

# **Line H Issues**

*Always evolving*



*American Postal Workers Union, AFL-CIO*

*Mark Dimondstein, President*

## **Maintenance Division HQ Officers**



**Idowu Balogun, Director**




**Terry B. Martinez, Assistant Director A**





**Jason Treier, Assistant Director B**

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**What is Line H?  
and  
Where do you find Line H?**



**“Line H” is the total yearly  
custodial work hours for a  
postal facility**



**It is based on a combination of the  
facility measurements/space  
designations (Inventory), and cleaning  
frequencies.**



# Line H is found on the bottom left-hand side of the PS Form 4852, in the box titled "Work Hour Calculations"



U.S. POSTAL SERVICE WORKLOAD ANALYSIS AND SUMMARY PS Form 4852		OFFICE NAME SPRINGFIELD, MO	OFFICE TYPE GENERAL DELIVERY	OFFICE NUMBER 1000																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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DESCRIPTION	HOURS	DESCRIPTION	1	MANAGEMENT - SUPERVISOR	1.76	1	MANAGEMENT - SUPERVISOR - FULL TIME	2	MANAGEMENT - SUPERVISOR	1.76	2	MANAGEMENT - SUPERVISOR - PART TIME	3	MANAGEMENT - SUPERVISOR	1.76	3	MANAGEMENT - SUPERVISOR - PART TIME	4	MANAGEMENT - SUPERVISOR	1.76	4	MANAGEMENT - SUPERVISOR - PART TIME	5	MANAGEMENT - SUPERVISOR	1.76	5	MANAGEMENT - SUPERVISOR - PART TIME	6	MANAGEMENT - SUPERVISOR	1.76	6	MANAGEMENT - SUPERVISOR - PART TIME	7	MANAGEMENT - SUPERVISOR	1.76	7	MANAGEMENT - SUPERVISOR - PART TIME	8	MANAGEMENT - SUPERVISOR	1.76	8	MANAGEMENT - SUPERVISOR - PART TIME	9	MANAGEMENT - SUPERVISOR	1.76	9	MANAGEMENT - SUPERVISOR - PART TIME	10	MANAGEMENT - SUPERVISOR	1.76	10	MANAGEMENT - SUPERVISOR - PART TIME	11	MANAGEMENT - SUPERVISOR	1.76	11	MANAGEMENT - SUPERVISOR - PART TIME	12	MANAGEMENT - SUPERVISOR	1.76	12	MANAGEMENT - SUPERVISOR - PART TIME	13	MANAGEMENT - SUPERVISOR	1.76	13	MANAGEMENT - SUPERVISOR - PART TIME	14	MANAGEMENT - SUPERVISOR	1.76	14	MANAGEMENT - SUPERVISOR - PART TIME	15	MANAGEMENT - SUPERVISOR	1.76	15	MANAGEMENT - SUPERVISOR - PART TIME	16	MANAGEMENT - SUPERVISOR	1.76	16	MANAGEMENT - SUPERVISOR - PART TIME	17	MANAGEMENT - SUPERVISOR	1.76	17	MANAGEMENT - SUPERVISOR - PART TIME	18	MANAGEMENT - SUPERVISOR	1.76	18	MANAGEMENT - SUPERVISOR - PART TIME	19	MANAGEMENT - SUPERVISOR	1.76	19	MANAGEMENT - SUPERVISOR - PART TIME	20	MANAGEMENT - SUPERVISOR	1.76	20	MANAGEMENT - SUPERVISOR - PART TIME	21	MANAGEMENT - SUPERVISOR	1.76	21	MANAGEMENT - SUPERVISOR - PART TIME	22	MANAGEMENT - SUPERVISOR	1.76	22	MANAGEMENT - SUPERVISOR - PART TIME	23	MANAGEMENT - SUPERVISOR	1.76	23	MANAGEMENT - SUPERVISOR - PART TIME	24	MANAGEMENT - SUPERVISOR	1.76	24	MANAGEMENT - SUPERVISOR - PART TIME	25	MANAGEMENT - SUPERVISOR	1.76	25	MANAGEMENT - SUPERVISOR - PART TIME	26	MANAGEMENT - SUPERVISOR	1.76	26	MANAGEMENT - SUPERVISOR - PART TIME	27	MANAGEMENT - SUPERVISOR	1.76	27	MANAGEMENT - SUPERVISOR - PART TIME	28	MANAGEMENT - SUPERVISOR	1.76	28	MANAGEMENT - SUPERVISOR - PART TIME	29	MANAGEMENT - SUPERVISOR	1.76	29	MANAGEMENT - SUPERVISOR - PART TIME	30	MANAGEMENT - SUPERVISOR	1.76	30	MANAGEMENT - SUPERVISOR - PART TIME	31	MANAGEMENT - SUPERVISOR	1.76	31	MANAGEMENT - SUPERVISOR - PART TIME	32	MANAGEMENT - SUPERVISOR	1.76	32	MANAGEMENT - SUPERVISOR - PART TIME	33	MANAGEMENT - SUPERVISOR	1.76	33	MANAGEMENT - SUPERVISOR - PART TIME	34	MANAGEMENT - SUPERVISOR	1.76	34	MANAGEMENT - SUPERVISOR - PART TIME	35	MANAGEMENT - SUPERVISOR	1.76	35	MANAGEMENT - SUPERVISOR - PART TIME	36	MANAGEMENT - SUPERVISOR	1.76	36	MANAGEMENT - SUPERVISOR - PART TIME	37	MANAGEMENT - SUPERVISOR	1.76	37	MANAGEMENT - SUPERVISOR - PART TIME	38	MANAGEMENT - SUPERVISOR	1.76	38	MANAGEMENT - SUPERVISOR - PART TIME	39	MANAGEMENT - SUPERVISOR	1.76	39	MANAGEMENT - SUPERVISOR - PART TIME	40	MANAGEMENT - SUPERVISOR	1.76	40	MANAGEMENT - SUPERVISOR - PART TIME	41	MANAGEMENT - SUPERVISOR	1.76	41	MANAGEMENT - SUPERVISOR - PART TIME	42	MANAGEMENT - SUPERVISOR	1.76	42	MANAGEMENT - SUPERVISOR - PART TIME	43	MANAGEMENT - SUPERVISOR	1.76	43	MANAGEMENT - SUPERVISOR - PART TIME	44	MANAGEMENT - SUPERVISOR	1.76	44	MANAGEMENT - SUPERVISOR - PART TIME	45	MANAGEMENT - SUPERVISOR	1.76	45	MANAGEMENT - SUPERVISOR - PART TIME	46	MANAGEMENT - SUPERVISOR	1.76	46	MANAGEMENT - SUPERVISOR - PART TIME	47	MANAGEMENT - SUPERVISOR	1.76	47	MANAGEMENT - SUPERVISOR - PART TIME	48	MANAGEMENT - SUPERVISOR	1.76	48	MANAGEMENT - SUPERVISOR - PART TIME	49	MANAGEMENT - SUPERVISOR	1.76	49	MANAGEMENT - SUPERVISOR - PART TIME	50	MANAGEMENT - SUPERVISOR	1.76	50	MANAGEMENT - SUPERVISOR - PART TIME	51	MANAGEMENT - SUPERVISOR	1.76	51	MANAGEMENT - SUPERVISOR - PART TIME	52	MANAGEMENT - SUPERVISOR	1.76	52	MANAGEMENT - SUPERVISOR - PART TIME	53	MANAGEMENT - SUPERVISOR	1.76	53	MANAGEMENT - SUPERVISOR - PART TIME	54	MANAGEMENT - SUPERVISOR	1.76	54	MANAGEMENT - SUPERVISOR - PART TIME	55	MANAGEMENT - SUPERVISOR	1.76	55	MANAGEMENT - SUPERVISOR - PART TIME	56	MANAGEMENT - SUPERVISOR	1.76	56	MANAGEMENT - SUPERVISOR - PART TIME	57	MANAGEMENT - SUPERVISOR	1.76	57	MANAGEMENT - SUPERVISOR - PART TIME	58	MANAGEMENT - SUPERVISOR	1.76	58	MANAGEMENT - SUPERVISOR - PART TIME	59	MANAGEMENT - SUPERVISOR	1.76	59	MANAGEMENT - SUPERVISOR - PART TIME	60	MANAGEMENT - SUPERVISOR	1.76	60	MANAGEMENT - SUPERVISOR - PART TIME	61	MANAGEMENT - SUPERVISOR	1.76	61	MANAGEMENT - SUPERVISOR - PART TIME	62	MANAGEMENT - SUPERVISOR	1.76	62	MANAGEMENT - SUPERVISOR - PART TIME	63	MANAGEMENT - SUPERVISOR	1.76	63	MANAGEMENT - SUPERVISOR - PART TIME	64	MANAGEMENT - SUPERVISOR	1.76	64	MANAGEMENT - SUPERVISOR - PART TIME	65	MANAGEMENT - SUPERVISOR	1.76	65	MANAGEMENT - SUPERVISOR - PART TIME	66	MANAGEMENT - SUPERVISOR	1.76	66	MANAGEMENT - SUPERVISOR - PART TIME	67	MANAGEMENT - SUPERVISOR	1.76	67	MANAGEMENT - SUPERVISOR - PART TIME	68	MANAGEMENT - SUPERVISOR	1.76	68	MANAGEMENT - SUPERVISOR - PART TIME	69	MANAGEMENT - SUPERVISOR	1.76	69	MANAGEMENT - SUPERVISOR - PART TIME	70	MANAGEMENT - SUPERVISOR	1.76	70	MANAGEMENT - SUPERVISOR - PART TIME	71	MANAGEMENT - SUPERVISOR	1.76	71	MANAGEMENT - SUPERVISOR - PART TIME	72	MANAGEMENT - SUPERVISOR	1.76	72	MANAGEMENT - SUPERVISOR - PART TIME	73	MANAGEMENT - SUPERVISOR	1.76	73	MANAGEMENT - SUPERVISOR - PART TIME	74	MANAGEMENT - SUPERVISOR	1.76	74	MANAGEMENT - SUPERVISOR - PART TIME	75	MANAGEMENT - SUPERVISOR	1.76	75	MANAGEMENT - SUPERVISOR - PART TIME	76	MANAGEMENT - SUPERVISOR	1.76	76	MANAGEMENT - SUPERVISOR - PART TIME	77	MANAGEMENT - SUPERVISOR	1.76	77	MANAGEMENT - SUPERVISOR - PART TIME	78	MANAGEMENT - SUPERVISOR	1.76	78	MANAGEMENT - SUPERVISOR - PART TIME	79	MANAGEMENT - SUPERVISOR	1.76	79	MANAGEMENT - SUPERVISOR - PART TIME	80	MANAGEMENT - SUPERVISOR	1.76	80	MANAGEMENT - SUPERVISOR - PART TIME	81	MANAGEMENT - SUPERVISOR	1.76	81	MANAGEMENT - SUPERVISOR - PART TIME	82	MANAGEMENT - SUPERVISOR	1.76	82	MANAGEMENT - SUPERVISOR - PART TIME	83	MANAGEMENT - SUPERVISOR	1.76	83	MANAGEMENT - SUPERVISOR - PART TIME	84	MANAGEMENT - SUPERVISOR	1.76	84	MANAGEMENT - SUPERVISOR - PART TIME	85	MANAGEMENT - SUPERVISOR	1.76	85	MANAGEMENT - SUPERVISOR - PART TIME	86	MANAGEMENT - SUPERVISOR	1.76	86	MANAGEMENT - SUPERVISOR - PART TIME	87	MANAGEMENT - SUPERVISOR	1.76	87	MANAGEMENT - SUPERVISOR - PART TIME	88	MANAGEMENT - SUPERVISOR	1.76	88	MANAGEMENT - SUPERVISOR - PART TIME	89	MANAGEMENT - SUPERVISOR	1.76	89	MANAGEMENT - SUPERVISOR - PART TIME	90	MANAGEMENT - SUPERVISOR	1.76	90	MANAGEMENT - SUPERVISOR - PART TIME	91	MANAGEMENT - SUPERVISOR	1.76	91	MANAGEMENT - SUPERVISOR - PART TIME	92	MANAGEMENT - SUPERVISOR	1.76	92	MANAGEMENT - SUPERVISOR - PART TIME	93	MANAGEMENT - SUPERVISOR	1.76	93	MANAGEMENT - SUPERVISOR - PART TIME	94	MANAGEMENT - SUPERVISOR	1.76	94	MANAGEMENT - SUPERVISOR - PART TIME	95	MANAGEMENT - SUPERVISOR	1.76	95	MANAGEMENT - SUPERVISOR - PART TIME	96	MANAGEMENT - SUPERVISOR	1.76	96	MANAGEMENT - SUPERVISOR - PART TIME	97	MANAGEMENT - SUPERVISOR	1.76	97	MANAGEMENT - SUPERVISOR - PART TIME	98	MANAGEMENT - SUPERVISOR	1.76	98	MANAGEMENT - SUPERVISOR - PART TIME	99	MANAGEMENT - SUPERVISOR	1.76	99	MANAGEMENT - SUPERVISOR - PART TIME	100	MANAGEMENT - SUPERVISOR	1.76	100	MANAGEMENT - SUPERVISOR - PART TIME
TABLE A - EMPLOYEES - HOURS		TABLE B - EMPLOYEES - HOURS																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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WORK HOUR CALCULATIONS		
A	MULTIPLY TABLE A SUBTOTAL BY 52 WEEKS	1,148.16 HRS/YEAR
B	TOTAL TABLE B SUBTOTAL + TABLE C SUBTOTAL	809.26 HRS/YEAR
C	TOTAL LINES A + B	1,957.42 HRS/YEAR
D	MULTIPLY LINE C BY 12.5%	244.68 HRS/YEAR
E	TOTAL LINE C + D	2,202.09 WH/YEAR
F	DIVIDE LINE E BY 1720	1.28 WORK YEARS
G	MULTIPLY LINE F BY 40	51.21 WH/YEAR
H	TOTAL LINES E + G	2,253.30 WH/YEAR
I	DIVIDE LINE H BY 52	43.33 WH/WEEK
J	DIVIDE LINE H BY 1760	1.28 WORK YEARS
K	TOTAL EMPLOYEES	1.28

