clarifying Q. #1. Please use the file attached as the most recent guidance

Terry C LeFevre
Labor Relations Specialist
Contract Administration (APWU)
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terry.c.lefevre@usps.gov

From: LeFevre, Terry C - Merrifield, VA
Sent: Monday, August 04, 2014 1:05 PM
To: #LR Area Mgrs
Cc: Devine, Patrick M - Washington, DC; Bunnell, Thomas A - Greensboro HR Shared Srv Cntr; Bratta, Dominic L - Merrifield, VA; Coffey, Todd C - Washington, DC; Dean, Rickey R - Washington, DC; Adona, Jacqueline D - Washington, DC; Virk, Vijay V - Washington, DC; Brenker, Robert C - Washington, DC; "Steven Raymer" (sraymer@apwu.org)
Subject: Revised - Expanded Q & As re: MOU MS-47 TL-5 Implementation and Maintenance Craft PSE Conversion
Importance: High

All,

Former Question #26 regarding the acceptability of the August 9 conversion date has been removed as we have not mutually agreed on the answer. Please use this file version of the Q & A for reference to mutually agreed responses.

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MS-47 Maintenance MOU Questions

1. Are PSE conversions to newly created positions that will match current PSE schedules that exceed the current authorized custodian staffing considered UAR positions? If they are considered valid, full time regular or part time regular placements that are part of current MS-47 staffing, do the newly created positions need to be posted to the installation per the contract?
 - A. PSEs should be considered as assigned to the position they are converted into. These jobs are not to be posted for bid except in accordance with Article 38. They are considered "filled" by the PSE that was converted.
2. Does this MOU eliminate the need for conversions based on District and/or Installation seniority registers for the purpose of converting PSE custodians on the rolls prior to the signing of the MOU?
 - A. Conversions that have occurred and resulted in a scheduled reporting date (award) should be completed. Further conversions as required by the March 28 MOU up to October 31 are no longer required and remaining PSEs will be converted IAW the July 9, MOU Re: MS-47 TL-5 Implementation and the Maintenance Craft PSE Conversions. Per item 4 of the July 9 MOU, the *remainder* of the March 28, MOU including provisions for career conversion remain in effect. Also see answer 12 below.
3. If there are more residual positions, FTR/PTR, than there are PSE custodians in an installation, will the remaining residual positions be filled by in-service registers and other means per the JCIM (Item 7B forward)? Must they be held pending reversion or can the position be reverted if these positions are not authorized under the current MS-47?
 - A. Remaining residual vacancies may be filled IAW Article 38 and the pecking order established in the JCAM and the March 28, Maintenance PSE Conversion MOU, or may be reverted or held pending reversion IAW Article 38 or the MOU Re: MS-47 TL-5 Implementation and the Maintenance Craft PSE Conversions.
4. If a position is held pending reversion, is there a requirement to cover this position with a PSE hire as long as there is room within the cap? If there is no room within the cap, what other options are permitted under the MOU?
 - A. When a position held pending reversion remains required as part of the current staffing package it may be covered with a PSE if there is room in the cap. (See MOU #11) If there is no room within the PSE cap to cover a required position the position should be filled IAW Article 38, JCIM and applicable MOU's.
5. The MOU indicates PSEs converted to regular will have the option to return to their former installation/position, if the position is still available. Would the starting point for these reviews be conversions done on or after March 20, 2014?
 - A. Yes
6. The Area has two Districts that provided the required local notification to the APWU for excessing to the needs of the section based on recent WHEP's. This occurred prior to July 9, 2014. Higher level impacted occupational codes, including MOS clerks, were to be offered lower level residual custodian positions in these offices. Will we be continuing with the excessing within the installation and within the craft and holding residual positions for the excessing? How will the Districts be handling the PSE custodian conversions in these installations if excessing is to continue within the installation? Would the PSE's be converted to UAR schedules until the excessing is completed?
 - A. This should not impact plans to excess other occupational groups except by reducing the number of available custodial vacancies.

