



UNITED STATES POSTAL SERVICE  
475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260

August 10, 1994

Mr. William Burrus  
Executive Vice President  
American Postal Workers  
Union, AFL-CIO  
1300 L Street, N.W.  
Washington, DC 20005-4128

Dear Bill:

Enclosed is a copy of our memorandum to field installations announcing plans to test the modified work week. The memorandum includes the list of installations that have expressed an interest in being considered as test sites as well as the two page list of test criteria that we have mutually agreed upon.

If you have any questions regarding the foregoing, please contact me (202-268-7691) at your convenience.

Sincerely,



William J. Downes  
Manager  
Contract Administration APWU/NPMHU  
Labor Relations

Enclosure

## UNITED STATES POSTAL SERVICE

Washington, DC 20260

DATE: August 9, 1994  
OUR REF: LR400:FXJacquette:cmv:20260-4125  
SUBJECT: Four-Day Workweek  
TO: See Distribution List

Either you or your APWU Local has requested participation in a test of the modified workweek concept of four workdays of ten hours each per week (10/4). The parties at the national level have agreed to explore alternative work schedules on a limited basis where local management and APWU officials mutually agree to participate. You are requested to discuss this matter with local union officials and notify us by ~~September 1~~ of your decision to participate or decline. *ASA*

The purpose of this test will be to determine if modified workweeks can be successfully introduced into our field operations. Success is defined as improvement in employee morale, improvement in or, at a minimum, no degradation in performance quality, no reduction in productivity and no increase in operating cost.

To assist you in making this decision, we have attached the criteria that must be followed. A decision to participate will require you to submit a proposed test plan for approval. The plan must be agreed upon jointly.

If you have any questions regarding the foregoing or relative to the attached material, please contact Frank Jacquette (202-268-3843) or Gloria Gray (202-268-4870).

*William J. Downes*  
William J. Downes

Manager  
Contract Administration APWU/NPMHU  
Labor Relations

Attachment

cc: Mr. William Henderson

Distribution List

**Plant Managers**

Albuquerque, NM  
Bangor, ME  
Buffalo, NY  
Columbia, SC  
Denver, CO  
Des Moines, IA  
Detroit, MI  
Eugene, OR  
Ft. Wayne, IN  
Grand Rapids, MI  
Honolulu, HI  
Lakeland, FL  
Las Vegas, NV  
London, KY  
Long Beach, CA  
New Haven, CT  
New Orleans, LA  
Oklahoma City, OK  
Oshkosh, WI  
Phoenix, AZ  
Providence, RI  
Tacoma, WA  
Tampa, FL  
Wausea, WI

**Managers**

Philadelphia, PA BMC  
Seattle, WA BMC

**Postmasters**

Battle Creek, MI  
Ft Collin, CO  
Hayward, CA  
Jacksonville, FL  
Littleton, CO  
Long Island, NY  
Newton, NC  
Port Washington, NY  
Rancho Santa Fe, CA  
Tewksbury, MA

### MODIFIED WORKWEEK CRITERIA

Local parties wishing to test a modified workweek concept must address the following items:

1. The local parties must identify the specific craft(s) and section(s) that will be included in the test.
2. The local parties must agree on the bidding procedure that will be used to fill the modified assignments and the manner in which the resultant vacancies (if any) will be filled.
3. The local parties must develop the procedure for returning volunteers to their regular 8/5 assignment.
4. The local parties must determine if separate overtime desired lists will be used for modified workweek assignments.

The following procedures are applicable to modified workweek assignments and are not subject to modification locally:

1. Daily overtime on 10/4 assignments will be paid at the penalty overtime rate (after 10 hours).
2. Non-scheduled day guarantees remain at 8 hours and penalty overtime will be paid for work in excess of 8 hours on a non-scheduled day.
2. Leave must be taken for each hour of absence, therefore it will be necessary to use ten hours leave to cover a full day.
3. Ten hours of holiday leave will be granted when an employee is scheduled off on a holiday.
4. Holiday premium pay is limited to 8 hours per holiday.
5. Sunday premium will be paid for all eligible straight time hours (i.e. 10 per work day).
6. Court leave will be paid the same (i.e up to 10 hours per day).
7. Military leave will be granted at 10 hours per day but may not exceed 120 hours per year for full-time employees or 80 hours per year for part-time employees.