WORK HOUR CALCULATIONS			
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J	DIVIDE LINE H BY 1760	1.28	WORK YEARS
K	TOTAL EMPLOYEES	1.28	



What's the 4852?

## Custodial Staffing Package



The APWU should have complete staffing packages for every represented facility



### **5.11 MAINTAINING PROPER STAFFING LEVELS**

The final determination of custodial staffing is done by the local installation Postmaster (with the support of the Maintenance Manager at the installation's maintenance support facility) or local installation Maintenance Manager. Once a custodial staffing level is determined using the procedures in this handbook, that staffing level must be maintained. At times, local conditions may change sufficiently to warrant a change in staffing. In order for staffing to be changed the entire staffing procedure must be redone, i.e., new forms must be completed. No change in staffing may occur without following the procedures of this handbook. In the development of a staffing package, the local APWU representative is to be contacted and may observe in the development of the package. A copy of any completed and approved staffing package (which includes all completed forms and documents used to develop the staffing package) shall be provided to the Local APWU President.

## Custodial Staffing Package









U.S. POSTAL SERVICE TEAM CLEANING WEEKLY SCHEDULING		SPANISH FORK PO 165 E 906 N SPANISH FORK, UT 84660-9998		BUILDING(S): SPANISH FORK		DATE: COMPLETED BY:																																			
OFFICE	SATURDAY (Minutes)					SUNDAY (Minutes)					MONDAY (Minutes)					TUESDAY (Minutes)					WEDNESDAY (Minutes)					THURSDAY (Minutes)					FRIDAY (Minutes)					TOTAL TIME (Hours)					
	LDS	VS	US	RS	P	LDS	VS	US	RS	P	LDS	VS	US	RS	P	LDS	VS	US	RS	P	LDS	VS	US	RS	P	LDS	VS	US	RS	P	LDS	VS	US	RS	P						
105 AMT OFFICE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.09
113 SPO OFFICE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.09
116 ADMIN AREA	0	0	0	0	0	0	0	0	0	0	0	1.38	1.38	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1.38	1.38	0	0	0	0.14
118 POSTMASTER OFFICE	0	0	0	0	0	0	0	0	0	0	0	0.96	0.96	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.96	0.96	0	0	0	0.10
119 ADMIN OFFICE	0	0	0	0	0	0	0	0	0	0	0	0.73	0.73	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.73	0.73	0	0	0	0.07
TOTALS →	0	0	0	0	0	0	0	0	0	0	0	4.79	4.79	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4.79	4.79	0	0	0	0.48

U.S. POSTAL SERVICE COURTIAL MAINTENANCE ROUTE SPANISH FORK PO		WORK CODE SE		ROUTE IDENTIFICATION ACR001		EQUIP NO 11.1001		CLASS JS		ROUTE NO 1008	
BUILDING(S) SPANISH FORK PO		SPECIALIST SE		ROUTE NAME 11.1001		FREQUENCY DAILY		WORK WEEK MTWTFSS		NET TIME 1.20	
LOCATION(S) DAS1 1047M		SPECIFIC LOCATION DAS1		ROOM 1047M		PLUMBING LOCATION DAS1		NOTE DAS1		ACCESS TIME 1.20	
EST TIME	DETAIL	SPECIFIC LOCATION	ROOM	PLUMBING LOCATION	NOTE	ACCESS TIME					
11.05	11.05	11.05	11.05	11.05	11.05	11.05					
1.00	1.00	1.00	1.00	1.00	1.00	1.00					
1.00	1.00	1.00	1.00	1.00	1.00	1.00					

REVISION: 01/04/11 VER 1.0 11/11/11

4776

<b>US POSTAL SERVICE CUSTODIAL MAINTENANCE ROUTE SPANISH FORK PO</b>		<b>ROUTE IDENTIFICATION</b>				
		<b>WORK CODE</b> 06	<b>ACRONYM</b> BLDGS	<b>EQUIP NO</b> CLLOBBY	<b>CLASS</b> VS	<b>ROUTE NO</b> 2009
<b>BUILDING(S):</b> SPANISH FORK		<b>SPECIALIST</b> VS		<b>ROUTE NAME</b> CL LOBBY		
<b>LOCATION(S):</b> EAST, NORTH		<b>FREQUENCY</b> DAILY	<b>WORK WEEK</b> MTWThF	<b>TOUR</b> 2	<b>TASK</b> CLEAN	<b>EST TIME</b> 0.23
See appropriate job aid for Vacuum Specialist route.						
The light duty specialist should concentrate on staying approximately 15 minutes ahead of the vacuum specialist. The vacuum specialist should use caution while vacuuming and maximize the use of the extension cord especially when vacuuming in the aisles. NEVER USE THE EXTENSION CORD TO VACUUM ACROSS AN AISLE WAY.						
<b>EST TIME</b>	<b>DETAIL</b>	<b>SPECIFIC LOCATION / ROOM</b>	<b>PLUG-IN LOCATION</b>	<b>NOTE</b>	<b>ACCESS TIME</b>	
11.65		120 SERVICE BOX LOBBY	SOUTH AND EAST WALLS			
0.58		122 CUSTOMER VESTIBULE	OUTLET IN LOBBY			
1.86		121 POSTAL STORE	EAST WALL			

# GET EVERYTHING



# IMPORTANT NOTE

The 4852 must be signed. Two (2) signatures and dates are required for the staffing package to be authorized.

Here's a case the Union appealed to arbitration without a signed staffing package...



## REGULAR ARBITRATION PANEL

In the Matter of the Arbitration	Grievant: Class Action
between	Post Office Sacramento P&DC
UNITED STATES POSTAL SERVICE	USPS Case No. F06T-1F-C 09101953
and	APWU Case No. 289M09JW
AMERICAN POSTAL WORKERS	
UNION, AFL-CIO	
BEFORE	Gary L. Connelly, Arbitrator.

### ISSUE:

By written submission statement, the representatives stipulated that the issue before me is:

"Did the Postal Service violate Article 19 of the Collective Bargaining Agreement by not staffing at the Sacramento P&DC per the MS-47 requirements from March 1<sup>st</sup> 2008 through January 31<sup>st</sup> 2009? If so, what is the appropriate remedy?"

USPS argued...

An 'authorized staffing package,' determined through observance of the procedures contained in the MS-47 was not provided by the Union in the instant grievance...

The only PS Form 4852 placed into evidence by the Union to represent the 'authorized staffing package' in this grievance is not signed or dated...

To qualify as an 'authorized staffing package' the PS Form 4852 must be signed by those authorizing the package...



Arbitrator Connely:

[T]he PS Form 4852 produced on February 11, 2009, is unsigned and, therefore, invalid ...





Page 1 of 2

**WORKLOAD ANALYSIS AND SUMMARY**  
Form No. 4852 - FOR REVIEW PURPOSES

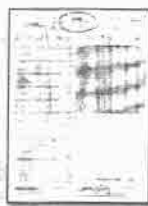
TABLE A: ADVISING NEEDS HOURS		TABLE B: ANNUAL PROJECT HOURS	
LINE NO.	TASK DESCRIPTION	WEEKLY HOURS	ANNUAL HOURS
1	SAFETY HOURS	0.75	39.00
2	TRAINING / SUPERVISION	0.75	39.00
3	ADMINISTRATIVE	0.75	39.00
4	RECEPTION	0.75	39.00
5	GENERAL DUTY AREA	0.75	39.00
6	ADULT CORRIDOR	0.75	39.00
7	RECEPTION PARKING	0.75	39.00
8	LOBBY ROOM	0.75	39.00
9	RECEPTION	0.75	39.00
10	RECEPTION	0.75	39.00
11	RECEPTION	0.75	39.00
12	RECEPTION	0.75	39.00
13	RECEPTION	0.75	39.00
14	RECEPTION	0.75	39.00
15	RECEPTION	0.75	39.00
16	RECEPTION	0.75	39.00
17	RECEPTION	0.75	39.00
18	RECEPTION	0.75	39.00
19	RECEPTION	0.75	39.00
20	RECEPTION	0.75	39.00
21	RECEPTION	0.75	39.00
22	RECEPTION	0.75	39.00
23	RECEPTION	0.75	39.00
24	RECEPTION	0.75	39.00
25	RECEPTION	0.75	39.00
26	RECEPTION	0.75	39.00
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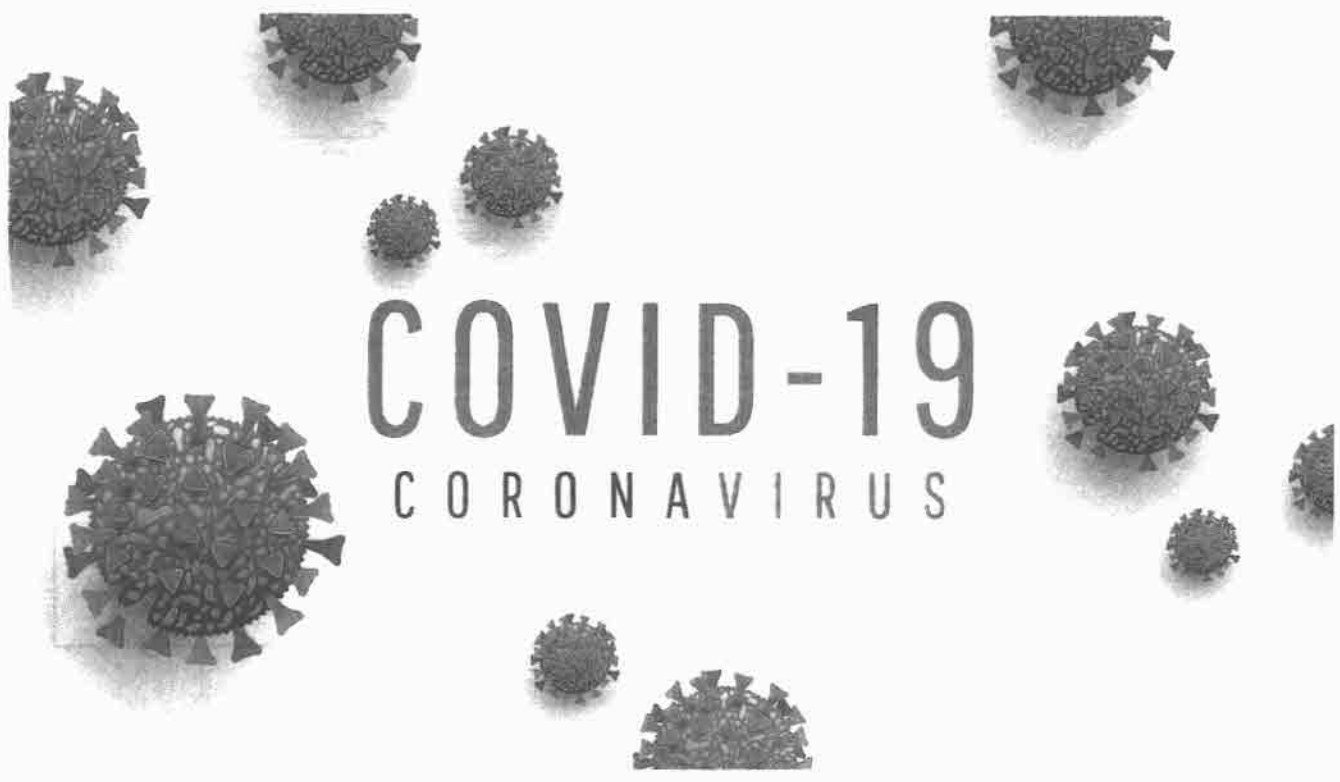
**4852 - FOR REVIEW PURPOSES**

**FOR REVIEW PURPOSES - NOT A FINALIZED STAFFING DOCUMENT**

**FOR REVIEW PURPOSES - NOT A FINALIZED STAFFING DOCUMENT**

In addition to the signatures, the PS-Form 4852 must reflect the correct name and address of the facility. The name and address will be on the top of the PS-Form 4852.





