

## CHECKLIST FOR ABOLISHMENTS or REVERSION

CITES: -violation of Art. 12.2 improper abolishment of duty assignments, violation of Article 12.3B3 (vacant or newly established duty assignments shall be posted for employees eligible to bid), Art 19, Art. 30 (LMOU).

1. A Copies of bid job abolishment/reversion notices.
2. Request written rationale for the abolishment/reversion.
3. Request complete Function 1 Scheduler results.
4. Interview responsible SDO, MDO.
5. Interview responsible Manager of In Plant Support.
6. Complete bid history of FTR bid jobs abolished/reverted.
7. Prior and current weekly work schedules for section involved.
8. LMOU section definitions (Art. 12.4 Item S, possibly Item P).
9. Listing and definitions of all OPN numbers which comprise section involved and pay locations (which are exclusively in that section).
10. Operating plan (SOP) for all OPNs in Pay Locations involved.
11. Time & Attendance reports (TACS) for operation/work location by level.
12. Employee Activity Report's (EAR) for all MHAs, casuals, and non-bid holders working in the OPNs involved. Best evidence would be to identify the specific individuals involved. Observation, witness statements, other steward's statements concerning staffing operations.
13. Assignment Sheets.
14. Start by requesting OT alert reports for the relevant Pay Locations that could have worked in the section of the abolished bids. Also copies of all Designation/Activity (D/A) Code 82-0 (MHA) and 62-0 (Casual) work hours and schedules

15. Once Mail Handlers are identified that likely worked OT in section of the abolished/reverted Bids, request those Mail Handler's EER for weeks/PPs involved.
16. EERs for the MHAs and Casuals that are working in the abolished/reverted bid job section to weeks/PPs involved.
17. Track Article 7 cross craft violations and hours in area of reversion/abolishment.
18. Track 1.6 violations and hours in area of reversion/abolishment.
19. Copies of the FTR Mail Handlers (whose bids were abolished) current bid job description.
20. Copies of latest hiring requests and any official response for PTRs, FTRs, MHAs and Casuals, as well as any official responses.
21. Notes from any Labor-Management meeting(s) where hiring, staffing and/or duty assignments were discussed.
22. Complement Documents, for example USPS 'Web Coins' data showing authorized complement figures for the Installation.
23. Any staffing matrix documents for the Installation, Tour or section.