7. If an installation is under the MS-47 TL-3 authorized staffing and there are residual positions that exceed that authorized staffing, does Item 11 of the MOU give the installation the ability to revert these positions as long as the reversion occurs within 120 days of the signing of the MOU?
 - A. *Remaining* residual vacancies that are in excess of the required staffing may be reverted. See item 11 of the MOU.
8. By "in place" conversions, this means there will be no preferencing by seniority for residual positions within an installation correct?
 - A. There will be no seniority consideration for different assignments as a result of the conversion. Subsequent bidding will be IAW the posting and filling of positions per Article 38.
9. How are we to handle a custodian PSE that does not have a regular schedule for conversion purposes?
 - A. The parties will need to make that determination locally. PSE's should be covering duty assignments.
10. If the Custodian PSE schedule includes work in more than one installation with no more than 30 minutes of unpaid travel time per the Maintenance MOU for insourced work, is it a local determination for assignment of the position for the purpose of the MS-47? And how will that be credited for the 90% threshold when the installations are moved to the new model?
 - A. Conversion to career does not necessarily impact these assignments. The work hours will be reported as agreed to by the parties per item 6 in the MOU.
11. Are Custodian PSE's allowed to decline the "in place" conversions?
 - A. No
12. Under Item 2, any PSE who "has made a selection of a duty assignment for conversion", would this include preferencing selections that had been made but not yet finalized by HQ's through the due diligence process and so not yet communicated to the employee?
 - A. Employees who have already been assigned and reporting, or scheduled or expected to report, may exercise their right under item 2.
13. Will disputes that arise over this MOU continue to go through the ADR process currently in place if a local solution cannot be reached?
 - A. Yes
14. Are PSEs in the "1500" offices that were insourced to be included in the conversion to career?
 - A. Yes
15. Are the PS Form 4852 Line H calculations outlined in Item 6 of the MOU in effect for FY 2014?
 - A. Calculations for Line H should be prorated from July 9 through the end of FY 2014.
16. Does the term "in-place" mean "installation" or actual duty assignment/schedule the PSE is working?
 - A. For the purpose of this MOU "in-place" means the location and actual duty assignment being covered or if not in a specific duty assignment the schedule the PSE was assigned.

17. If we have residuals for placement of the PSEs in the installation, do we canvas the PSEs for their preference?
- A. No. PSEs converted under this MOU do not preference except as provided in Item 2 of the MOU.
18. If a PSE was converted based on the March 28 PSE Conversion MOU and they elect to return to their former assignment as provided in Item 2 of the MOU, but they were not covering a duty assignment in the former installation, do they select a residual duty assignment, and what if there are none?
- A. The employee is placed in the schedule they were assigned, and in the appropriate career category based on that schedule as provided in Item 2 of the MOU.
19. How long do we allow a converted PSE to decide on whether or not to return to the former assignment?
- A. Management will canvas PSE converted under the March 28 MOU. The PSE must indicate a preference when canvased.
20. A current PSE schedule is different than a residual position in the same installation - do we create an additional position for placement of the PSE or can the PSE be placed into the residual position containing the different schedule?
- A. For the purpose of this MOU "in-place" means the location and actual duty assignment being covered or if not in a specific duty assignment the schedule the PSE was assigned.
21. Per Section 5.11 of the MS-47 a local APWU representative may observe in the development of the staffing package. Is the representative on the clock?
- A. One designated union official may be on "steward time" to observe development of the staffing package.
22. Can PSEs be converted to career in any other bargaining unit jobs e.g. Group Leader Custodial, or Building Maintenance Custodian?
- A. No
23. Will Maintenance PSEs in small offices who worked non-custodial related hours in excess of the MS-47 earned hours for the office(s) they were assigned have those non-custodial hours included in their schedule?
- A. No.
24. Do current career employees have the right to bid on residual vacancies and schedules the PSEs are initially given upon PSE conversion to career IAW this MOU prior to the PSE conversions?
- A. No.
25. Can a newly converted PSE who was not covering a residual vacancy and was working hours and non-scheduled days not matching a vacant residual duty assignment be made Unassigned Regular (UAR) and scheduled for the hours and days off they were actually working as a PSE?
- A. Yes
26. Regarding item 6 of the July 9, 2014 MOU, when determining the LDC 38 work hours to be compared to Line H on the authorized PS 4852, is there are agreed upon report to use?
- A. The LDC 38 work hours can be shown by whichever report, or combination of reports, will be provide the best evidence. The end of FY LDC 38 work hours used must reflect

the actual custodial work performed that is included in the Line H total. In other words, only custodial work identified in the staffing package and reflected on the Line H annual time will be used as the comparison. Work hours that do not reflect custodial work, improperly coded work or custodial work not included in Line H will be subtracted or ignored for the purposes of the LDC 38 end of FY comparison.

27. Regarding question #13 above. Will all issues go through the ADR process if unable to be resolved locally?

A. Only issues related to the PSE conversions are expected to be resolved through the ADR process.

28. Can you provide further clarification of question #1 above?

A. Regarding question #1 above. For further clarification, if a PSE is converted and placed in a previously existing (on the PAR) duty assignment which they were "covering", they are assigned to that duty assignment and it is not available for posting and bidding except in accordance with Article 38 (Example 38.4.A.4). Where a PSE was not covering (working in) a specific duty assignment they may become an Unassigned Regular, and be given the schedule they were actually working. Immediately (if addressed in the LMOU, the next posting cycle, otherwise 14 days) after the PSE's have been converted per this MOU, **all** existing vacant and residual PS-4 Laborer Custodial duty assignments will be posted for all eligible employees within the occupational group within the bid cluster and filled by PAR. Current employees and newly converted former PSE employees will all have the opportunity to PAR. Any remaining Unassigned Regulars may be assigned IAW 38.5.A.8.