# COVID-19

CORONAVIRUS

Pre-COVID Agreements that  
apply to the yearly Line H  
requirements ...



On July 9, 2014 the parties signed the

**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**

  
Patrick M. Devine  
Manager, Contract Administration (APWU)  
United States Postal Service  
Date: 7-9-14

  
Steven G. Flaymar  
Director, Maintenance Division  
American Postal Workers Union, AFL-CIO  
Date: 7/9/2014

Otherwise known as the "Line H MOU"



Item

- 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.

Shortly after the Line H MOU was signed, the parties agreed on a set of 28 Q&As via eMail correspondence.



Dated August 6, 2014, Q&A number 26 expands Line H MOU/Item 6:  
MS-47 Maintenance MOU Questions

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.

On May 12, 2017, a  
Step 4 settlement  
resulted in another  
set of Line H  
Q&As.

Mr. Steven G. Raymer  
Director, Maintenance Division  
American Postal Workers Union - AFL-CIO  
1300 L Street, NW  
Washington, DC 20005-4128

RE: Q15T-4Q-C-17274095  
APWU #: HQT1720180555  
Washington, DC 20260-4100

Dear Mr. Raymer:


Recently, we met to discuss the above captioned dispute at the Step 4 level of the grievance-arbitration procedure. Time limits were extended by mutual agreement.


This resolution concerns the dispute appealed to arbitration by the USPS on October 28, 2016. Specifically, the issue herein involves the determination of compliance with item 6 of the July 9, 2014 TL-5 MOU. The parties agree as follows:

The attached Questions and Answers titled *APPLICATION OF MOU RE MS-47 TL-5 IMPLEMENTATION AND MAINTENANCE CRAFT PSE CONVERSIONS* resolve the issue contained herein. Unresolved grievances, including those held pending this case, are to be resolved in accordance with this resolution and the attached Q&A.


Please sign and return the enclosed copy of this decision as your acknowledgment of agreement. Any cases held pending this dispute shall be released and processed in accordance with Article 15.

Sincerely,

  
Terry C. LaFevre  
Labor Relations Specialist  
Contract Administration (APWU)  
United States Postal Service

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

Date: May 12, 2017



APPLICATION OF MOU RE: *MS-47 TL-5 IMPLEMENTATION AND  
MAINTENANCE CRAFT PSE CONVERSIONS*

QUESTIONS AND ANSWERS

The parties are aware there has been confusion over the intent regarding the Line H commitment identified in item 6 of the July 9, 2014 MOU Re: MS-47 TL-5 Implementation and Maintenance Craft PSE Conversions.

The intent of the agreement was to ensure that the authorized LDC 38 work hours were used, as intended, performing custodial duties that form the basis for custodial staffing.

The following Questions and Answers, along with those Q & As agreed to on August 6, 2014 regarding the MS-47 TL-5<sup>1</sup>, are designed to be applied to pending and future issues/grievances and represent the agreement that has been in place between the parties.

<sup>1</sup> Those Q&As from August 6, 2014 are not reprinted above and do remain valid.

2. Are Forms 4776 (Preventative-Custodial Maintenance Route) required?

Answer: Yes.

US POSTAL SERVICE CUSTODIAL MAINTENANCE ROUTE		ROUTE IDENTIFICATION		CLASS	ROUTE NO.
BRIDGEVILLE, OHIO		WORK CODE	WORKING	CLASS	120
SPECIALIST		ROUTE NAME			
FREQUENCY		WORK WEEK	TOUR	TRAV	EST. TIME
DAILY		WEEKLY	1	CLEAN	1.25

See appropriate job aid for detailed description route

The agent fully specified which job position or positions are responsible for the route specified. The relevant specific should use option with identifying and maintain the use of the worksheet form especially when accounting in the notes. NEVER USE THE EXTENSION (USE) TO INDICATE ALLOWING FOR DELAY.

EST. TIME	DETAIL	SPECIFIC LOCATION	ROOM	PLUS/US LOCATION	NOTE	ACCESS TIME
1.00	02	BRIDGEVILLE, OHIO	00174	00174		
1.00	02	BRIDGEVILLE, OHIO	00174	00174		
1.00	02	BRIDGEVILLE, OHIO	00174	00174		

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4776





3. Regarding item 6 of the July 9, 2014 MOU Re: MS-47 TL-5 Implementation and Maintenance Craft PSE Conversions, when determining the LDC 38 work hours to be compared to Line H on the authorized PS 4852, is there an agreed upon report to use?

**Answer:** The LDC 38 work hours can be shown by any report, or combination of reports, that will provide the best evidence of hours worked per Line H. 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 included within the Line H annual time will be used as the comparison. Work hours that do not reflect custodial work, improperly coded work hours or custodial work hours for any work other than that which is identified under Line H will be subtracted, or ignored for the purposes of the LDC 38 end of FY comparison.

Dated August 6, 2014, Q&A number 26 expands Line H MOU/Item 6:

MS-47 Maintenance MOU Questions

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.

4. Throughout the course of a Fiscal Year, can work hours scheduled based on the frequency in the staffing package and included on Line H be 'made up'?

**Answer:** Work that can still be accomplished within the assigned frequency (e.g. an annual route can be performed anytime during the year, a route performed 4 times per year is done once per fiscal quarter, a route performed 12 times per year is to be done no more than once per month, etc.) Once the frequency period of the route has lapsed, the route cannot be made up. There is a 10% variance built in to the compliance requirement under the MOU item 6. Consequently, the legitimate bypassing of routes is already considered.

5. Can the Line H hours be adjusted, for instance if an individual custodian completes their route in more or less time than estimated on the route?

**Answer:** The 10% variance referenced above is sufficient to include deviations of time on an established route. Also, note that Line H hours are only changed when an entire staffing package is redone (see MS-47 section 5.11). Issues regarding the attribution of LDC 38 hours will be minimized by applying the directive from MS-47, section 5.10, "*The installation head/designated maintenance official will ensure that all duties expected and anticipated to be performed by custodians are accurately identified in the completed staffing package.*"

6. Are there examples of other LDC 38 work hours that will be subtracted for item 6 compliance purposes?

**Answer:** Yes, for example if work is performed at a greater frequency than indicated in the staffing package. For instance if a cleaning route was scheduled for 3 times per week and instead management required cleaning 6 times per week, credit is given for the 3 times per week as that cleaning time is included in Line H. This could also be hours worked, or time spent on work orders or routes, for work tasks that are not included in the staffing package. However, if the work is completed in less time than identified in Line H, credit will still be given for the Line H requirement. For example, if a task is identified as requiring 3 hours under Line H, and the custodian completes the task in 2 hours, there will be no deduction of 1 hour from the LDC 38 hours worked. When the annual review is completed, adjustments should be made to Line H items that consistently require more or less frequency, or hours, than was identified in the previous year.

7. Can a work order be used to account for time spent on LDC 38 work hours?

**Answer:** Yes, a work order is appropriate for certain custodial work. Work included on the right side of the 4852, such as project work or snow removal, is often performed using a work order. Time spent on tasks that are part of the required duties counts, up to the amount of estimated time for those items. Sufficient staffing hours for work orders must be included in the 4852 for the time spent on work orders to count as LDC 38 hours to be compared with the Line H total.

8. Will there be any consideration for vacancies that are not filled immediately?

**Answer:** No, however; the impact can be minimized by the timely forecasting and filling of vacancies utilizing the pecking order for filling vacant Maintenance Craft duty assignments.

9. What if the route (work order) frequency or estimated time for performance of snow removal is incorrect due to too much or too little snowfall?

**Answer:** This is the only exception when it comes to modifying Line H for purposes of the end of year review and does not change Line H in the actual staffing package. For MS-47 version TL-3, the Snow Removal line includes a frequency on the PS 4852. If the frequency of performance of snow removal is less than that shown on the PS 4852, then the hours in the PS 4852 Line H total will be adjusted for the number of times the expected snow removal was not performed. In MS-47 TL-5, Snow Removal is indicated as annual work hours under Table C. If the hours required for snow removal are less than that shown for snow removal in Table C, then the hours in the PS 4852 Line H total will be adjusted for the number of hours the snow removal was not performed. LDC 38 work hour credit is not given if the frequencies of performance (TL-3) or annual work hours (TL-5) of snow removal are exceeded.

10. When Local management presents the Local Union the fiscal year end LDC 38 hours for Line H comparison what exchange of information is required?

**Answer:** As required by item 6 of the July 9, 2014 MOU, "the results will be provided to and discussed with the Local APWU President or designee."

11. How is the liability calculated for the fiscal year that MS-47, TL-5 is implemented?

**Answer:** Step 4 settlement Q10T-4Q-C 14080458 establishes when the effective date of MS-47, TL-5 occurs. MS-47 TL-3 Line H is calculated for the portion of the year MS-47 TL-3 was in effect. MS-47 TL-5 Line H is calculated for the portion of the year MS-47 TL-5 was in effect. The prorated results are treated independently and are not to be averaged or combined. There may be a liability for either, or both. Work that has not been completed and is still available within the assigned frequency at the time of transition should be evaluated by the local parties. For example, when an annual route has not been completed when transitioning occurs 6 months into the FY. Further, if the MS-47 TL-5 review resulted in compliance, the facility will be considered as in compliance going forward under the terms of item 6a.

## TL-5 effective date agreement

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Mr. Steven G. Raymer  
Director, Maintenance Division  
American Postal Workers Union, AFL-CIO  
1300 L Street, NW  
Washington, DC 20005-4128

RE: Q10T-4Q-C 14080458  
APWU # HQTT20140102  
Washington, DC 20260-4100

Recently, we met to discuss the above captioned dispute at the Step 4 level of the grievance-arbitration procedure. Time limits were extended by mutual agreement.

This resolution concerns the dispute initiated by the APWU on February 11, 2014 regarding the effective date and implementation of the Transmittal Letter (TL) 5 version of the new Handbook MS-47, following the pilot testing of the revised handbook in certain locations, and the agreed-upon publication and implementation of the new Handbook MS-47 in the MOU dated July 9, 2014.

The parties agree to the following:

In a facility which has transitioned from the Handbook MS-47, TL-3 version in accordance with the parties July 9, 2014 MOU, the effective date of the Handbook MS-47, TL-5 version is:

Day 1 of the first pay period following the completion of TL-5 training for the available custodial workforce and approval of the authorized TL-5 custodial staffing package. The order in which these two items occurs is not determinative, the effective date is Day 1 of the pay period following the point in time when both items are true.