08/09/94 13:23

USPS-HQ/NPAS WASH DC → 3135688146

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8. When appropriate, Administrative leave may be granted up to 10 hours per day.

9. Overtime is paid only after 10 hours on a regularly scheduled day.

There are no automated time keeping systems to accomodate a modified workweek. It will be necessary for local installations to expend considerable resources on manual timekeeping efforts for employees on a modified schedule.

Local management will be required to track the following for evaluation purposes:

- a. Unscheduled absences separately for 10/4 and 8/5 employees.
- b. Accident/injury rates separately for 10/4 and 8/5 employees.
- c. Overtime rates separately for 10/4 and 5/8 employees.
- d. LWOP rates separately for 10/4 and 5/8 employees.
- e. For each operation where the modified workweek is implemented:
  - 1. The total number of employees assigned to the operation vs SPLY.
  - 2. The number of plan failures vs SPLY.
  - 3. Productivity rates vs SPLY.
  - 4. Grievance rates vs SPLY.



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Labor Relations

Enclosure

**UNITED STATES POSTAL SERVICE**

Washington, DC 20260

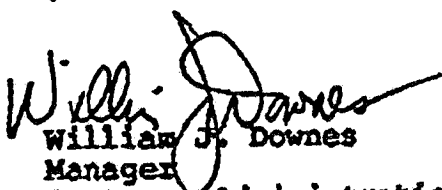
**DATE:** August 9, 1994  
**OUR REF:** LR400:FXJacquette:cmv:20260-4125  
**SUBJECT:** Four-Day Workweek  
**TO:** See Distribution List

Either you or your APWU Local has requested participation in a test of the modified workweek concept of four workdays of ten hours each per week (10/4). The parties at the national level have agreed to explore alternative work schedules on a limited basis where local management and APWU officials mutually agree to participate. You are requested to discuss this matter with local union officials and notify us by ~~September 1~~ of your decision to participate or decline. *ASAP*

The purpose of this test will be to determine if modified workweeks can be successfully introduced into our field operations. Success is defined as improvement in employee morale, improvement in or, at a minimum, no degradation in performance quality, no reduction in productivity and no increase in operating cost.

To assist you in making this decision, we have attached the criteria that must be followed. A decision to participate will require you to submit a proposed test plan for approval. The plan must be agreed upon jointly.

If you have any questions regarding the foregoing or relative to the attached material, please contact Frank Jacquette (202-268-3843) or Gloria Gray (202-268-4870).

  
William J. Downes  
Manager  
Contract Administration APWU/NPMEU  
Labor Relations

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cc: Mr. William Henderson

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Ft. Wayne, IN  
Grand Rapids, MI  
Honolulu, HI  
Lakeland, FL  
Las Vegas, NV  
London, KY  
Long Beach, CA  
New Haven, CT  
New Orleans, LA  
Oklahoma City, OK  
Oshkosh, WI  
Phoenix, AZ  
Providence, RI  
Tacoma, WA  
Tampa, FL  
Wausea, WI

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Seattle, WA BMC

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Jacksonville, FL  
Littleton, CO  
Long Island, NY  
Newton, NC  
Port Washington, NY  
Rancho Santa Fe, CA  
Tewksbury, MA



**MODIFIED WORKWEEK CRITERIA**

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2. The local parties must agree on the bidding procedure that will be used to fill the modified assignments and the manner in which the resultant vacancies (if any) will be filled.
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4. The local parties must determine if separate overtime desired lists will be used for modified workweek assignments.

The following procedures are applicable to modified workweek assignments and are not subject to modification locally:

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6. Court leave will be paid the same (i.e up to 10 hours per day).
7. Military leave will be granted at 10 hours per day but may not exceed 120 hours per year for full-time employees or 80 hours per year for part-time employees.

8. When appropriate, Administrative leave may be granted up to 10 hours per day.
9. Overtime is paid only after 10 hours on a regularly scheduled day.

There are no automated time keeping systems to accomodate a modified workweek. It will be necessary for local installations to expend considerable resources on manual timekeeping efforts for employees on a modified schedule.

