

San Francisco District Process for Reversion and Withholding
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. Send notification by email to Ohdee Beltran, Route Examination Team Leader that the route has become vacant. On the email notification send a cc to Michael Datangel, Jose Nuno, District Complement Coordinator (DCC), Manager, Human Resources, Manager Operations Program Support (MOPS), and Senior Operations Manager (SOM). The email must include 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 posted or considered for reversion. MOPS will then send a recommendation electronically to the office, DCC and SOM, to either post for bid, or revert the position/route.

Decision to Revert

If the decision is to revert the position/route, the local office will send a letter to the local NALC President notifying him/her of the intent to revert. A copy of the decision is sent to MOPS, DCC, and LR. Additionally the local office must do the following:

- 1) 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 the assignment was no longer 8 hours.
- 2) Notify the District Complement Coordinator via email of the date you conducted your meeting with the union.
- 3) Post notice of reversion with reason for employees to review. Send a round-dated copy of notice to DCC.

The Local Unit is required to send a decision letter on day twenty to the appropriate NALC President branch notifying him/her that the F2 carrier position will be reverted (cc: MOPs, DCC and LR).

Decision to Post:

If the recommendation by MOPS is to post the route/position, then the office will continue with the normal bid process. If the route has no successful bidder, then the route/position becomes a residual vacancy and MUST be withheld.

The local office is required to send the union president a letter on day twenty (20) (with a copy to MOPS, DCC and LR) informing him/her that the residual vacancy is withheld. Finally, the Local office will send the notification of the withheld route/position by completing a JB 1200 to Shared Services. If you have questions please contact:

Ohdee Beltran, Route Examination Team Leader at 415-550-5610; or

Jose Nuno, District Complement Coordinator at 415-550-5710