The above referenced training includes the initial classroom training. The available custodial workforce includes all custodial personnel present during the training time frame. Any absent custodial personnel will be scheduled for training as soon as possible upon return.

Upon approval, the Local APWU President or designee will be provided a copy of the approved MS-47 TL-5 staffing package.

This agreement is applicable to the pro-rating required under item number 6 of the July 9, 2014 MOU.

This agreement is reached on a non-precedential basis and does not impact the effective date of any other handbook(s).

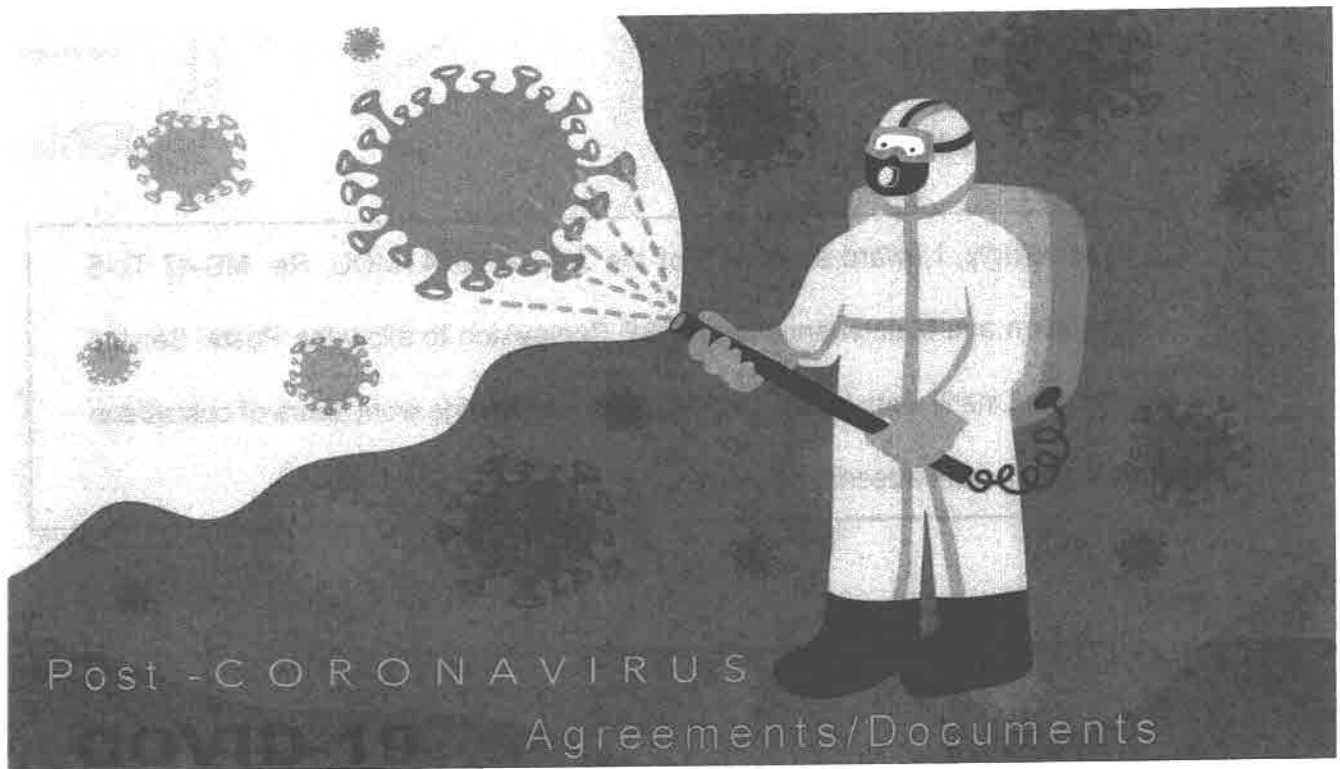
Terry C. LeFevre  
Labor Relations Specialist  
Contract Administration (APWU)  
United States Postal Service

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

September 29, 2015

## A quick review of what we have gone over so far

1. We know what **Line H** is and where to find it.
2. We learned what to look for to ensure we have a proper and authorized staffing package.
3. We went over the July 9, 2014 MOU Item # 6 and the Postal Service's obligation to **Line H**.
4. We went over the related Q & As.



BEFORE THE INTEREST ARBITRATION PANEL

In the Matter of:

<p>UNITED STATES POSTAL SERVICE Employer</p>	-and-	2018 National Agreement
<p>AMERICAN POSTAL WORKERS UNION, AFL-CIO Union</p>		

**INTEREST ARBITRATION DECISION AND AWARD**  
Effective Date: March 10, 2020

**INTEREST ARBITRATION PANEL**

STEPHEN B. GOLDBERG, Neutral Chair  
ROBERT A. DUFEK, USPS Member  
PHILLIP TABBITA, APWU Member

Appearances:

<p><u>United States Postal Service</u></p> <p>Kevin B. Rachel Lead Advocate</p> <p>Katherine S. Attridge Manager, Collective Bargaining and Arbitration</p> <p>Erin E. Lynch Chief Counsel, Labor Law</p> <p>Brian M. Reimer Senior Litigation Counsel, Labor Law</p> <p>Terence F. Flynn Kelly Ann Taddemo Lucy R. Coolidge Counsel, Labor Law</p>	<p><u>American Postal Workers Union, AFL-CIO</u></p> <p>MURPHY ANDERSON, PLLC</p> <p>Melinda K. Holmes Jason Verry Arlus J. Stephens Jermiah Fugit Adam Brennan Caleb Jackson</p>
---	---

**Arbitrator Goldberg:**

Accordingly, I award a revision of the July 9, 2014, MOU, Re: MS-47 TL-5 Implementation and Maintenance Craft PSE Conversion to allow the Postal Service to pro-rate the Line H work hours' calculation to exclude the work hours of custodians who are on long-term absences.

**Arbitrator Goldberg:**

As to limiting the remedy a custodian can be paid for a violation of Line H, I direct a limit based on the maximum hours that a custodian could have worked. In other words, the number of hours of overtime compensation used to calculate the remedy for a Line H violation paid to a custodian will be capped at the limits in Article 8 of overtime hours for that custodian. For custodians who are on work-hour restrictions, the cap will be adjusted to the number of overtime hours within the custodian's restricted work hours.

## Arbitrator Goldberg:

The record is insufficient for me to define two key terms here – “fully staffed” and “long term”.

I will therefore remand to the parties and retain jurisdiction over the task of determining the meaning of “fully staffed” and “long term”. The remand is for a reasonable period of time to be determined by the parties after which, in the absence of agreement by the parties, either party may request the Panel to take appropriate steps to define those terms.

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

Re: COVID-19 Emergency Considerations for Fiscal Year 2020 MS-47 TC-5 Line H Liabilities

Due to the COVID-19 pandemic, the parties agree the following conditions will be applied when determining any MS-47 TC-5 Line H liabilities for Fiscal Year 2020 (FY20).

- Custodians should be utilized to the maximum extent possible, including overtime, in order to ensure all necessary cleaning is completed.
- Due to custodians needing to complete regular custodial team cleaning (CTC) routes and the cleaning requirements as stated in MMCO-03-20, Influenza and Coronavirus Cleaning Contingency, each day a custodial employee worked his/her job assignment between March 3, 2020 and May 17, 2020, will be given full job H credit for the hours worked.
- While a facility, or portion of a facility, is closed due to non-usage in response to the COVID-19 pandemic and a custodial route is subsequently suspended, the workhours associated with the suspended route will be deducted from the Line H liability.
  - Any custodial routes that are suspended in relation to the COVID-19 pandemic will be suspended through the Custodial Workloading (CW) Software and will be unsuspended once the facility, or portion of a facility, is operational, but no later than the expiration of this agreement.
- In FY20, once a custodial employee exceeds sixty (60) hours of work leave, any COVID-19 related absences between February 26, 2020, and May 17, 2020, will reduce the Line H liability for that facility by seven (7) hours for each day the employee was unavailable.

The above identified emergency considerations will expire on May 17, 2020. The parties will revisit the issue immediately prior to this MOU's expiration to determine if extension is appropriate.

This agreement does not establish precedent in any future negotiations regarding Line H liabilities.

  
Doug A. Talamo  
Vice President, Labor Relations  
United States Postal Service

  
Mark Diamondstein  
President  
American Postal Workers Union, AFL-CIO

Date: April 5, 2020



Item

- 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.

In accordance with the MOU/Item 6, it is management's responsibility to approach the union at the end of the fiscal year to demonstrate Line H compliance or non-compliance.

**USPS is supposed to determine:**

- What Line H evidence to use
- How to present and discuss this evidence
- What to use to present this evidence
- When to present and discuss this

If the local APWU President will have a designee at the October meeting, the local APWU President must notify the USPS of that in writing. Include the designee's name and contact information. Contact information that requires "paper trail" response (mail or email) is highly recommended.

If the USPS fails to meet  
during October and an extension  
was not agreed to . . . .



# NOVEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



If there is an October meeting  
but there are issues that  
cannot be resolved . . . .



Make sure there will be no  
additional meetings and file a  
grievance within 14 days of the  
last meeting date.



**What is the best  
information or  
report(s) to use?**

*Best*  
*Better*  
*Good*

A hand is shown pointing with a pen to the word "Best" in a list of three words: "Best", "Better", and "Good". The word "Best" is circled in the original image.

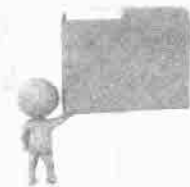
**There is no consensus on  
what the best report or  
evidence is**



But we do know  
it's  
**NOT**  
Flash Report(s)



Management commonly comes to meeting with a **Flash Report** (or a spreadsheet allegedly based on a **Flash Report**) in hand that reflects they allegedly met their 90% requirements, or even exceeded 100% of Line H work.





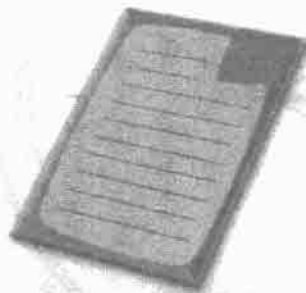
$$\frac{17}{5} = \frac{17 \times 20}{5 \times 20} = \frac{340}{100} = 340\%$$

LINE  
H

**MISSION  
IMPOSSIBLE**



What is a Flash Report?