August 6, 2014

FUNCTION/LDC LIST

LDC	0 OPERATIONS SUPPORT
01	SUPV OPNS SUPPORT
02	QUALITY IMPROVEMENT
03	INDUSTRIAL ENGINEER
04	ADDRESS MANAGEMENT SYS
05	PRODUCTION PLANNING
07	ENVIRONMENTAL MGMT
08	ADMINIS. & CLERICAL
09	DELVY & RETL PROGS
90	TRNG-OPNS SPRT
LDC	1 MAIL PROCESSING
10	SUPV MAIL PROC
11	AUTOMATION LTRS/FLTS
12	MECHZD DISTR LTRS/FLTS
13	MECHZD DISTR - OTHER
14	MAUAL DISTRIBUTION
15	REMOTE BARCODE SYSTEM
17	OTHER DIRECT OPERS
18	INDIRECT/RELATED
91	TRNG-MAIL PROC
LDC	2B - DELIVERY SVCS (CITY)
20	SUPV DELVY SVCS
21	CITY DELIVERY-OFFICE TIME
22	CITY DELIVERY-STREET TIME
23	OTHER CITY DELIVERY
24	SPECIAL DELIVERY
26	CARRIER CUST SUPT ACT.
27	COLLECTIONS
28	TERTIARY - CITY CARR
29	ROUTERS - OFFICE
92	TRNG-DELVY SVCS
LDC	2A - DELIVERY SVCS - RURALS
25	RURAL DELIVERY
LDC	3A VEHICLE SERVICES
30	SUPV VEHICLE SVCS
31	ADMIN/CLK - VS
32	VEHICLE MAINTENANCE
33	VOMA SUPPORT
34	VEHICLE OPERATIONS
LDC	3B MAINTENANCE
35	SUPV PLT&EQUIP MNT Mgmt
36	POSTAL OPRTG EQUIP ET/MPE/MM
37	BUILDING SYS EQUIP BEM/MM
38	BUILDING SERVICES Custodial
39	MAINT PLNG CTL & STRS MSC
93	TRNG-MAINTENANCE
LDC	4 CUSTOMER SERVICES
40	SUPV CUSTOMER SVCS
41	UNIT DISTR - AUTOMATED/MECHZD
42	UNIT DISTR - BUSINESS RTN
43	UNIT DISTR - MANUAL
44	PO BOX DISTR - MANUAL
45	WINDOW SERVICES
46	VENDING EQUIPMENT
47	ADMIN & CLERICAL (CAG H-L OFFICES)
48	ADMIN/MISC-CUST SVCS
49	COMPUTERIZED FORWARDING SYST
94	TRNG-CUSTOMER SVCS

LDC	5 FINANCE
50	SUPV CONTROLLER
51	VACANT
52	FINANCIAL SYST. COORDINATOR
53	VACANT
54	BUDGET & FINANCIAL ANALYSIS
55	INTERNAL CONTROL GROUP (ICG)
56	ADMIN & CLERICAL
57	STATISTICAL PROGRAMS
58	TIME & ATTENDANCE CONTROL
95	TRNG-FINANCE & PLAN
LDC	6 HUMAN RESOURCES
60	SUPV HUMAN RESOURCES
61	LABOR RELATIONS ACTIVITIES
62	PERSONNEL SERVICES
63	SAFETY & HEALTH
64	EEO/AFFIRMATIVE ACTION
65	TRAINING SUPPORT
66	INJURY COMPENSATION
67	LWOP-IOD-OWCP
68	LIMITED DUTY
69	REHABILITATION
96	TRNG-HUMAN RESOURCES
LDC	7 CUSTOMER SERVICE AND SALES
70	SUPV CUST SERV SUPPORT
71	COMMERCIAL SALES & ACCT MGT
72	POSTAL BUSINESS CENTER
73	EXPEDITED MAIL SERVICE
74	RETAIL MARKETING
75	CLAIMS & INQUIRY
76	CONSUMER AFFAIRS
77	ACCOUNTABLE PAPER
78	CUSTOMER SERVICES SUPT
79	MAIL RE & BUS MAIL ENT
97	TRNG-CUST SERVICE SUPP
LDC	8A ADMINISTRATION (FIELD)
80	POSTMASTER/INSTALLATION MGR
81	SUPV ADMIN-FIELD
82	ADMINISTRV. & CLERICAL
83	PURCHASING
84	INFORMATION SYSTEMS
85	FACILITIES
86	VACANT
87	VACANT
88	MGT PROJ - SUPERVISORY
89	MGT PROJ - NON SUPERVISORY
98	TRNG-ADMINISTRATION



