

MANAGER, LABOR RELATIONS
Pacific Area



May 20, 2014

Tracking Number:

USPS TRACKING # **9114 9011 8986 6775 8166 56**
& CUSTOMER RECEIPT LABEL (ROLL)
For Tracking or inquiries go to USPS.com
or call 1-800-222-1811.

Omar Gonzalez
Western Regional Coordinator, APWU
1350 Old Bayshore HWY. Suite 360
Burlingame, CA 94010

This is to advise you of the intent of the Sierra Coastal District to utilize the provisions of Article 12.5.C.5 of the National Agreement to involuntarily reassign one (1) full-time clerk from the craft and/or installation at the Tujung Post Office (Event 46462). The basis for this impact is a F4 staffing and scheduling review.

The impacted employee will be notified of his/her involuntary reassignment by separate letter.

By copy of this notice, we will withhold one (1) full-time residual assignment in the clerk, carrier, mail handler or custodial craft in a site within a 50 mile radius of the impacted bid cluster for placement of the impacted employees.

Attached you will find copies of the automated impact statement, the operational data that supports the excessing, the list of sites at which withholding has been authorized and the name of the impacted employee.

Please include this impact on the agenda for our next meeting. If you have any questions you may contact me at (858) 674-3193 or Linda Shumate, Area Complement Coordinator at (858) 674-3183.

Linda Shumate
Jay Roberts
Manager, Labor Relations

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

Attachments

Withholding Info
 Staffing
 State
 Grievance Administration
 Please review, take action and reduce issues to writing
 Comments

- cc: Area Manager Operations Support
- Area Manager, Human Resources
- Area Manager, Finance
- Area Manager, In-Plant Support
- District Manager, Sierra Coastal District
- Area Complement Coordinator with attachments
- Manager, Human Resources – Sierra Coastal District with attachments
- District Complement Coordinator, Sierra Coastal District with attachments
- Chris Jackson, NALC with attachments
- David Ross, NPMHU with attachments

Omar M. Gonzalez, Coordinator

TC's (2) with attachments

WorkHour Impact Report

Impacted Bid Cluster	TUJUNGA POST OFFICE
Installation Address	Event 46462
Area Name	PACIFIC
Impact Type	Reduction Other Than by Attrition
Date of Impact	09/27/2014
Period (Dates) of Review Performed	05/11/2013 thru 05/23/2014
Report Prepared By	Lisa Diniakos
Report Prepared Date	05/16/2014
Reviewed By	Kerry Wolny
Phone	(661) 775-6500

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	165	132	-33	-132	-1716	-1	1716

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	10	6.1%	-6	0		4	3%

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	

There are no casuals in the clerk craft.

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	

There are no MHAs in the clerk craft.

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	

There are no PTF clerks in Tujunga PO

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

There are no CCAs in the clerk craft.

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

There are no PSE clerks in the Tujungu

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 | |
| There are no PTRs in the clerk craft. | |

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 | |
| An administrative review of the workload and staffing revealed that the earned work hours and work load no longer supports the current level of career staffing in Tujungga office and will result in excessing 1 FT clerk from the craft/installation. | |
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WorkHour Impact Report-CLERK

Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-132
b. Planned Reduction in Total OT Hours per Month	-24
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	528
i. Total FTE Savings	-1