LDC 38 Trend

FY WEEK: 62  
 Remaining Weeks: 9  
 Goal: 95%

SOM	Week	Plan				Actual				YTD			Performance				
		50	51	52	53	50	51	52	53	Act	P_Var	%Plan	Project Year End	FY Plan	Var Rate Projected %	ROPY Increase to weekly average to reach 95%	Weekly ROPY Target
C ALAMEDA PO	85	65	68	18	91	83	84	9	5,384	184	8.2	5,384	4,958	108.8%	-	-	
A ANTIPOH PO	116	116	115	29	92	109	74	0	6,522	2,892	45.3	6,522	5,073	144.8%	-	-	
B APTOS PO	33	33	32	7	40	38	40	8	1,838	222	13.8	1,838	1,621	113.3%	-	-	
A BENICIA PO	33	33	33	7	32	24	35	6	1,708	79	4.8	1,708	1,838	104.4%	-	-	
D BER-BERKELEY STA A	15	15	15	3	26	27	22	8	860	82	10.8	860	777	110.2%	-	-	
D BER-DDU	70	70	70	14	22	18	27	0	3,407	1,981	1.1	3,407	3,528	96.5%	-	-	
D BER-ELAWOOD STA	20	20	20	8	28	52	88	8	1,314	180	9.8	1,314	1,410	93.2%	-	-	
D BERKELEY MAIN	78	78	78	18	39	31	32	3	3,674	1,191	9.8	3,674	3,808	94.0%	-	-	
A BETHEL ISLAND PO	18	18	18	4	73	48	48	9	970	63	6.9	970	911	108.0%	-	-	
B BIG SUR PO	3	3	3	1	9	3	3	8	185	88	12.8	185	171	97.1%	-	-	
A BRENTWOOD PO	41	41	41	8	49	39	41	8	1,865	879	8.1	1,865	2,058	95.5%	-	-	
A CALISTOGA PO	13	13	13	3	11	9	16	9	641	389	28.3	641	672	95.4%	-	-	
B CAMPBELL PO	58	58	58	11	40	64	34	8	3,481	849	18.9	3,481	2,913	118.5%	-	-	
B CARMEL PO	31	31	31	10	72	82	77	0	2,633	98	3.7	2,633	2,648	103.3%	-	-	
A CLAYTON PO	27	27	27	5	31	33	31	0	1,270	980	16.1	1,270	1,381	93.3%	-	-	
D CONCORD PO	163	159	153	30	127	172	192	8	8,317	892	8.9	8,317	7,995	108.1%	-	-	
B CUPERTINO PO	59	55	55	14	59	55	75	9	3,958	970	20.5	3,958	3,282	120.0%	-	-	
C DANVILLE PO	81	81	81	18	71	90	93	8	4,278	238	5.8	4,278	4,058	108.4%	-	-	
C EL CERRITO PO	42	42	42	9	47	44	45	8	2,198	86	4.2	2,198	2,116	103.8%	-	-	
A FAIRFIELD PO	72	72	72	16	93	63	97	0	4,257	691	16.4	4,257	3,581	118.9%	-	-	
D FIRE-DCU	48	48	48	10	18	58	38	8	2,200	1,111	18.8	2,200	2,421	90.9%	-	-	
D FIRE-SUNNYVALE STA	55	54	55	11	56	58	58	0	2,769	63	2.3	2,769	2,717	101.9%	-	-	
D FREMONT MAIN	78	78	78	16	110	85	88	0	4,089	282	7.4	4,089	3,822	107.0%	-	-	
B GILROY PO	32	32	32	8	41	41	28	9	1,937	363	23.1	1,937	1,580	122.0%	-	-	
D HAY-CASTRO VALLEY BR	26	26	26	3	38	39	39	9	1,806	337	24.8	1,806	1,484	124.2%	-	-	
V HAYWARD CA VMP	22	21	19	4	8	9	8	3	6,116	7	8.8	6,116	1,113	460.2%	-	-	
D HAYWARD MAIN	97	97	97	19	131	128	119	9	6,387	813	10.7	6,387	5,773	110.3%	-	-	
B HOLLISTER PO	52	52	52	10	60	62	68	0	2,704	126	5.0	2,704	2,588	104.8%	-	-	
C LAFAYETTE PO	45	45	45	8	30	39	40	0	2,065	1,680	1.1	2,065	2,264	92.5%	-	-	
C LIVERMORE PO	138	138	138	27	236	199	191	0	8,913	2,013	28.2	8,913	8,927	128.7%	-	-	
B LICKWOOD PO	1	1	1	1	1	1	1	0	109	18	17.2	109	94	118.0%	-	-	
B LOS GATOS MAIN	32	32	32	7	40	40	32	0	1,779	197	12.5	1,779	1,589	112.0%	-	-	
B LOS-DELL CARRIER STA	33	33	33	8	39	32	40	0	1,787	112	6.7	1,787	1,787	100.0%	-	-	
B MARINA PO	32	32	32	6	40	30	37	3	1,897	91	5.7	1,897	1,897	100.0%	-	-	
A MARTINEZ PO	48	48	48	10	45	50	51	1	2,423	2,279	1.9	2,423	2,862	91.0%	-	-	
B MILPITAS PO	49	49	49	10	61	51	42	0	2,275	1,909	8.2	2,275	2,438	93.4%	-	-	
B MONTEREY PO	98	88	88	14	134	128	110	0	3,508	100	2.9	3,508	3,422	102.5%	-	-	
C MORAGA PO	35	35	35	7	40	41	45	0	1,740	191	1.1	1,740	1,776	98.0%	-	-	
B MORGAN HILL PO	42	42	42	8	47	51	48	9	2,128	50	2.4	2,128	2,084	102.0%	-	-	
A NAPA PO	78	78	78	16	94	78	43	0	4,516	874	17.5	4,516	3,558	117.1%	-	-	
B NEW ALMADEN PO	3	3	2	1	4	4	3	9	120	11	9.8	120	134	89.4%	SDIV01	SDIV01	
C NEWARK PO	41	41	41	8	30	78	77	9	2,006	371	1.9	2,006	2,051	97.8%	-	-	
D OAK-ARROYO STA	103	103	103	21	122	138	111	4	5,704	532	10.3	5,704	5,193	109.8%	-	-	
D OAK-CIVIC CENTER STA	206	206	206	41	264	270	265	0	14,313	4,033	38.2	14,313	10,391	138.7%	-	-	
D OAK-EASTMONT STA	21	21	21	3	41	43	31	1	2,008	633	46.0	2,008	1,378	145.7%	-	-	

If the USPS presents these we must ask: "What Source Documents were relied upon in the making of the report?"

Another question: "Who was the USPS Official who created the report?"



**What documents are useful  
at the meeting or for our  
grievance?**



- Route Sheets (PS Form 4776s)
- TACS reports
- Work Orders
- PS Form 1723s
- Statements

## PS Form 4776s



MS-47 TL-5

### 12.4 PS Form 4776 (Preventive-Custodial Maintenance Route)

Implementation of route checklists for maintenance capable facilities is mandatory. Local management may use route checklists for non-maintenance capable facilities at their discretion.

May 17, 2017 Q&A

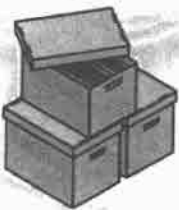
2. Are Forms 4776 (Preventive-Custodial Maintenance Route) required?

Answer: Yes

**Instructors' note: Offices without maintenance capability are small offices without custodial maintenance staffs**

There are more than 50 different TACs reports. A number of them can help us.

At least nine TACs reports are archived.



## TACS Reports useful for Line H matters

- Employee Everything Report
- Higher Level Details Report
- Higher Level Authorized Report
- Employee Listing Report
- Employee Moves Report
- LTATs Weekly Summary

**Instructors' Note:** Keep in mind that TACS reports cannot be relied on exclusively for Line H matters because TACS does not distinguish Line H custodial work from non-Line H custodial work. It sees both as the same. Still, these TACS reports can help, as described.



## EMPLOYEE EVERYTHING REPORT TAC500R3

Lists almost everything in the TACS database  
for a particular employee for a particular year,  
pay period and week.



ARCHIVED



# WHAT DOES THE EER SHOW ?

- BT, ET
- Operations
- When OT began
- DA Code
- Finance number
- EBR numbers
- Higher Level

UNITED STATES POSTAL SERVICE		Restricted USPS TSA Information		User ID: KCFW02			
Report: FAC00003 v3 034		NOVA CITY STATION		Date: 08/02/17			
YrPPW: 2017-10-1 to 2017-10-2		Employee Everything Report		Time: 12:35 PM			
Fin. #: 06-8791				Page: 1			
YrPPW: 2017-10-1		Weekly					
Sub-Unit: 3000							
Pay Loc/Pls. Unit	022 / 3000	Variable EAB	N	Annual Lv. Bal.	143.43	PRLA PPs	2222.69
Employee ID	444444	Borrowed	N	Slak Lv. Bal.	142.79	PRLA Used	00.00
Employee Name	Reagan	Auto MA	N	LWOP Lv. Bal.	00.00	SLDO Used	00.00

Job	DA	LOC	Oper/Pls	RBC	Lvl	FTF	FLSA	Route #	Fin. #	Loan #	Effective Start	Effective End	Begin Year	End Year	Lunch	1289	Schedule	DCS	Day
Base	16-B	3800	7470-00	RS	34	N	N	000000	06-8791		2017-10-1	2017-10-1	04-00	12-30	0.50	N	-MTWTF		

**Proposed Clock Rings**

**Monday**

EBR #	Rate	05-00	11-00	00-00	00-30	05-00	00-30	05-00	00-30										
501-80	ET	05:01	04:00	05:07	05:47:42	1470.00	000000			30.00									
502-10	MV	05:01	08:14	05:17	05:47:51	1470.00	000000			30.00									
500-10	MV	05:01	08:28	05:17	05:47:51	1470.00	000000			30.00									
500-24	CL	05:01	10:30	05:17	05:47:51	1470.00	000000			30.00									
500-24	MV	05:01	10:30	05:17	05:47:51	1470.00	000000			30.00									
500-24	CL	05:01	10:30	05:17	05:47:51	1470.00	000000			30.00									
501-80	MV	05:01	12:30	05:17	05:47:42	1470.00	000000			30.00									
300-0000	OT	05:01	12:30	05:17	05:47:51	1470.00	000000	32.00	33388508	05:01									
501-80	ET	05:01	14:01	05:17	05:47:42	1470.00	000000			30.00									Within Scheduled End Tour

**Tuesdays**

EBR #	Rate	05-00	11-00	00-00	00-30	05-00	00-30	05-00	00-30										
501-80	ET	05:02	04:00	05:17	05:47:42	1470.00	000000			30.00									
502-24	MV	05:02	08:36	05:17	05:47:51	1470.00	000000			30.00									
501-80	MV	05:02	10:00	05:17	05:47:42	1470.00	000000			30.00									
501-80	CL	05:02	11:14	05:17	05:47:42	1470.00	000000			30.00									
501-80	CL	05:02	11:14	05:17	05:47:42	1470.00	000000			30.00									
500-10	MV	05:02	12:30	05:17	05:47:51	1470.00	000000			30.00									
300-0000	OT	05:02	12:30	05:17	05:47:51	1470.00	000000	02.00	33388508	05:02									
501-10	ET	05:02	14:01	05:17	05:47:51	1470.00	000000			30.00									Within Scheduled End Tour

A few documents a steward should always have on hand in order to get the most out of the Employee Everything Report ...

ELECTRONIC BADGE READERS (EBRs)  
NOVA COUNTY POST OFFICES

Net Terminal	Building	NetTZ	Obs DST?
500 01	Rncho BrdoStore	PST	Y
500 02	Carmel Vly Anx 2	PST	Y
500 03	Valley Center 2	PST	Y
500 04	Rncho Brdo Anx1	PST	Y
500 05	Rncho Santa Fe	PST	Y
500 06	La Jolla UTC D31	PST	Y
500 07	La Jolla UTC D32	PST	Y
500 08	Escondido Store	PST	Y
500 09	La Jolla Main	PST	Y
500 10	Golden Triangle	PST	Y
500 11	Escondido Orange	PST	Y
500 12	Ramona	PST	Y
500 13	Del Mar	PST	Y
500 14	Sornto Vily Ret	PST	Y
500 15	Valley Center 1	PST	Y
500 16	Cardiff	PST	Y
500 17	Tierrasanta	PST	Y
500 18	Scripps Ranch Ax	PST	Y
500 19	Ramona#2	PST	Y
500 20	Rncho Santa Fe	PST	Y
500 22	La Jolla Finance	PST	Y
500 23	Oceanside First	PST	Y
500 24	University City	PST	Y
500 25	Solana Beach	PST	Y
500 26	MLS - VMF	PST	Y
500 28	Rncho PQ1	PST	Y
500 29	Rncho PQ2 RtWdw	PST	Y
500 31	Serra Mesa	PST	Y
500 71	Carmel Vly Anx 1	PST	Y
500 72	Rncho Brdo Anx 2	PST	Y
500 73	Rncho Brdo Anx 3	PST	Y
500 74	Escndido 1	PST	Y
500 75	Escndido 2 Missi	PST	Y
500 76	Escndido 3	PST	Y
500 77	O side Brooks 1	PST	Y



### D/A - Designation/Activity Codes

(See F-21, Exhibit 112.5.b)

	CLERK	MAILHANDLER	LETTER CARRIERS
FTR (Traditional)	11-0	12-0	13-4
FTR (NFTPT)	21-0		
FTR (FLEX NT)	21-6		
PTF		32-0	33-4
PTF	41-0	42-0	43-4
PSE (Non-Window)	81-3		
PSE (Window)	81-4		
PSE (OCO)	81-2	(Being disputed by APWU)	
Casual	62-0		
TE			83-4

	MAINTENANCE	Building Services	Bldg & Plant Equipment	Post. Op. Equipment	Administrative
FTR	16-6	16-7	16-8	16-9	16-9
PTF	26-6	26-7	26-8	26-9	26-9
PSE	86-6	86-7	86-8	86-9	86-9
Supervisor	06-6	06-7	06-8	06-9	06-9

