

SUPERVISOR WORKLOAD CREDIT WORKSHEET

SWC Calculation is for: Post Office: _____ Station: _____

DISTRICT: _____
 POST OFFICE: _____
 STATION: _____
 DATE: _____

FINANCE #:

1. EMPLOYEE CREDITS

	EMPLOYEES	WEIGHTED EMPLOYEES	SWCS	
DELIVERY	a) City Carrier	0 x 1.40	0	
	b) Rural carrier	0 x 1.25	0	
	c) VOMA	0 x 1	0	
	TOTAL DELIVERY SWCs		= 0	(1)
WINDOW SVCS	d) Window Clerk	0 x 1 1/3	0	
	(main office only)			
	e) Window Clerk	0 x 2	0	
	(domiciled in finance stations without resident supervisor each station must be listed on page 2)			
	TOTAL WINDOW SERVICES SWCs		= 0	(2)
DISTRIBUTION	f) Distribution Clerk	0 x 1	0	
	g) Mail Handler	0 x 1	0	
	TOTAL DISTRIBUTION SWCs		= 0	(3)
CUSTODIAL/ MAINTENANCE	h) Custodial	0 x 1/2	0	
	(PS-4 & below)			
	i) Maintenance	0 x 1	0	
	TOTAL CUSTODIAL/MAINT SWCs		= 0	(4)
ADMIN *	j) Accounting, time & attendance, bulk mail, and secretarial	0 x 1	0	
			= 0	(5)

FINANCE STATIONS WITH NO
 RESIDENT SUPERVISOR:

* DO NOT include employees on district or plant rolls domiciled in post offices or stations.

2. NON-EMPLOYEE CREDITS

Number of administrative highway contract routes

j) with 100-299 box deliveries	0 x 1/3	0	
k) with 300-399 box deliveries	0 x 2/3	0	
l) with 400 or more deliveries	0 x 1	0	
m) Number of contract stations and community post offices	0 x 1/2	0	
n) Contract custodians (post offices only) If yes, enter 1; if no, 0	0 x 1/3	0	
TOTAL NON-EMPLOYEE SWCs		= 0	(6)

# SUPVS	POST OFFICE and STATION
	RANGE
0	0 - 18.49
1	18.50 - 50.49
2	50.50 - 85.49
3	85.50 - 123.49
4	123.50 - 163.49
5	163.50 - 203.49
6	203.50 - 243.49
7	243.50 - 283.49
8	283.50 - 323.49
1 Additional	for each additional 40 SWCs

TOTAL SWCs (add 1 through 6) = 0

SWC calculations are to include on rolls T.E.s, but not casuals, unless a casual employee is occupying a position authorized to be filled. Vacant positions that are authorized to be filled are also included in the SWC calculation.

Prepared By: _____