



September 29, 2008

POSTMASTERS AND CUSTOMER SERVICE MANAGERS
SAN FRANCISCO DISTRICT

SUBJECT: District SOP on Reversion of F2 and F4 positions

The USPS is facing several cost-reduction strategies for fiscal year 2009. As the mail volume continues to decline, we need to focus on ensuring that we are right-sizing the structures of all positions in our offices/units that we manage. In doing so, we will assist our district to be successful in managing cost with less disruption to employees.

The attached process must be followed. It is imperative that once the position becomes vacant, the delivery unit must not repost the position without it first being reviewed and analyzed by Operations Programs Support. A determination (through analysis) will be made, and the local office will be notified via email, whether to post or revert the position. This guideline is in effect immediately.

If you have any questions regarding this District Standard Operating Procedure, please contact Raj Sanghera, Manager, Operations Programs Support at 415-550-5702.

A handwritten signature in cursive script that reads "Winifred G. Groux".

Winifred G. Groux

Attachments

cc: Manager HR
Complement Coordinator
Manager LR
SF Postmaster
MPOO B
MPOO A
MOPS

San Francisco District Process for possible reversion
F-2 VACATED POSITIONS

The following guidelines are to be followed on all F2 Vacated Positions

The following steps should be followed within one (1) business day of a position becoming vacant:

1. Notify Dale Low, Customer Service Analyst with a cc to Frances Cuanang, District Complement Coordinator, the Manager, Human Resources, MOPS(cc. Richard Colvin) & SOM by Email with the following information:
 - a. Office
 - b. Job Number
 - c. Vacated by
 - d. Date of vacancy
 - e. Position Title
 - f. Section
 - g. Days Off
 - h. Reporting Time
 - i. NALC Branch
 - j. Attach a Copy of the Vacated Bid
 - k. Justification to post
 - l. Pending reversion grievances

Operations Support will conduct a route analysis to determine if the position/route should be considered for reversion and forward the results of the initial analysis to the District Complement Coordinator (DCC), SOM and the local unit. After review of the analysis, MOPS will send a recommendation electronically to the DCC and SOM, and will trigger a notice to the unit, to either 1) post for bid, or 2) a letter would be sent by the DCC notifying the NALC of the intent to revert. (In addition, a copy of the analysis will also be sent to the Local Unit and NALC Branch President).

2. You are to meet with the union at the local level if they request, within 7 days to discuss the data that was used to determine that the assignment was no longer 8 hours.
3. Notify the District Complement Coordinator via email of the date of your meeting.
4. Post notice of reversion with reason for employees. Send a round-dated copy to DCC.

Frances Cuanang will send a decision letter on day twenty to the appropriate NALC branch notifying that the F2 carrier position to be reverted.

For any questions on this process contact:

Dale Low, Customer Service Analyst, 415-550-5569
Frances Cuanang, District Complement Coordinator, 415-550-5061

San Francisco District SOP
CSV EARNED WORK HOURS – WORKLOAD & STAFFING IMPACTS
F4 CLERK VACATED POSITIONS
The following guidelines are to be followed on all
F4 Clerk Vacated Positions

The following steps should be followed within one (1) business day of a position becoming vacant:

1. Notify Pricilla Chow, F4 Customer Service Analyst, with a cc to Frances Cuanang, District Complement Coordinator, the Manager, Human Resources, MOPS (cc, Richard Colvin), and SOM by Email with the following information:
 - Office
 - Job Number
 - Vacated by
 - Date of vacancy
 - Position Title
 - Section
 - Days Off
 - Reporting Time
 - APWU Local
 - Attach a Copy of the Vacated Bid
 - Justification to post
 - Pending reversion grievances

Operations Support will conduct CSV analysis to determine if the position should be considered for reversion and forward the results of the initial analysis to the District Complement Coordinator (DCC), SOM and the local unit. After review of the analysis, MOPS will send a recommendation electronically to the DCC and SOM, and will trigger a notice to the unit, to either 1) post for bid, or 2) a letter will be sent by the DCC notifying the APWU of the intent to revert. (In addition, a copy of the analysis will also be sent to the Local Unit).

2. You are to meet with the union at the local level, if they request, within 7 days to discuss the data that was used to determine that the assignment was no longer 8 hours.
3. Notify the District Complement Coordinator via email of the date of your meeting.
4. Post notice of reversion with reason for employees. Send a round-dated copy to DCC.
Frances Cuanang will send a decision letter on day twenty to the appropriate APWU branch notifying that the F4 clerk position to be reverted.

For any questions on F4 clerk vacated positions contact:
Pricilla Chow F4 Customer Service Analyst 415-550-5006 or Frances Cuanang 415-550-5061