WORKLOAD ANALYSIS AND SUMMARY

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

32	SUBTOTAL	9,110.19
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(O) WORK HOUR CALCULATIONS (P)			
A	MULTI.TOTAL LINE 32 BY 52 WEEKS	473,729.85	MINYR
B	ENTER TOTAL FROM LINE 72	110,041.87	MINYR
C	TOTAL LINE A and B	583,771.72	MINYR
D	DIVIDE LINE C BY 60 MIN	9,729.53	WHYR
E	MULTI. LINE D BY % (TRG)	173.19	H/YR
F	MULTI. LINE D BY % (BREAKS)	608.10	H/YR
G	MULTI. LINE D BY % (WASH UPS)	202.37	H/YR
H	TOTAL LINE D + E + F + G	10,713.18	WHYR
J	DIVIDE LINE H BY 52	206.02	WK HRSWK
K	DIVIDE LINE H BY 1760	6.09	WORK YRS
L	TOTAL EMPLOYEES	6.09	

72	SUBTOTAL	110,041.87
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REVIEWED BY: _____
MSC MGR, DIR, PLANT MAINTENANCE

DATE: _____

APPROVED BY: _____
MSC MANAGER/POST MASTER-BMC MANAGER

DATE: _____

U.S.POSTAL SERVICE WORKLOAD ANALYSIS AND SUMMARY PS FORM 10-10-2014 4852	SITE NAME	PHILADELPHIA NDC	GROSS INTERIOR AREA	573,567.12
	BUILDING(S)	EVS, GATEHOUSE, NDC, PUMPHOUSE, VMF	TOTAL INTERIOR CLEANABLE AREA	572,125.70
	ADDRESS	1900 BYBERRY ROAD, PHILADELPHIA, PA 19116-9754	EXTERIOR PAVED	1,138,325.33
			EXTERIOR UNPAVED	162,960.00

TABLE A: ROUTINE WEEKLY HOURS

LINE NO.	TASK DESCRIPTION	WEEKLY HOURS
1	BATTERY ROOM	2.76
2	BREAKROOM / LUNCHROOM	48.85
3	CUSTODIAL CLOSET	5.25
4	ELEVATOR	2.32
5	GENERAL SHOP AREA	4.74
6	HALL / CORRIDOR	16.32
7	INTERIOR PARKING	0
8	LOCKER ROOM	27.26
9	OFFICE	12.84
10	PAVED	49.85
11	PLATFORM DOCK - ENCLOSED	2.58
12	PLATFORM DOCK - NON-ENCLOSED	0
13	RESTROOM	86
14	SERVICE / BOX LOBBY	0
15	STAIRWELL	17.5
16	SUPPLY ROOM	1.84
17	UNPAVED	3.26
18	VESTIBULE	0
19	WORK ROOM	615.97
20	TRASH ROUTES	4.61
21		
22		
23		
24		
25		
26		
27		
	SUB TOTAL	901.95

WORK HOUR CALCULATIONS

A	MULTIPLY TABLE A SUBTOTAL BY 52 WEEKS	46901.4	HRS/YEAR
B	TOTAL TABLE B SUBTOTAL + TABLE C SUBTOTAL	18283.78	HRS/YEAR
C	TOTAL LINES A + B	65185.18	HRS/YEAR
D	MULTIPLY LINE C BY 12.5%	8148.15	HRS/YEAR
E	TOTAL LINES C + D	73333.33	WH/YEAR
F	DIVIDE LINE E BY 1720	42.64	WORK YEARS
G	MULTIPLY LINE F BY 40	1720	WH/YEAR
H	TOTAL LINES E + G	75053.33	WH/YEAR
I	DIVIDE LINE H BY 52	1443.33	WH/WEEK
J	DIVIDE LINE H BY 1760	42.64	WORK YEARS
K	TOTAL EMPLOYEES	42.64	