	MOTOR VEHICLE	VMP Mechanics & Analysts	VMP Mechanics & J.V. Mechanics	Vehicle Operators	VMP Administrative
FTR (Traditional)	15-1	15-1	15-2	13-5	15-3
FTR (NFTPT)	25-1	25-1	25-2	23-6	25-3
PSE	85-1	85-1	85-2	83-5	85-3
Supervisor					06-3

	RURAL CARRIERS
Regular Rural Carrier	71-0
Temp Rural Carrier	70-0 or 70-1
Sub RC	72-0 or 72-0
RCA	74-0 76-0 or 73-0
Rural Carrier Relief	75-0
Rural PTF	76-0
Auxiliary Rural Carrier	77-0

	POSTMASTERS AND SUPERVISORS	Officers-in-Charge	Managers & Supervisors
FTR	06-0	88-0	09-0
PTF	36-0		
Temporary	56-0		
PSMR	58-0		

112.5

Time and Attendance

Issue 112.5b (11)  
Designation and Activity Codes

Designation Category	Management (M) Supervisory (S)	Regular Schedule				Supplemental Schedule				Other
		Full Time	Part Time	Regular Season	Regular Winter	Temporary	Casual	Seasonal	Reserve	
<p>1. Detail of regular supervisor position distribution: 100-40 (M) 100-40 (S) 100-40 (M) 100-40 (S)</p> <p>2. Postmaster/Supervisor Management positions</p> <p>3. Temp Rural Carrier - 85 day appointment - or a limited 180 day period in a calendar year</p>										

### TIME AND ATTENDANCE CONTROL SYSTEM HOUR AND REASON CODES

April 27, 1999

#### HOURLY CODES

- 310 - Single Time
- 311 - Move
- 312 - Out to Lunch
- 313 - In from Lunch
- 314 - Sid of Tour
- 324 - A.W.O.L.
- 325 - Annual Leave in lieu of Holiday
- 4030 - Full LWOP hrs
- 4031 - Partial LWOP hrs
- 4032 - Telephone Time
- 4033 - Overseas Telephone Time
- 404 - Saver Time
- 4053 - Exam Straight Time
- 4016 - Quarantine Telephone Overtime
- 4043 - Family Overtime Payment (FOP)
- 404 - Military LWOP
- 405 - Domestic Leave
- 406 - FMLA - Domestic Leave
- 407 - Rural PTF Saturday
- 408 - Holiday Schedule Premium
- 409 - OWCP LWOP Hours
- 410 - Rural Carrier Trip
- 411 - Rural Carrier Actual Hours
- 412 - Work Hours
- 413 - Overtime Hours
- 414 - Night Work/Premium Hours
- 415 - Annual Leave
- 416 - Sick Leave
- 417 - Holiday Work
- 418 - Holiday Leave
- 419 - Part Day LWOP
- 420 - Full Day LWOP
- 421 - Court Leave
- 4063 - Quarantine Time
- 4068 - TR Cross-Pair (after the Code 033)
- 405 - Missing Time
- 406 - Commission Leave
- 407 - Military Leave
- 4068 - Quarantine Overtime
- 411 - Authorization of Pay Leave
- 422 - Sunday Premium
- 423 - Out of Schedule Premium
- 424 - Christmas Work
- 4076 - Non-Schedule Cross-Pair
- 425 - Civil Defense Leave
- 426 - Act of Nature Leave
- 427 - HQ Authorized Admin Leave
- 428 - Notification Leave
- 429 - Civil Disorder Leave
- 430 - Travel within Schedule
- 431 - Travel Outside Schedule
- 432 - Union Official Leave
- 433 - Voting Leave
- 434 - Child Care Leave
- 435 - Non-Burgess Re-Schedule Premium
- 436 - Postmaster Org. Leave
- 437 - Higher Level Authorization
- 438 - Christian Authorization
- 439 - Overflow Christmas Time
- 440 - No Lunch Period

#### REASON CODES

- 004-00 - A.W.O.L.
- 004-01 - A.W.O.L. - Late
- 005-00 - OWCP - Regular
- 005-01 - OWCP - Family Medical Leave
- 005-02 - Annual Leave - Regular
- 005-03 - Annual Leave - In Lieu of Sick Leave
- 005-04 - Annual Leave - Late
- 005-05 - Annual Leave - Emergency
- 005-06 - Annual Leave - Bereavement
- 005-07 - Annual Leave - FMLA SVC Member
- 005-08 - Annual Leave - Family Medical Leave
- 005-09 - Sick Leave - Regular
- 005-10 - Sick Leave - Late
- 005-11 - Sick Leave Restricted
- 005-12 - Sick Leave - Bereavement
- 005-13 - Sick Leave - FMLA Dependent Care (FSLD)
- 005-14 - Sick Leave - FMLA SVC Mem Dep Care
- 005-15 - Sick Leave - Dependent Care (SLDC)
- 005-16 - Sick Leave - FMLA SVC Member
- 005-17 - Part Day LWOP - In Lieu of Sick Leave
- 005-18 - Part Day LWOP - Profound
- 005-19 - Part Day LWOP - Personal
- 005-20 - Part Day LWOP - Other
- 005-21 - Part Day LWOP - Maternity
- 005-22 - Part Day LWOP - Suspension
- 005-23 - Part Day LWOP - Suspending Term
- 005-24 - Part Day LWOP - Late
- 005-25 - Part Day LWOP - Bereavement
- 005-26 - Part Day LWOP - System Disruption
- 005-27 - Part Day LWOP - FMLA SVC Member
- 005-28 - Part Day LWOP - Family Medical Leave
- 005-29 - Full Day LWOP
- 005-30 - Full Day LWOP - In Lieu of Sick Leave
- 005-31 - Full Day LWOP - Profound
- 005-32 - Full Day LWOP - Personal
- 005-33 - Full Day LWOP - Other
- 005-34 - Full Day LWOP - Maternity
- 005-35 - Full Day LWOP - Suspension
- 005-36 - Full Day LWOP - Suspending Term
- 005-37 - Full Day LWOP - Late
- 005-38 - Full Day LWOP - Bereavement
- 005-39 - Full Day LWOP - FMLA SVC Member
- 005-40 - Full Day LWOP - Family Medical Leave
- 005-41 - COP - Regular
- 005-42 - COP - Family Medical Leave
- 005-43 - National Day of Mourning
- 005-44 - Military Leave
- 005-45 - Designatory Day of Reflection
- 005-46 - Overtime Authorization
- 005-47 - OT Auth - Before Scheduled Tour
- 005-48 - OT Auth - After Scheduled Tour
- 005-49 - OT Auth - Full Tour
- 005-50 - OT Auth - Before Scheduled Tour - Out of Schedule
- 005-51 - OT Auth - Before Scheduled Tour - Out of Schedule
- 005-52 - OT Auth - After Scheduled Tour - Out of Schedule
- 005-53 - OT Auth - Full Tour - Out of Schedule

MODS OPERATION NUMBERS			
LOC SUPV	LOC NON-SUPV	MODS OPER	DESCRIPTION
30	27	731	COLLECTION STREET
30	27	732	COLLECTIONS OFFICE
30	71	733	PARCEL POST STREET
30	23	734	PARCEL POST OFFICE
30	23	735	RELAY STREET
30	23	736	RELAY OFFICE
30	23	737	COMBINATION STREET
30	23	738	COMBINATION OFFICE
30	23	739	CARRIER DRIVERS STREET
30	23	740	CARRIER DRIVERS OFFICE
30	23	743	CARRIER CUSTOMER SUPPORT ACTIVITIES
30	74	744	SPECIAL DELIVERY MESSENGER
	26	757	CITY EMPLOYEE ON RURAL ROUTES
	26	758	CITY CARRIER TERTIARY DISTRIBUTION
<b>FUNCTION 3</b>			<b>MAINTENANCE</b>
	31	815	STEWARDS VMP
	39	816	STEWARDS MTE
	11	817	STEWARDS MVS
35	39	824	TRAVEL PLANT & EQUIPMENT
35	39	834	MEETING TIME PLANT & EQUIPMENT
	33	847	VOMA SUPPORT
35		875	ADMIN & CLERICAL MAINTENANCE SUPPORT
30	11	870	ADMIN & CLERICAL TRANSPORTATION & NETWORKS
	30	880	ADMIN & CLERICAL PLANT & EQUIPMENT
	30	745	MAINTENANCE OPERATIONS SUPPORT
	38	746	TELEPHONE SWITCHBOARD
	38	747	BUILDING SERVICES
	38	748	BUILDING SERVICES
	38	749	BUILDING SERVICES
	30	750	POSTAL OPERATING EQUIPMENT
	35	751	POSTAL OPERATING EQUIPMENT
	35	752	POSTAL OPERATING EQUIPMENT
	17	753	BUILDING SYSTEMS EQUIPMENT
	17	754	BUILDING SYSTEMS EQUIPMENT
30		758	MANAGER TRANSPORTATION & NETWORKS
30		759	SUPERVISOR TRANSPORTATION OPERATIONS
30		760	MANAGER VEHICLE MAINTENANCE
	52	761	REPAIR-GENERAL MAINTENANCE
	52	762	REPAIRING-GENERAL MAINTENANCE
	11	763	VEHICLE MAINTENANCE FACILITY
	11	764	MOTOR VEHICLE SERVICE
	54	765	MOTOR VEHICLE OPERATORS
	54	766	TRACTOR TRAILER OPERATOR
	54	772	MOTOR VEHICLE OPERATOR COLLECTIONS
	54	773	TRACTOR TRAILER OPERATOR COLLECTIONS
30	11	801	TRAVEL VEHICLE SERVICE
35		954	MANAGER MAINTENANCE OPERATIONS
35		951	SUPERVISOR MAINTENANCE OPERATIONS
35		952	MANAGER/SUPERVISOR MAINT. OPERATIONS SUPPORT
35		953	MANAGER FIELD MAINTENANCE OPERATIONS

## HIGHER LEVEL DETAIL REPORT

TAC500R8

Will list those employees on long-term higher-level details.



Report: TAC500R1		Restricted USPS T&A Information				Date: 060505		
YrPPWk: 2004-17-1		Bugville Station				Time: 06:55 AM		
Flt #: 48-9985		Higher Level Detail Report				Page: 1		
Weekly								
Sub-Unit:	.000		F	M	Base	Base	H/L	Expires
Employee ID	Employee Last Name	J	J	O/A	RSC Level	RSC Level	H/L Start	H/L End
		H	M					
156-06-8793	ABELARD			11-0	P0-05	E0-15	2004-14-1	2004-22-2
158-09-7714	SMITH			11-0	P0-05	P0-05	2004-01-1	2004-26-2

The report may be set to include the anticipated expiration of the detail.

## HIGHER LEVEL AUTHORIZED REPORT TAC500R1

Lists employees who have been authorized higher level.



# HIGHER LEVEL AUTHORIZED REPORT TAC500R1

Can be requested for a single pay location or for groups of pay locations, for a single day, single week or for a group of weeks.

We want to know if management detailed a custodian to higher level duty during the week. We can compare that to the 1723s we actually received.

Report: TAC500R1		Restricted USPS T&A Information				Date: 08/02/05			
Yr/PWk: 2004-22-2		Watermelon Falls, SD				Time: 04:25 PM			
Fin. #: 55-4444		Higher Level Authorized Report (Via Clock Rings)				Page: 1			
Include Deleted Authorizations									
Sub-Unit: <input type="text"/>									
Employee ID	Employee Last Name	F	M	Base	Base	H/L	H/L	Delete	
		I	I	D/A	RSC/Level	Day	RSC/Level	Duration	Authorizer
121-56-8965	MORGAN	E	P	110	P-015	Sun	E-16	08.00	000-00-0012
						Mon	E-16	04.00	000-00-0012
298-77-0054	BENTLEY	D	S	110	P-015	Tue	E-16	08.00	000-00-0012
						Wed	E-16	04.00	000-00-0012
365-47-8912	FORD	W	W	110	P-015	Wed	E-16	04.00	000-00-0003
						Thu	E-16	08.00	000-00-0003

## Detail vs Authorized

Is there a difference between the  
Higher Level Detail Report and  
Higher Level Authorized Report?

Do we need both?



