

Intlekofer, Ruth A - St Charles, MO

From: Freeze, Daniel R - St Louis, MO
Sent: Monday, February 09, 2004 10:46 AM
To: Intlekofer, Ruth A - St Charles, MO
Subject: RE: Custodial earnings per MS47

Ruth,

Below are some guidelines that are used to determine a tour of operation. I don't believe your facility is considered a two-tour operation.

1. The LDC 38 complement must be adequate to support the number of tours defined.
2. A two tour operation must continuously span a 16 hour period.
3. A three tour operation must continuously span a 24 hour period.
4. If 80% of the facilities workhours occur within a consecutive 12 hour period it is a one tour operation.

The case for a multiple tour of operation is not necessarily facility wide. The window section may be open 12 hours and the mail processing operation on the workroom floor may be 10 hours and the BMEU operation may be manned 16 hours, but is the facility a two/three tour operation for the purposes of determining the cleaning requirements? The answer is "not necessarily." The custodial services should be scheduled so that by the end of the day the facility has been adequately serviced. The objective is to provide a clean and safe working environment. This is done by using the guidelines established in the revised MS-47.

The revised MS-47 did not define a tour of operation for the purposes of cleaning because it is left to management to determine what this should be. Local management has the ability to request consideration for the number of tours of operation. Each successive upper management reviewing authority has the responsibility of validating the requested cleaning requirement and adjusting that request to best meet the needs of the Postal Service. The question of whether a facility or area within a facility should be considered a multiple tour operation is left to management to decide. It is expected that all levels of management will make a reasonable decision. Whether that decision is correct will be validated by the MS-47 process.

DBMassard

Dan Freeze
Manager, Field Maintenance

-----Original Message-----

From: Intlekofer, Ruth A - St Charles, MO
Sent: Monday, February 09, 2004 10:31 AM
To: Freeze, Daniel R - St Louis, MO
Subject: Custodial earnings per MS47

Dan,

In review of the workhour budget worksheets for custodians, both the MPO and DDC show one tour of employees when actually there are two tours. Does this change anything?