REVIEWED BY: _____ DATE: _____

APPROVED BY: _____ DATE: _____

TABLE B: ANNUAL PROJECT HOURS

LINE NO.	TASK DESCRIPTION	ANNUAL HOURS
28	Automatic Scrubber 27 inch Walk behind - Project Route	365.39
29	Automatic Scrubber 32 inch Rider - Project Route	34.51
30	Battery Room - Scrub Floor with Brush	45.71
31	Carpet Cleaning - Extraction Machine	4.44
32	Carpet Cleaning - Treatment Spray	0
33	Clean Active Storage - Includes LDS and VS	2.6
34	Clean Exterior Glass	7.1
35	Clean Exterior Glass - Lobby	0
36	Clean Inactive Storage - Includes LDS and VS	22.83
37	Clean LOG - Includes LDS and VS	9.78
38	Clean/Polish with Trigger Sprayer/Chemical & Cloth	0
39	Concrete Init Prep - Manual	41.88
40	Concrete Init Prep - Rider Auto Scrubber	10.63
41	Concrete Init Prep - Walk-Behind Auto Scrubber	107.53
42	Concrete Periodic - Manual	0
43	Concrete Periodic - Rider Auto Scrubber	0
44	Concrete Periodic - Walk-Behind Auto Scrubber	0
45	Damp Mop with Microfiber Mop and Dual Bucket - Project Route	295.46
46	Hard Floor Periodic - Manual	62.08
47	Hard Floor Periodic - Rider Auto Scrubber	0
48	Hard Floor Periodic - Walk-Behind Auto Scrubber	4.77
49	Lawn Mowing - Push Mower	77.57
50	Lawn Mowing - Rider Mower	352.32
51	Lights Pipes and Ducts - Ladder with Vacuum	682.48
52	Stairwells - Spot Mop as Needed	11.6
53	Terrazzo Initial Prep - Manual	0
54	Terrazzo Initial Prep - Walk-Behind Auto Scrubber	0
55	Terrazzo Periodic - Manual	0
56	Terrazzo Periodic - Rider Auto Scrubber	0
57	Terrazzo Periodic - Walk-Behind Auto Scrubber	0
58	Trim Hedges and Shrubs	1
59	Wood Periodic - Manual	0
60	Wood Periodic - Walk-Behind Auto Scrubber	0
61	Spot Clean Carpet	0.11
	SUB TOTAL	2139.78

TABLE C: SUPPLEMENTAL PROJECT HOURS

LINE NO.	TASK DESCRIPTION	ANNUAL HOURS
62	AREA ASSURANCE	1248
63	GROUP LEADER	1170
64	PRESSURE WASH	98
65	RECYCLE CARDBOARD	8800
66	RECYCLE PLASTIC	3520
67	SNOW REMOVAL	108
68	SPECIAL CLEANING PROJECTS	1200
69		
70		
	SUB TOTAL	16144

MAINTENANCE REPORT

PM Completion Rate with TOTAL TIME for Acronym Group

(Summary report summarized weekly) *

WATERLOO PO
300 SYCAMORE STREET
WATERLOO, IA. 50701-9996

I - BLDG SERVICES-ALL

FISCAL PERIOD>> 2015

U.S.P.S.: eMARS Reports

DATE: 03/18/2015

TIME: 07:25:06

SubSite 00

Acronym	Sched Time	Actual Time	Qty Sched	Qty Comp	Qty Partial	Qty Bypass	% Comp	% Part Comp	% ByPass
BLDGS	4,985.9	4,197.8	1,255	971	168	116	77.4	13.4	9.2
Subsite 00 Total:	4,985.9	4,197.8	1,255	971	168	116	77.4	13.4	9.2

SubSite 50

Acronym	Sched Time	Actual Time	Qty Sched	Qty Comp	Qty Partial	Qty Bypass	% Comp	% Part Comp	% ByPass
BLDGS	550.2	443.0	866	708	39	119	81.8	4.5	13.7
Subsite 50 Total:	550.2	443.0	866	708	39	119	81.8	4.5	13.7
Grand Total:	5,536.1	4,640.8	2,121	1,679	207	235	79.2	9.8	11.1

90% of 4985.9 = 4487.3
4487.3 - (actual time) 4197.8 = 289.5 hours owed
This is just the routes!

* This report is based on Preventive Maintenance data that is summarized weekly.

Reason Note: Reason 9 is not included in the calculations of percentages and totals for QTY SCHED and QTY BYPASS.