Yes, there is a difference between the reports and yes, we should ask for both. We are trying to find all evidence of higher-level work hours by our custodians, which generally translates to non-Line H hours. Although the two reports sound similar, they do not capture the same information. This can be observed by comparing Employee Everything Reports.

**UNITED STATES POSTAL SERVICE** User ID: Q9K041

Report: TAC500R5 0201 Restricted USPS T&A Information Date: 08/09/12  
 YPPW#: 2012-152 NOVA P&OC Time: 12:22 PM  
 Fil.#: 254710 Employee Everything Report Page: 1/31

YPPW#: 2012-152 Weekly

Sub-Unit: 104

Pay Loc/Fac. Unit: 0201-0000 Variable SAS: N Annual Le. Bal.: 27.10 FRLA No.: 100.00  
 Employee ID: \*\*\*120222 Burwood: N Sick Le. Bal.: 126.40 FRLA Used: 0.00  
 Employee Name: W027862 T.#: Auto HL: Y LROF Le. Bal.: 24.99 SLOC Used: 0.00

Job	DA	LDC	Open/Le	RSC	Lt	FTF	FLSA	Route #	Fil.#	Learned	Effective	Effective	Begin	End	Learn	1201	
										No.#	Start	End	Year	Year	Ass.	Ind.	
Star	18-4	300	1405-00	00	34	N	N	00000	25-670		2012-15-2	2012-15-2	08/01	12/31	120	N	9-40P
Temp	18-4	300	1500-00	00	37	N	N	00000	25-670	5870	2012-05-2	2012-15-2	08/01	12/31	210	N	9-40P

**Processed Clock Rings**

**Tuesday**

Job	DA	LDC	Open/Le	RSC	Lt	FTF	FLSA	Route #	Fil.#	Learned	Effective	Effective	Begin	End	Learn	1201	
0201-00	18	300	1405-00	00	34	N	N	00000	25-670		2012-15-2	2012-15-2	08/01	12/31	120	N	9-40P

**Monday**

Job	DA	LDC	Open/Le	RSC	Lt	FTF	FLSA	Route #	Fil.#	Learned	Effective	Effective	Begin	End	Learn	1201	
0201-00	17	300	1405-00	00	34	N	N	00000	25-670		2012-15-2	2012-15-2	08/01	12/31	120	N	9-40P

**UNITED STATES POSTAL SERVICE** User ID: Q9K041

Report: TAC500R5 0201 Restricted USPS T&A Information Date: 08/09/12  
 YPPW#: 2012-152 NOVA P&OC Time: 12:22 PM  
 Fil.#: 254710 Employee Everything Report Page: 2/31

YPPW#: 2012-152 Weekly

Sub-Unit: 104

Pay Loc/Fac. Unit: 0201-0000 Variable SAS: N Annual Le. Bal.: 27.10 FRLA No.: 100.00  
 Employee ID: \*\*\*120222 Burwood: N Sick Le. Bal.: 126.40 FRLA Used: 0.00  
 Employee Name: W027862 T.#: Auto HL: Y LROF Le. Bal.: 24.99 SLOC Used: 0.00

Job	DA	LDC	Open/Le	RSC	Lt	FTF	FLSA	Route #	Fil.#	Learned	Effective	Effective	Begin	End	Learn	1201	
										No.#	Start	End	Year	Year	Ass.	Ind.	
Star	18-4	300	1405-00	00	34	N	N	00000	25-670		2012-15-2	2012-15-2	08/01	12/31	120	N	9-40P
Temp	18-4	300	1500-00	00	37	N	N	00000	25-670	5870	2012-05-2	2012-15-2	08/01	12/31	210	N	9-40P

**Processed Clock Rings**

**Tuesday**

Job	DA	LDC	Open/Le	RSC	Lt	FTF	FLSA	Route #	Fil.#	Learned	Effective	Effective	Begin	End	Learn	1201	
0201-00	18	300	1405-00	00	34	N	N	00000	25-670		2012-15-2	2012-15-2	08/01	12/31	120	N	9-40P

**Monday**

Job	DA	LDC	Open/Le	RSC	Lt	FTF	FLSA	Route #	Fil.#	Learned	Effective	Effective	Begin	End	Learn	1201	
0201-00	17	300	1405-00	00	34	N	N	00000	25-670		2012-15-2	2012-15-2	08/01	12/31	120	N	9-40P

# EMPLOYEE LISTING REPORT

## TAC500R5

Lists the employees within the office.



ARCHIVED



Report: TAC0000		Restricted USPS T&A Information						Date: 08/08/05					
YrPPWk: 2004-17-1		North Fargo, ND						Time: 08:55 AM					
Fin. #: 21-3456		Employee Listing Report						Page: 1					
YrPPWk: 2004-17-1		All Employees											
Sub-Unit: 001													
Employee ID	Employee Last Name	J	J	RSC	D/A	LDC	Oper/LU	Route	Tour	Tour	Schedule	Week	Amount
989-00-2211	SIROIS	F	G	Q	43-4	2100	7220-01	000000	08:00	16:50	SSMTWTF	01	0.50
091-86-0686	WHITNEY	M	A	Q	43-4	2100	7220-01	000000	08:00	16:50	SSMTWTF	01	0.54
094-01-7758	PIETSCH	M	D	P	11-0	4300	2400-01	000000	07:00	15:50	-MTWTF	01	0.54
095-23-4557	TUSCHERER	A	J	Q	43-4	2100	7220-01	000000	08:00	16:50	SSMTWTF	01	0.50
100-89-8984	CARRIERE	P	N	Q	13-4	2100	7220-01	001008	07:00	15:50	S-MTWTF	05	0.50
102-44-0012	COLLETTE	D	B	P	11-0	4300	2400-01	000000	07:00	16:00	-MTWTF	01	1.00
108-02-7456	SEVRE	D	K	E	09-0	2000	7050-01	000000	07:00	15:50	-MTWTF	01	0.50
111-21-4356	MCCANN	P	D	Q	13-4	2100	7220-01	001007	07:00	15:50	S-MTWTF	05	0.50
112-09-7901	ECKER	D	M	Q	13-4	2100	7220-01	001001	07:00	15:50	S-MTWTF	05	0.50
115-32-3232	FRICKE	J	S	Q	13-4	2100	7220-01	001005	07:00	15:50	S-MTWTF	05	0.50
120-11-9987	MCKENNA	P	L	Q	43-4	2100	7220-01	000000	08:00	16:50	SSMTWTF	01	0.50
123-50-4657	ENK	D	E	Q	13-4	2100	7220-01	001004	07:00	15:50	S-MTWTF	05	0.50
125-21-2143	FERARRI	M	L	P	11-0	4300	2400-01	000000	07:00	15:50	-MTWTF	01	0.50
129-99-2776	MATER	M	L	Q	13-4	2100	7220-01	001002	07:00	15:50	S-MTWTF	05	0.50
143-54-4221	DOWLINS	G	P	P	31-0	4300	2400-01	000000	07:00	12:00	S-MTWTF	05	0.50
152-897591	STANKE	G	P	Q	13-4	2100	7220-01	001006	07:00	15:50	S-MTWTF	05	0.50
155-10-0029	ROGERS	P	M	Q	13-4	2100	7220-01	001009	07:00	15:50	S-MTWTF	05	0.50
157-92-3344	PAWCETT	T	S	Q	13-4	2100	7220-01	001003	07:00	15:50	S-MTWTF	05	0.50
175-82-0230	PRETZER	M	S	P	11-0	4300	2400-01	000000	07:00	16:00	S-MTWTF	07	1.00
201-88-1120	EDGEPER	L	D	P	11-0	4300	2400-01	000000	07:00	16:00	-MTWTF	01	1.00
204-87-9822	NEUHARTH	G	S	Q	13-4	2100	7220-01	001010	07:00	15:50	S-MTWTF	05	0.50
208-41-1174	VOLKERT	R	C	Q	13-4	2100	7220-01	001011	07:00	15:50	S-MTWTF	05	0.50
401-27-8898	KAHLER	M	P	Q	13-4	2100	7220-01	001012	07:00	15:50	S-MTWTF	05	0.50
528-90-1003	GALLO	R	V	Q	13-4	2100	7220-01	001011	07:00	15:50	S-MTWTF	05	0.50

**You may request the Listing Report for:**

- An entire finance number or range of finance numbers.
- All employees, or only Maintenance Craft.
- All employees, FTRs, PTRs, or request the report by D/A or by LDC. You can have the report sorted by the employee's name or by EIN.
- All pay locations or a single pay location or a group of pay locations.

## What a great report

### Uses:

- Start and stop times for multiple-tour proof
- A must for Class Action remedies for years later, who is to be paid
- Showing staffing in the office
- Showing an employee does not belong there for OT or work
- Shows EINs

## EMPLOYEE MOVES REPORT TAC500R6

Shows all employees within the office who clocked into a specific operation, such as 747 (Custodial), during a specified time range.



UNITED STATES POSTAL SERVICE		Restricted USPS TBA Information		UserID: Q08590										
Report: 1AC0006 v3.002	2016-21-1 to 2017-21-1	Minnes CA		Date: 11/14/17										
YrPPWk: 2017-13-2	05-6350	Employee Move Report		Time: 05:29 PM										
Sub-Unit: 3000	Weekly By Operation			Page: 38										
Employee ID	Employee Last Name	P	M	From	To	Finance	To	LOD	Oper	Route	Work	Overtime	Penalty	Other
0124647	Kingsley	L	M	15-8	Wed	25-6360	15-8	3600	7470	300000	5.00	3.30	0.00	0.00
					Tue	25-6360	15-8	3600	7470	300000	5.08	1.58	0.00	0.00
					Thu	25-6360	15-8	3600	7470	300000	5.00	3.30	0.00	0.00
					Mon	25-6360	15-8	3600	7470	300000	4.58	0.58	0.00	0.00
					Tue	25-6360	15-8	3600	7470	300000	5.33	3.33	0.00	0.00
79543210	Reas	H	R	15-8	Thu	25-6360	15-8	3600	7470	300000	4.00	3.00	0.00	0.00
					Fri	25-6360	15-8	3600	7470	300000	4.50	1.50	0.00	0.00
					Mon	25-6360	15-8	3600	7470	300000	4.00	3.00	0.00	0.00
					Tu	25-6360	15-8	3600	7470	300000	3.00	0.00	0.00	0.00
					Tue	25-6360	15-8	3600	7470	300000	4.00	0.00	0.00	0.00
11111111	Clarkson	V	R	11-3	Wed	25-6360	25-6	3600	7470	300000	3.21	0.21	0.00	0.00
					Tue	25-6360	25-6	3600	7470	300000	4.80	3.00	0.00	0.00
					Mon	25-6360	25-6	3600	7470	300000	1.00	0.00	0.00	0.00
					Sat	25-6360	25-6	3600	7470	300000	4.30	0.00	0.00	0.00
22222222	Clarkson	K	M	11-3	Mon	25-6360	25-6	3600	7470	300000	4.91	3.00	0.00	0.00
					Sun	25-6360	25-6	3600	7470	300000	2.75	0.00	0.00	0.00
					Sat	25-6360	25-6	3600	7470	300000	2.80	0.00	0.00	0.00
Sub-Unit Totals											110.17	8.44	0.00	0.00
Finance Totals											110.17	8.44	0.00	0.00

Registration Activity Codes

61-9 ..... PSC (Non-Building)

66-6 ..... PSC (Building Services)

Labor Distribution Codes

LOD 36 ..... Building Services

UNITED STATES POSTAL SERVICE		Restricted USPS TBA Information		UserID: Q08590			
Report: 1AC0006 v3.002	2017-13-2	Minnes CA		Date: 12/01/17			
YrPPWk: 2017-13-2	05-6350	Employee Move Report		Time: 01:08 PM			
Sub-Unit: 3000	Weekly			Page: 1			
Pay Loc/Fin Unit	321 1000	Variable EAG	N	Annual Lr Stat	44.00	FSLA Hrs	2053.24
Employee ID	11111111	Borrowed	N	Sen Lr Stat	35.00	FSLA Used	00.00
Employee Name	Clarkson	Auto Lr	N	LWDG Lr Stat	30.00	SLDC Used	36.00
Job	01A	LOD	Oper	LOD	Rate	Rate	Rate
Issue	21-8	4850	1625-05	PG	08	N	300000
Compressed Work History							
Job #	01A	Rate	25400	258.00	25400	258.00	25400
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17	25-17	25-17	25-17
000-0000	MV	25-17	25-17	25-17	25-17	25-17	25-17
008-14	01	25-17	25-17	25-17			

# LTATS - WEEKLY SUMMARY REPORT

## TAC860R3

Displays work and overtime, hours that have been transferred to a different LDC/DA or loaned to another office.



