



April 6, 2017

Mr. Mark Dimondstein
President
American Postal Workers
Union, AFL-CIO
1300 L Street, NW
Washington, DC 20005-4128

**Certified Mail Tracking Number:
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Dear Mark:

As a matter of general interest, the Postal Service plans to implement a web-based application, called OTAdmin, for the clerk craft. OTAdmin is intended to serve as a tool to assist local managers and supervisors administer and track clerk craft bargaining-unit overtime. The application will help users assign overtime more efficiently and consistent with the appropriate collective bargaining agreement and local memorandum of understanding (LMOU) (if applicable). OTAdmin is currently being used for the administration of city letter carrier craft overtime.

The Postal Service plans to begin phased national implementation of OTAdmin, beginning with the Eastern Area the week of May 22; specifically, Columbus, Ohio Processing and Distribution Center (P&DC) and Pittsburgh, Pennsylvania P&DC. Subsequently, Postal Service Areas will determine when each District within its jurisdiction will implement OTAdmin, and each District will determine when its installations will implement the application. It is anticipated that nationwide implementation will be completed by the end of Fiscal Year 2017.

Immediately upon implementation in an installation, managers and supervisors should continue to track and administer clerk craft overtime using both their current process and OTAdmin. Typically, this dual tracking method will be discontinued after the first full calendar quarter following implementation of OTAdmin in an installation.

Any questions concerning this matter, or if the Union would like a demonstration of the application, please contact Shannon Richardson at extension 5842.

Sincerely,

Rickey R. Dean
Manager
Contract Administration (APWU)

From: Lynn Pallas-Barber <lpallas@apwu.org>
Sent: August 1, 2017 2:58 PM
To: Clerk Division NBA
Cc: Clint Burelson; Lamont Brooks; Vance Zimmerman; Regional Coordinators; Javier Pineres; Terry Martinez
Subject: USPS OTAdmin
Attachments: USPSnotifOTAdmin.pdf; USPSOTAdmin.ppt.pdf

Brothers and Sisters,

Please find attached a copy of a notice that was recently assigned to me where the USPS Plans to Implement a Web-Based Application, - OTAdmin for the Clerk Craft. I have also attached a copy of the USPS power point on the OTAdmin Clerk Application Training. I did not have any relevant information until recently and today I was finally able to meet with the USPS and receive a demonstration of the program.

Train-the-trainer sessions are conducted with the Area management first. The Eastern Area was first; Western Area - June 20-22; Great Lakes and Southern Area – July 11-13; Cap Metro and Northeast Areas are scheduled – August 8-10. Each District will conduct the training for local management and begin deploying within their respective Districts. Each Area is scheduling their deployment plan. The deployment of this program will begin with the Function 1 sites (P&DCs) first. It is not planned to use this program in the smaller Function 4 post offices with manageable numbers of employees and overtime. Each District has an District Administrator Role and that individual has the ability to configure the application for each facility's OT section and ODLs per the LMOU for the installations. Once the District has configured the program for an installation – local management cannot change that configuration. Local management has been advised to use this application in conjunction with the existing tracking process until October 1, 2017.

The utilization of OTAdmin does not change the provisions of Article 8 or Article 30 in any way. Violations of Article 8 and Article 30 – LMOU tours and sections should be grieved as if this program does not exist. This program is a management tool to assist supervisors in the tracking of overtime hours and the rotation of opportunities per the negotiated LMOUs – tours and sections.

The program is designed to break down the applicable ODL(s) by tours and sections. OT calls for begin tour and end of tour and for N/S days. The system currently only provides two (2) reports: "Call Notification List" and the "Rotation List". They plan to add reports to the program but they could not currently provide what those reports would be. The program also keeps track of make-up OT and also provides an email warning when a PSE reaches 6 hours in a service day to potentially reduce violations of Article 8.4.G – Overtime Work PSEs and the use of PSEs in excess of eight (8) hours in a service day.

Management will decide locally which supervisors have access. The system itself is fed from the Bid Management Program and TACS. They have a new acronym System Integration Testing (SIT) for the feed system. **During their training of District managers and local managers they have allegedly been encouraged to be transparent with the local union, provide demonstration's for the local union leadership and share the examples of the available reports.**

I also want to point out that the APWU was not involved in the development of this program. The utilization of this program does not change the provisions of Article 8 or Article 30 and the locally negotiated LMOUs. It is highly recommended that the locals monitor their OT lists, rotation of OT, make-up OT and PSE overtime as they have continually done.

If there are any questions or concerns please feel free to contact me. Please share with your state and local leaders.

Lynn Pallas-Barber
Assistant Clerk Craft Director
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Washington, DC 20005