Report: TAC500R3 v2.009
 YrPPWk: 2011-08-1 to 2011-19-2
 Fin. #: 41-1068

Restricted USPS T&A Information
 BUTLER PA
 Employee Everything Report

User ID: KBXKD9
 Date: 01/11/12
 Time: 10:30 AM
 Page: 42

YrPPWk: 2011-19-1
 Sub-Unit: 0000
 Weekly

Pay Loc/Fin. Unit	017 / 0000	Variable EAS	N	Annual Lv Bal.		FMLA Hrs	
Employee ID		Borrowed	N	Sick Lv Bal.		FMLA Used	
Employee Name		Auto H/L	Y	LWOP Lv Bal.		SLDC Used	

Job	D/A	LDC	Oper/Lu	RSC	Lvl	FTF	FLSA	Route #	Fin. #	Loaned Fin. #	Effective Start	Effective End	Begin Tour	End Tour	Lunch Amt.	1261 Ind.	Schedule	OOS	Day
Base	16-6	3800	7470-00	P0	04	N	N	000000	41-1068		2011-19-1	2011-19-1	06.00	14.50	0.50	N	--MTWTF		

Processed Clock Rings

Monday

Base 05200:008.00

EBR #	Base	Time	Day	Rate	Code	Route #	Fin. #	Start	End	Begin	End	Lunch	Ind.	Schedule	OOS	Day
106-0101	BT	08/29	06.99	EDT	41-1068	7470-00	000000			00.00		00.00	(W)NonScheduled	Begin Tour		
106-0101	OL	08/29	12.05	EDT	41-1068	7470-00	000000			00.00		00.00				
106-0101	IL	08/29	12.54	EDT	41-1068	7470-00	000000			00.00		00.00				
106-0101	ET	08/29	15.49	EDT	41-1068	7470-00	000000			00.00		00.00	(W)NonScheduled	End Tour		

Tuesday

Base 05200:008.00

EBR #	Base	Time	Day	Rate	Code	Route #	Fin. #	Start	End	Begin	End	Lunch	Ind.	Schedule	OOS	Day
106-0101	BT	08/30	07.01	EDT	41-1068	7470-00	000000			00.00		00.00	(W)NonScheduled	Begin Tour		
106-0101	OL	08/30	12.09	EDT	41-1068	7470-00	000000			00.00		00.00				
106-0101	IL	08/30	12.56	EDT	41-1068	7470-00	000000			00.00		00.00				
000-0000	ET	08/30	15.50	EDT	41-1068	7470-00	000000	01097061	08/31	03.47		00.00	(W)NonScheduled	End Tour		

Wednesday

Base 05200:008.00

EBR #	Base	Time	Day	Rate	Code	Route #	Fin. #	Start	End	Begin	End	Lunch	Ind.	Schedule	OOS	Day
106-0101	BT	08/31	06.99	EDT	41-1068	7470-00	000000			00.00		00.00	(W)NonScheduled	Begin Tour		
106-0101	OL	08/31	12.05	EDT	41-1068	7470-00	000000			00.00		00.00				
106-0101	IL	08/31	12.53	EDT	41-1068	7470-00	000000			00.00		00.00				
106-0101	ET	08/31	15.47	EDT	41-1068	7470-00	000000			00.00		00.00	(W)NonScheduled	End Tour		

Thursday

Base 05200:008.00

EBR #	Base	Time	Day	Rate	Code	Route #	Fin. #	Start	End	Begin	End	Lunch	Ind.	Schedule	OOS	Day
106-0101	BT	09/01	06.99	EDT	41-1068	7470-00	000000			00.00		00.00	(W)NonScheduled	Begin Tour		
106-0101	MV	09/01	11.32	EDT	41-1068	2280-00	000000			00.00		00.00				
106-0101	MV	09/01	13.65	EDT	41-1068	7470-00	000000			00.00		00.00				
106-0101	OL	09/01	13.80	EDT	41-1068	7470-00	000000			00.00		00.00				
106-0101	IL	09/01	14.29	EDT	41-1068	7470-00	000000			00.00		00.00				
106-0101	ET	09/01	15.49	EDT	41-1068	7470-00	000000			00.00		00.00	(W)NonScheduled	End Tour		



**UNITED STATES
POSTAL SERVICE®**

User ID: KBXKD9

Report: TAC500R3 v2.009
YrPPWk: 2011-08-1 to 2011-19-2
Fin. #: 41-1068

Restricted USPS T&A Information
BUTLER PA
Employee Everything Report

Date: 01/11/12
Time: 10:30 AM
Page: 43

YrPPWk: 2011-19-1

Weekly

Sub-Unit: 0000

Pay Loc/Fin. Unit	017 / 0000	Variable EAS	N	Annual Lv Bal.		FMLA Hrs	
Employee ID		Borrowed	N	Sick Lv Bal.		FMLA Used	
Employee Name		Auto H/L	Y	LWOP Lv Bal.		SLDC Used	