Local management will be required to track the following for evaluation purposes:

- a. Unscheduled absences separately for 10/4 and 8/5 employees.
- b. Accident/injury rates separately for 10/4 and 8/5 employees.
- c. Overtime rates separately for 10/4 and 5/8 employees.
- d. LWOP rates separately for 10/4 and 5/8 employees.
- e. For each operation where the modified workweek is implemented:
  1. The total number of employees assigned to the operation vs SPLY.
  2. The number of plan failures vs SPLY.
  3. Productivity rates vs SPLY.
  4. Grievance rates vs SPLY.

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8. When appropriate, Administrative leave may be granted up to 10 hours per day.

There are no automated time keeping systems to accomodate a modified workweek. It will be necessary for local installations to expend considerable resources on manual timekeeping efforts for employees on a modified schedule.

Local management will be required to track the following for evaluation purposes:

Quarterly

- a. Unscheduled absences separately for 10/4 and 8/5 employees.
- b. Accident/injury rates separately for 10/4 and 8/5 employees.
- c. Overtime rates separately for 10/4 and 5/8 employees.
- d. LWOP rates separately for 10/4 and 5/8 employees.
- e. For each operation where the modified workweek is implemented:
  1. The total number of employees assigned to the operation vs SPLY.
  2. The number of plan failures vs SPLY.
  3. Productivity rates vs SPLY.
  4. Grievance rates vs SPLY.

05/18/94 10:39 202 268 3074

HUMAN RES. GROUP →→→ APWU

002/005

## UNITED STATES POSTAL SERVICE

Washington, DC 20260

**DATE:**

**OUR REF:** LR400:FXJacquette:cmv:20260-4125

**SUBJECT:** Four-Day Workweek

**TO:** See Distribution List

Either you or your APWU Local has requested participation in a test of the modified workweek concept of four workdays of ten hours each per week (10/4). The parties at the national level have agreed to explore alternative work schedules on a limited basis where local management and APWU officials mutually agree to participate. You are requested to discuss this matter with local union officials and notify us by June 15 of your decision to participate or decline.

The purpose of this test will be to determine if modified workweeks can be successfully introduced into our field operations. Success is defined as improvement in employee morale, no degradation in performance quality, no reduction in productivity and no increase in operating cost.

05/18/94

10:40

202 268 3074

HUMAN RES. GROUP →→→ APWU

003/005

To assist you in making this decision, we have attached the criteria that must be followed. A decision to participate will require you to submit a proposed test plan for approval. The plan must be agreed upon jointly.

If you have any questions regarding the foregoing or relative to the attached material, please contact Frank Jacquette (202-268-3843) or Gloria Gray (202-268-4870).

William J. Downes  
Manager  
Contract Administration APWU/NPMHU  
Labor Relations

Attachment

**TO: FRANK JACQUETTE/USPS**

**SUBJECT: TEN/4 WORKWEEK**

Albuquerque, NM  
Bangor, ME  
Battle Creek, MI  
Buffalo, NY  
Columbia, SC  
Denver  
Des Moines  
Detroit, MI  
Eugene, OR  
Ft Wayne, IN  
Grand Rapids  
Hayward, CA  
Honolulu  
Lakeland, FL  
Las Vegas  
Littleton, CO  
London, KY  
Long Beach  
Long Island, NY  
New Orleans  
Newton, NC  
Oshkosh, WI  
Philadelphia BMC  
Phoenix, AZ  
Port Washington, NY  
Providence, RI  
Seattle BMC  
Tacoma  
Tampa, FL  
Tewksbury, MA  
Wausau, WI

**FROM BILL BURRUS/APWU**



## American Postal Workers Union, AFL-CIO

1300 L Street, NW, Washington, DC 20005

### Memo

To: Bill Burrus  
From: Phil Tabbita *PT*  
Date: May 25, 1994

RE: 10/4 Work Week

The Postal Service had a number of programs in place for the Miami 10/4 project. Those programs are still available but not in current use. They could be used in PSDS offices. For ETC offices there is a similar set of programs currently in use at the Data Centers. Neither set of programs totally automates the function. Some manual edits are required.