



October 22, 2020

REGIONAL HR DIRECTORS

SUBJECT: EAS Maintenance Staffing Criteria

In accordance with the established staffing criteria, the EAS maintenance staffing within a Processing and Distribution Center (P&DC) is based on a workload driven model built on eWHEP scores.

Since July 2018, there has been a freeze on making level changes to the Maintenance Manager recognizing the unintended consequences of frequent level changes for the manager.

Effective immediately. Until further notice, the freeze will be expanded to include the EAS maintenance staffing listed below. There will be no position reclassification up or down based on eWHEP changes. EAS maintenance staffing will be maintained.

MGR MAINTENANCE  
MGR MAINTENANCE (LEAD)  
MGR MAINTENANCE OPERATIONS  
MAINTENANCE ENGINEERING SPECIALIST  
MGR MAINTENANCE OPERATIONS SUPPORT  
SUPERVISOR MAINTENANCE OPERATIONS SUPPORT

This freeze will remain in place until the EAS maintenance staffing model is revised. Implementing this freeze avoids multiple impacts for maintenance employees within the P&DCs within a short span of time.

This memorandum supersedes the July 20, 2018 Criteria for Maintenance Managers.

If you have questions regarding this decision contact Rachel Danielsen, Director Organization Design at 202-603-1597.

A handwritten signature in black ink that reads "Simon Storey".

Simon Storey

cc: Ms. Rachel Danielsen  
Mr. Kevin Couch

SIMON M. STOREY  
VICE PRESIDENT  
EMPLOYEE RESOURCE MANAGEMENT



July 20, 2018

VICE PRESIDENTS, AREA OPERATIONS  
MANAGERS, HUMAN RESOURCES (AREA)

SUBJECT: Criteria for Maintenance Managers

In accordance with the criteria established for Maintenance Managers (MMs) related to Field Organizational Changes (from September, 2013), the level of MMs is directly tied to the eWHEP authorized maintenance craft complement.

As you are aware, a project is underway that may result in changes to plant facility types and levels, as well as to the criteria for staffing authorized within plant facilities. "Effective immediately and until further notice no levels of MMs will be reclassified up or down based on eWHEP changes; current MM levels will be maintained." This will allow Organizational Design the opportunity to partner with Operations and review the current staffing criteria.

If you have any questions please contact Ann Mailloux, Director, Organization Design at 202.268.6352.

A handwritten signature in black ink, appearing to read "Simon M. Storey".

Simon M. Storey

cc: Mr. David E. Williams  
Mr. Jeffrey C. Williamson  
Mr. Robert Clintron  
Mr. Tom Duchesne  
Ms. Ann Mailloux