Processed Clock Rings

Friday

EBR #	Base	05200: 009.67	05300: 001.67							
106-0101 BT	09/02	06.99	EDT	41-1068	7470-00	000000	---	---	---	00.00 (W)NonScheduled Begin Tour
000-0000 OT	09/02	07.00	EDT	41-1068	7470-00	000000	02.00	01283123	09/02	16.90
000-0000 OL	09/02	10.00	EDT	41-1068	7470-00	000000	---	01283123	09/02	16.88
000-0000 IL	09/02	10.50	EDT	41-1068	7470-00	000000	---	01283123	09/02	16.88
106-0101 MV	09/02	10.98	EDT	41-1068	2280-00	000000	---	---	---	00.00
000-0000 ET	09/02	17.16	EDT	41-1068	7470-00	000000	---	01283123	09/02	16.88 (W)NonScheduled End Tour
							---	---	---	00.00

Weekly Total

Paid Hours : Base 052: 041.67 053: 001.67
TACS Hours : Base 052: 041.67 053: 001.67

Un-Processed Rings

EBR#

From: [REDACTED]@usps.gov>
Sent: Monday, August 17, 2015 11:22 AM
To: [REDACTED]

Cc:
Subject: FW: LINE-H DEFICIENT PLAN
Attachments: NY DISTRICT.docx

[REDACTED]

The attachment is our Plan to take care of our LINE-H problem. I gave finance the LTAT transfer to be done. They telling me this morning that there is something wrong with the paper work. The attachment is the plan.

[REDACTED]

[REDACTED]

Subject: LINE-H DEFICIENT PLAN

To All:

The attachment is the plan to remove the 911 hours of deficient. Thanks.

[REDACTED]

NY DISTRICT
LINE H TRANSFERS

HOURS TRANSFERRED TO MORGAN

MURRAY HILL	MORGAN	1,513
TRIBOROUGH	MORGAN	904
BRYANT PARK	MORGAN	439
COLUMBIA UNIVERSITY	MORGAN	607
COLUMBUS CIRCLE	MORGAN	241
THOMPSON SQ.	MORGAN	806
FORT WASHINGTON	MORGAN	111
GREELEY SQ.	MORGAN	808
LONDON TERRACE	MORGAN	491
PATCHIN	MORGAN	79
PORT AUTHORITY	MORGAN	690
PORT AUTHORITY	MORGAN	679
CHINATOWN	MORGAN	1,351
ANSONIA	MORGAN	876
CHEROKEE	MORGAN	151
ROOSEVELT ISLAND	MORGAN	827
YORKVILLE	MORGAN	740
FDR	MORGAN	<u>4,000</u>
	SUB-TOTAL	15,313 HRS
	WEEKLY TRANSFER	<u>-1,278 HRS</u>
	TOTAL	<u>14,035</u>

OUTSTANDING BALANCE	14,946 HRS
HOURS TRANSFERRED	<u>-14,035 HRS</u>
DEFICIENT	911 HRS

TO REMOVE THE 911 HOURS OF DEFICIENT, FIVE (5) PSEs FROM THE FOLLOWING STATIONS WILL COME TO MORGAN P&DC FOR SIX WEEKS, STARTING MONDAY AUGUST 17, 2015.

1. [REDACTED] from MADISON SQUARE
2. [REDACTED] from CHURCH STREET
3. [REDACTED] from OLD CHELSEA
4. [REDACTED] from FDR
5. [REDACTED] from GRAND CENTRAL



As of September 3, 2015

American Postal Workers Union, AFL-CIO

The APWU and USPS settled Custodial Staffing MS-47 TL-5 on July 9, 2014. One of the requirements is a staged gradual implementation. See below for the staged implementation of MS-47 TL-5. Contact maintstaff@apwu.org for questions.

