

San Francisco District Process for Reversion and Withholding
F-4 VACATED POSITIONS

The following guidelines are to be followed on all F4 Vacated Positions

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

1. Send notification by email to Mike Datangel, that the position has become vacant. On the email notification send a cc to Ruben Ramiro, 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. APWU Local
 - j. Attach a Copy of the Vacated Bid
 - k. Justification to Post
 - l. Pending reversion grievances

Operations Support will conduct a CSV analysis to determine if the position/bid should be posted or considered for reversion. MOPS will then send a recommendation electronically to the office, DCC and SOM, to either post the bid, or revert the position/bid.

Decision to Revert

If the decision is to revert the position/bid, the local office will send a letter to the local APWU President notifying him/her of the intent to revert. Provide a copy of the first letter 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 APWU President branch notifying him/her that the F4 position will be reverted (cc: MOPS, DCC and LR).

Decision to Post:

If the recommendation by MOPS is to post the bid/position, then the office will continue with the normal bid process. Vacant position must be posted within 28 days from the date it became vacant. If the position/bid has no successful bidder, then the position/bid becomes a residual vacancy, we need to assign "Unencumbered Regulars" within the provision of Article 37.4., National Agreement. If no "Unencumbered Regulars", then notify Union that we are withholding the positions.

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:

Mike Datangel, Manager Delivery Programs Support at 415-550-5469; or

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