CUSTOMER SERVICE VARIANCE - [913]-SIERRA COASTAL PFC					
TUJUNGA PO - TUJUNGA PO 057944 FSS			MPOO 1 Date: 05/19/2014		
Analysis Period: 11/02/2013 to 05/16/2014 - Customer Service Days: 162			Unit Level: 21 Man Yr: 0 CAG: F		
Benchmark Dates: FY 2013 WK 1 - FY 2013 WK 52		POS	[TUJUNGA PO] TUJUNGA PO		
FTEE COMPLEMENT ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% ACHIEVED
Full Time Clerk			3		
Part Time Flexible Clerk			0		
Part Time Regular Clerk			0		
Postal Support Employee			0		
Non-Traditional Full-Time			1		
Flex Non-Traditional FT			1		
Full Time MH			0		
Part Time Flexible MH			0		
Part Time Regular MH			0		
MailHandler Assistant			0		
Full Time Equivalent Emp	4	4	5		
Full Time Equivalent Hrs	1792	1793	1624		
WORKHOUR ANALYSIS					
<i>Automation/Mechanized (LDC41L-41F)</i>					
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%
<i>Manual (LDC43-44)</i>					
LDC 43L Hours	67	42	154	112	27.53%
LDC 43F Hours	67	59	90	31	65.63%
LDC 43P Hours	403	623	483	-140	128.92%
LDC 43A Hours	486	361	79	-282	457.41%
LDC 43 Total	1024	1086	806	-280	134.68%
LDC 44 Hours	94	93	209	116	44.50%
Total Manual Hours	1118	1178	1015	-163	116.08%
<i>Retail/Admin (LDC 42,45,48)</i>					
LDC 42 Hours	29	0	0	0	0%
LDC 45 Hours	1535	1520	2407	887	63.16%
LDC 48 Hours	1102	1102	933	-169	118.11%
Total Retail/Admin Hours	2667	2622	3340	718	78.51%
Total Function Four	3784	3800	4355	555	87.27%
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)	626		395	-231	-36.91%
LDC 43 Dist Vol Flts (Ft)	783		688	-95	-12.14%
LDC 43 Dist Vol PP/Sprs	108680		168092	59,412	54.67%

LDC 44 Box Ltrs (Ft)	389		369	-20	- 5.21%
LDC 44 Box Flts (Ft)	158		193	35	21.82%
Manual Vol (w/o PP/Sprs)	1,956		1,645	-311	- 15.90%
LDC 45 Transactions	68023		64644	-3,379	- 4.97%
Retail Transaction Volume	68,023		64,644	-3,379	- 4.97%
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	9.32	9.32	2.57	- 6.75	27.53%
LDC 43 Dist Vol Flts FPH	11.65	11.65	7.65	- 4.00	65.63%
LDC 43 Dist PP/Sprs PPH	270	270	348	78	128.89%
LDC 43 Allied Hrs per day	2.08	2.23	0.49	- 1.74	457.41%
LDC 44 Box L&F FPH	5.80	6.06	2.69	- 3.37	44.36%
LDC 45 Min. per Trans	0.05	1.41	2.23	0.82	63.16%
LDC 45 Trans per 1412	127.45	214.02	120.38	93.64	56.25%
UNIT ROUTE AND DELIVERIES ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% VARIANCE
City Routes	15		15	0	0.00%
Rural Routes	0		0	0	0%
CDS Routes	0		0	0	0%
POB Equivalent Routes	4		4	0	0.00%
City Deliveries	10689		10714	25	0.23%
Rural Deliveries	0		0	0	0%
CDS Deliveries	0		0	0	0%
PO Box Deliveries	441		422	-19	- 4.31%
FTES DAILY STAFFING ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	
Clerk/Mailhandler	3.53	3.54	4.05	0.51	

		SAT		MON		TUE		WED		THU		FRI															
Export to PDF (to Print Page)														(TUE) TUJUNGA PO - 057944													
REF	FTR/PTF	Hours	0 to 1	1 to 2	2 to 3	3 to 4	4 to 5	5 to 6	6 to 7	7 to 8	8 to 9	9 to 10	10 to 11	11 to 12	12 to 1	1 to 2	2 to 3	3 to 4	4 to 5	5 to 6	6 to 7	7 to 8	8 to 9	9 to 10	10 to 11	11 to 00	
1	LDE	8.00																									
2	EDL	5.75																									
3	ENET	4.50																									
4	PSE	0.00																									
5	SLE	4.25																									
REF	FTR/PTF	Hours	0 to 1	1 to 2	2 to 3	3 to 4	4 to 5	5 to 6	6 to 7	7 to 8	8 to 9	9 to 10	10 to 11	11 to 12	12 to 1	1 to 2	2 to 3	3 to 4	4 to 5	5 to 6	6 to 7	7 to 8	8 to 9	9 to 10	10 to 11	11 to 00	