Maintenance Division

Steve Raymer,
Director

Idowu Balogun,
Assist. Dir. A

Terry Martinez,
Assist. Dir. B

SITE	AREA	SITE PREP	WORKLOADING	TRAINING	COACHING
ALBUQUERQUE P&DC	WA	12/15/2014	1/5/2015	2/9/2015	2/16/2015
ANAHEIM P&DC	PA	2/2/2015	2/23/2015	3/9/2015	3/15/2015
ATLANTA P&DC	SA	4/1/2015			
BOSTON MA	NEA	11/24/2014	12/1/2014	2/3/2015	2/10/2015
CINCINNATI P&DC	EA	3/23/2015			
COLUMBUS	EA	4/1/2013	8/1/2014	6/1/2013	6/8/2013
DENVER NDC	WA	1/5/2015	3/2/2015	4/6/2015	4/13/2015
DENVER P&DC	WA	1/5/2015	2/2/2015	3/9/2015	3/16/2015
GRAND RAPIDS	GLA	6/12/2015			
GREENSBORO NDC	CMA	12/1/2014	12/15/2014	3/2/2015	3/9/2015
GREENSBORO P&DC	CMA	12/1/2014	12/8/2014	1/20/2015	1/27/2015
HARTFORD	NEA	9/5/2014	10/2/2014	10/2/2014	10/9/2014
INDIANAPOLIS MPA	GLA	10/2/2014	10/23/2014	10/30/2014	11/7/2014
INDIANAPOLIS P&DC	GLA	4/1/2014	5/15/2014	6/15/2014	6/22/2014
LA ISC	PA	12/1/2014	12/4/2014	1/20/2015	1/27/2015
MANCHESTER P&DC	NEA	2/2/2015	2/10/2015	4/6/2015	4/13/2015
MIAMI P&DC	SA	3/11/2015			
MIDDLESEX ESSEX P&DC	NEA	1/5/2015	1/12/2015	2/23/2015	3/2/2015
MORENO VALLEY	PA	4/15/2015			
OKLAHOMA CITY P&DC	SA	3/25/2015			
ORLANDO FL	SA	10/14/2014	10/14/2014	1/12/2015	1/19/2015
PHILADELPHIA NDC	EA	1/5/2015	1/5/2015	3/23/2015	3/30/2015
PHILADELPHIA P&DC	EA	12/1/2014	12/1/2015	2/9/2015	2/16/2015
PHOENIX	WA	6/9/2014	9/2/2014	10/28/2014	11/5/2014
PITTSBURGH NDC	EA	12/1/2014	1/5/2015	2/2/2015	2/9/2015
PITTSBURGH P&DC	EA	10/2/2014	10/2/2014	11/3/2014	11/10/2014
PROVIDENCE	NEA	7/8/2014	8/2/2014	9/8/2014	9/15/2014
RALEIGH P&DC	CMA	3/2/2015	4/10/2015		
SALT LAKE CITY ASF	WA	9/5/2014	10/15/2014	10/15/2014	10/15/2014
SALT LAKE CITY P&DC	WA	12/1/2012	7/15/2014	1/15/2013	1/15/2013
SAN DIEGO P&DC	PA	2/26/2015	4/15/2015		
SOUTH JERSEY	EA	7/8/2014	7/15/2014	9/8/2014	9/15/2014
SOUTH SUBURBAN	GLA	6/12/2015			
SPRINGFIELD MA	NEA	11/1/2014	11/1/2014	1/5/2015	1/12/2015
St. LOUIS NDC	GLA	12/15/2014	2/2/2015	4/6/2015	4/13/2015
St. LOUIS P&DC	GLA	12/15/2014	1/12/2015	3/2/2015	3/9/2015
TAMPA	SA	12/1/2014	12/1/2014	2/2/2015	2/28/2015
TRENTON	EA	10/15/2014	10/15/2014	1/5/2015	1/12/2015
TWIN RIVERS (COLUMBUS)	EA	11/10/2014	11/17/2014	1/5/2015	1/12/2015
WEST VALLEY	WA	12/1/2014	12/1/2014	1/20/2015	1/27/2015
ZANESVILLE OH	EA	9/15/2013	9/15/2014	9/23/2013	9/23/2013

The below facilities are on the list for implementation of the TL-5 version of the MS-47 but there is no confirmed date available when site prep and workloading will start.

<u>Site</u>	<u>Area</u>	<u>Site</u>	<u>Area</u>	<u>Site</u>	<u>Area</u>
Albany P&DC	NEA	Honolulu	PA	Palatine	GLA
Atlanta NDC	CMA	Jacksonville P&DC	SA	Peachtree PDC	CMA
Baltimore P&DC	CMA	Kansas City NDC	WA	Rochester NY	EA
Buffalo NY	EA	Kansas City P&DC	WA	Sacramento	PA
Charleston SC	CMA	Knoxville TN	EA	San Bernardino	PA
Charleston WV	EA	Las Vegas NV	WA	San Francisco ISC	PA
Cincinnati NDC	EA	Linthicum P&DF	CMA	San Francisco NDC	PA
City of Industry	PA	Los Angeles NDC	PA	San Francisco PDC	PA
Cleveland P&DC	EA	Los Angeles PDC	PA	San Jose PDC	PA
Columbia P&DC	CMA	Louisville KY	EA	Santa Anna	PA
Curseen Morris PDC	CMA	Memphis P&DC	EA	Santa Clarita	PA
Dallas TX	SA	Miami LDC	SA	Seattle NDC	WA
Delaware P&DC	EA	N. Metro	CMA	Seattle P&DC	WA
Easton P&DF	CMA	Nashville P&DC	EA	SO Maryland PDC	CMA
Greater Michigan	GLA	North Texas	SA	St. Paul MN	WA
Greenville P&DC	CMA	Oakland	PA	Suburban MD PDC	CMA
Harrisburg PA	EA			Syracuse P&DC	NEA
				Washington NDC	
				Westchester P&DC	NEA

Notes