UNITED STATES POSTAL SERVICE		Restricted USPS T&A Information										User ID: KT2DXH	
Report: TAC860R3 v3.001		NOVA CA										Date: 01/14/16	
Yr/PPWk: 2016-01-2		LTATS - Weekly Summary Report										Time: 01:06 PM	
Fin. #: 05-8202												Page: 1	
PPWK: 2016-01-2													
Sub-Unit: 0000													
Seq. Num	Entry Code	From D/A	From LDC	From P/L	Work Hours	OT Hours	To D/A	To LDC	To Finance	To P/L	To Unit	To Period	User ID
16260023	A	11-0	4300	000	1.82	0.00	11-0	4200	05-8202	000	0000	2016-01-2	
16260024	A	11-0	4300	000	11.90	0.00	11-0	4400	05-8202	000	0000	2016-01-2	
16260025	A	11-0	4300	000	10.75	0.42	11-0	4500	05-8202	000	0000	2016-01-2	
16260026	A	11-0	4300	000	33.87	0.83	11-0	4800	05-8202	000	0000	2016-01-2	
16260027	A	11-0	4500	000	3.09	0.00	11-0	4400	05-8202	000	0000	2016-01-2	
16260028	A	11-0	4500	000	6.28	0.81	11-0	4800	05-8202	000	0000	2016-01-2	
16260029	A	11-0	4800	000	12.88	0.00	11-0	4300	05-8202	000	0000	2016-01-2	
16260030	A	11-0	4800	000	0.04	0.00	11-0	4400	05-8202	000	0000	2016-01-2	
16260031	A	11-0	4800	000	20.78	2.00	11-0	4500	05-8202	000	0000	2016-01-2	
16271720	A	81-3	4800	000	24.55	10.47	81-3	4300	05-8202	000	0000	2016-01-2	
16271721	A	81-3	4800	000	11.46	0.07	81-3	4400	05-8202	000	0000	2016-01-2	
16271722	A	81-3	4800	000	8.76	3.89	81-4	4500	05-8202	000	0000	2016-01-2	
16271723	A	81-3	4800	000	6.55	0.00	81-3	4300	05-8203	000	0000	2016-01-2	
16271724	A	86-6	3800	000	29.00	0.00	86-6	3800	05-8306	000	0000	2016-01-2	
16271725	A	86-6	3800	000	24.91	0.00	86-6	3800	05-7020	000	0000	2016-01-2	
16271726	A	86-6	3800	000	7.98	0.00	86-6	3800	05-8203	000	0000	2016-01-2	
16275479	A	09-0	2000	000	18.00	0.00	09-0	2000	05-8203	000	0000	2016-01-2	
16275480	A	11-0	4400	000	22.46	0.00	11-0	4300	05-8202	000	0000	2016-01-2	
16275481	A	81-3	4800	000	18.39	5.87	81-3	4300	05-8203	000	0000	2016-01-2	
16275482	A	81-3	4800	000	30.71	3.43	81-3	4800	05-8203	000	0000	2016-01-2	

## When To Use LTATS Weekly Summary Report

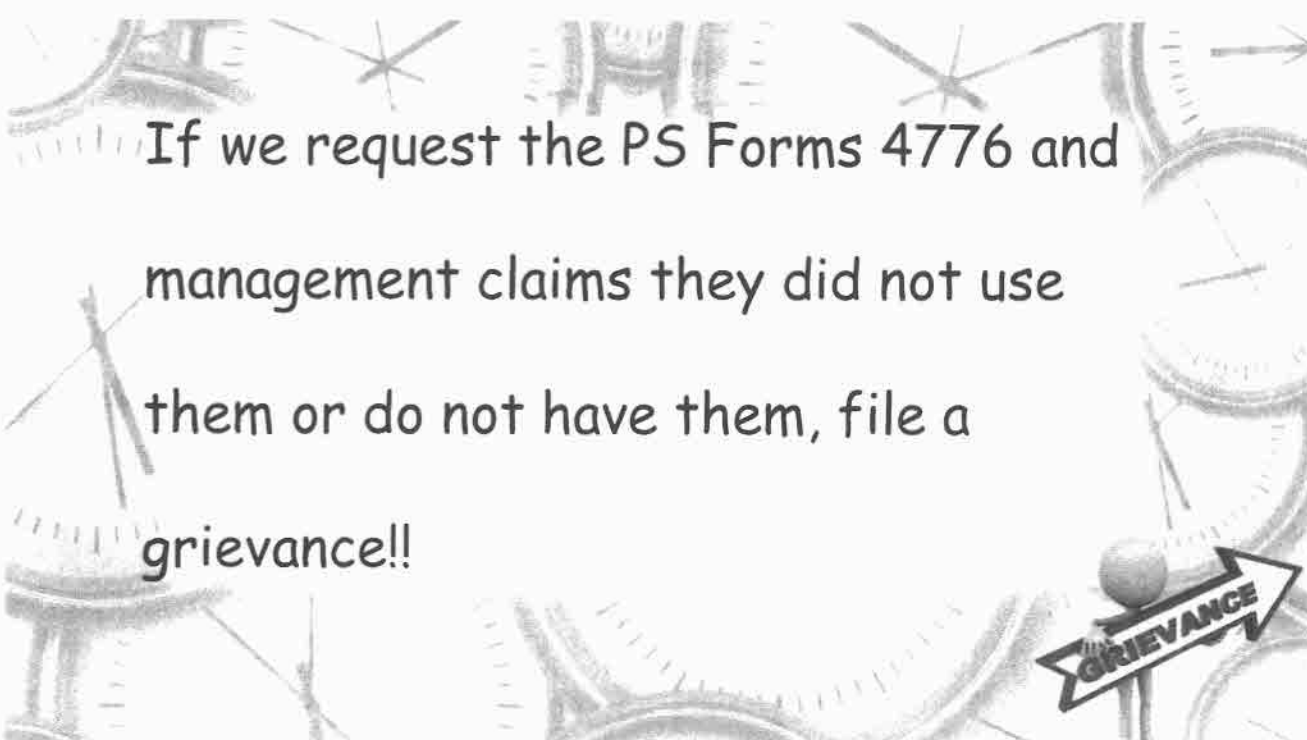
- Verify using proper personnel
- At what office did they work?

## Office(s) That Are Not eMARS Capable

The first thing you should request is the current/authorized MS-47 staffing package, which includes PS Form 4776s (Custodian Route Sheets).

If management did not use the route sheets throughout the year and/or has no idea what you're talking about then the next best evidence of what the custodian(s) did will be custodian statement(s). However, you must frequently gather detailed and signed statements and the custodian(s) must be willing to corroborate them, if needed, in arbitration.





If we request the PS Forms 4776 and management claims they did not use them or do not have them, file a grievance!!

### **Custodian Statements**

The custodian's statement should be in their own words. You may assist them and provide guidance, but the custodian must understand their statement and be truthful. No exaggerations.

- ✓ Have the custodian(s) list the work they did on a regular basis.
- ✓ Have the custodian(s) review the staffing package and indicate if they performed senior frequencies throughout the year.
- ✓ Have the custodian(s) list any additional duties that are not on the staffing package.

Some tasks  
commonly required  
of custodians that  
may not be listed on  
the PS-Form 4852  
(right side)

- Recycling
- Express Mail delivery
- Unloading trucks
- Lock repair
- Letter Carrier rescue
- Stacking pallets
- Moving furniture
- Group Leader functions

#### Regarding statements...

Arbitrator Harry N. Maclean, July 3, 2019, E15T-1E-C 18071878:

The narrow issue, then, is what is the best evidence of the custodial hours actually worked—the TACS and eFLASH reports or the questionnaires filled out by the custodians? In the Arbitrator's view, the Union did not meet its burden of showing that the questionnaires were the best evidence of the custodial hours actually worked. Simply put, the methodology was too flawed. First, the custodians were asked to answer the questions and estimate the hours worked on various tasks several months after the end of the fiscal year in which they were performed. Memories are uncertain and imperfect processes, and relying on custodians' memories without more to establish specific facts such as hours worked on a task is too uncertain. If daily notes or diaries, or even weekly notes, had been kept by the custodians, the reports would be more credible.

Secondly, while the Union need not involve the Service in the actual administration of the questionnaires, it certainly would make enhance their credibility if the Service had been given a chance to comment on the documents and how they were to be administered before they were used. Finally, there was some evidence that not all of the custodians filled out the documents. This alone could result in a serious underreporting of custodial hours worked. Records to establish these facts would be another way of establishing the reliability of the documents.

As union officials we need to be proactive throughout the year

- Request the current signed custodial staffing package for the postal facility/facilities you represent as soon as possible.
- Find out who your custodian(s) are at each facility.
- Talk to the custodians and find out what they do on a daily basis.
- Ask questions. Have custodians been detailed to higher level detail positions?
- Are there any vacant custodial positions?

Consider requesting and gathering the information you believe will best demonstrate the Line H hours comparison (signed 4776s, TACS reports, statements, etc.) on consistent basis throughout the year (monthly or even weekly) so that you are well-prepared when October comes and will have effectively put Management on notice.

## Requesting Information

When requesting reports, etc., determine and specify what is needed so that management can run the correct report. Include the report numbers (i.e., "TAC860R3") to ensure receiving the right information. Have proof that the RFI was submitted.

## Electronic Information

- Is the information you need something that can be provided via email, flash drive or disk? Request the information be provided electronically (pdf). TACS reports and MS-47 staffing packages are available in electronic format.
- Use **only** union email accounts.



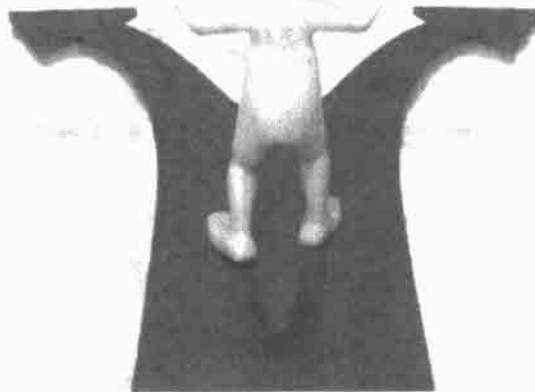
They failed to give me my requested information

What is needed to prevail on this?

- Dated RFI
- Evidence RFI was submitted
- Include RFI in file
- Cite CBA/JCIM Articles 31.3 and 17.3
- Specify exactly what information was not furnished
- File a separate grievance on Failure to Provide Information.

THE REMEDY OF THE CASE IS AS IMPORTANT AS THE THEORY OF THE CASE

REMEDY™



REMEDY



## PAYOUT REMEDY

Remedy must include:

- List of custodian name(s) with their Employee ID number(s).
- Total hours owed.
- Determination of the number of hours to be paid to each employee.
- Request that the hours be paid at the overtime rate.

However the payout is determined, be consistent. We must be able to explain how we determined our calculations if questioned in the future.

If you are requesting a payout remedy, be sure your grievance has what it takes for an arbitrator to agree with what you are asking. Your case file must demonstrate what is claimed.

The first paragraph or two of the grievance must show:

- Facility name
- The Fiscal Year being disputed
- The Line H hours from the authorized PS Form 4852
- If there were more than one staffing package for the Fiscal Year in dispute, identify the respective time frames for each package.
- The calculated 90% of Line H for each staffing package.
- The Union's calculated hours that the Service is short of the 90% Line H obligation. The file should include an explanation of how the shortage was determined.
- If the Union is claiming a consecutive year violation, include evidence of consecutive year violation.

**Do not combine offices on the same Line H grievance, even if they are part of the same installation, as defined in CBA Article 38.2.B.**



## MEETING REMEDY

Remedy must include:

- Request that the failed October Line H meeting be conducted again.
- An outline of the documents that management must bring to the make-up Line H meeting.

**That's it!**