Weekly Summary				TUE Summary				W-F Summary				MON Summary				SAT-SUN Summary							
LDCs	1994 Hours	CSV Hours	VAR Hours	LDCs	1994 Hours	CSV Hours	VAR Hours	LDCs	1994 Hours	CSV Hours	VAR Hours	LDCs	1994 Hours	CSV Hours	VAR Hours	LDCs	1994 Hours	CSV Hours	VAR Hours	LDCs	1994 Hours	CSV Hours	VAR Hours
LDC 41	0.00	0.00	0.00	LDC 41	0.00	0.00	0.00	LDC 41	0.00	0.00	0.00	LDC 41	0.00	0.00	0.00	LDC 41	0.0	0.00	0.00	LDC 41	0.0	0.00	0.00
LDC 42	0.25	0.00	0.25	LDC 42	0.00	0.00	0.00	LDC 42	0.00	0.00	0.00	LDC 42	0.00	0.00	0.00	LDC 42	0.3	0.00	0.25	LDC 42	0.3	0.00	0.25
LDC 43	16.50	15.71	0.79	LDC 43	3.00	2.62	0.38	LDC 43	7.75	7.86	-0.11	LDC 43	3.00	2.62	0.38	LDC 43	2.8	2.62	0.13	LDC 43	2.8	2.62	0.13
LDC 43 (Allied)	14.25	13.42	0.83	LDC 43 (Allied)	2.00	2.24	-0.24	LDC 43 (Allied)	9.00	6.71	2.29	LDC 43 (Allied)	1.50	2.24	-0.74	LDC 43 (Allied)	1.8	2.24	-0.49	LDC 43 (Allied)	1.8	2.24	-0.49
LDC 44	3.25	2.86	0.39	LDC 44	0.25	0.48	-0.23	LDC 44	2.00	1.43	0.57	LDC 44	0.50	0.48	0.02	LDC 44	0.5	0.48	0.02	LDC 44	0.5	0.48	0.02
LDC 45	48.50	53.99	-5.49	LDC 45	8.25	9.00	-0.75	LDC 45	25.50	26.99	-1.49	LDC 45	9.50	9.00	0.50	LDC 45	5.3	9.00	-3.75	LDC 45	5.3	9.00	-3.75
LDC 48	53.00	43.16	9.84	LDC 48	9.00	7.19	1.81	LDC 48	24.25	21.58	2.67	LDC 48	11.50	7.19	4.31	LDC 48	8.3	7.19	1.06	LDC 48	8.3	7.19	1.06
LDC 48 (Soft)	0.00	0.00	0.00	LDC 48 (Soft)	0.00	0.00	0.00	LDC 48 (Soft)	0.00	0.00	0.00	LDC 48 (Soft)	0.00	0.00	0.00	LDC 48 (Soft)	0.0	0.00	0.00	LDC 48 (Soft)	0.0	0.00	0.00
MGT HRS	0.00			MGT HRS	0.00			MGT HRS	0.00			MGT HRS	0.00			MGT HRS	(0.00)			MGT HRS	(0.00)		
Total	135.75	129.12	6.63	Total	22.50	21.52	0.98	Total	68.50	64.56	3.94	Total	26.00	21.52	4.48	Total	18.75	21.52	-2.77	Total	18.75	21.52	-2.77

*Note that the Avg Daily Hours is from 03/30/2013 to 06/28/2013.

Finalize Bid Jobs SST Edits

[View Map](#) [View Data](#) [Link to FDB](#) [Schedule](#)

FINANCE	OFFICE	LAST	FIRST	MI	EMP ID	JOB ID	JOB TITLE	PAY LEVEL	D/A	FUNC	LDC	SEN DATE	SEN #
57944	TUJUNGA PO	KIM	BONG	K	3136635	70379220	SALES, SVCS/DISTRIBUTI ON ASSOC	6	110	4	45	11/13/1982	1
57944	TUJUNGA PO	SOUEIDAN	LUZ	M	3106231	95758484	DIST WINDOW CLK	6	110	4	44	6/18/1988	1
57944	TUJUNGA PO	CASES	LUCITA	O	3306274	70162555	LEAD SALES & SERVICES ASSOCIATE	7	110	4	45	8/11/1990	1

Inspected