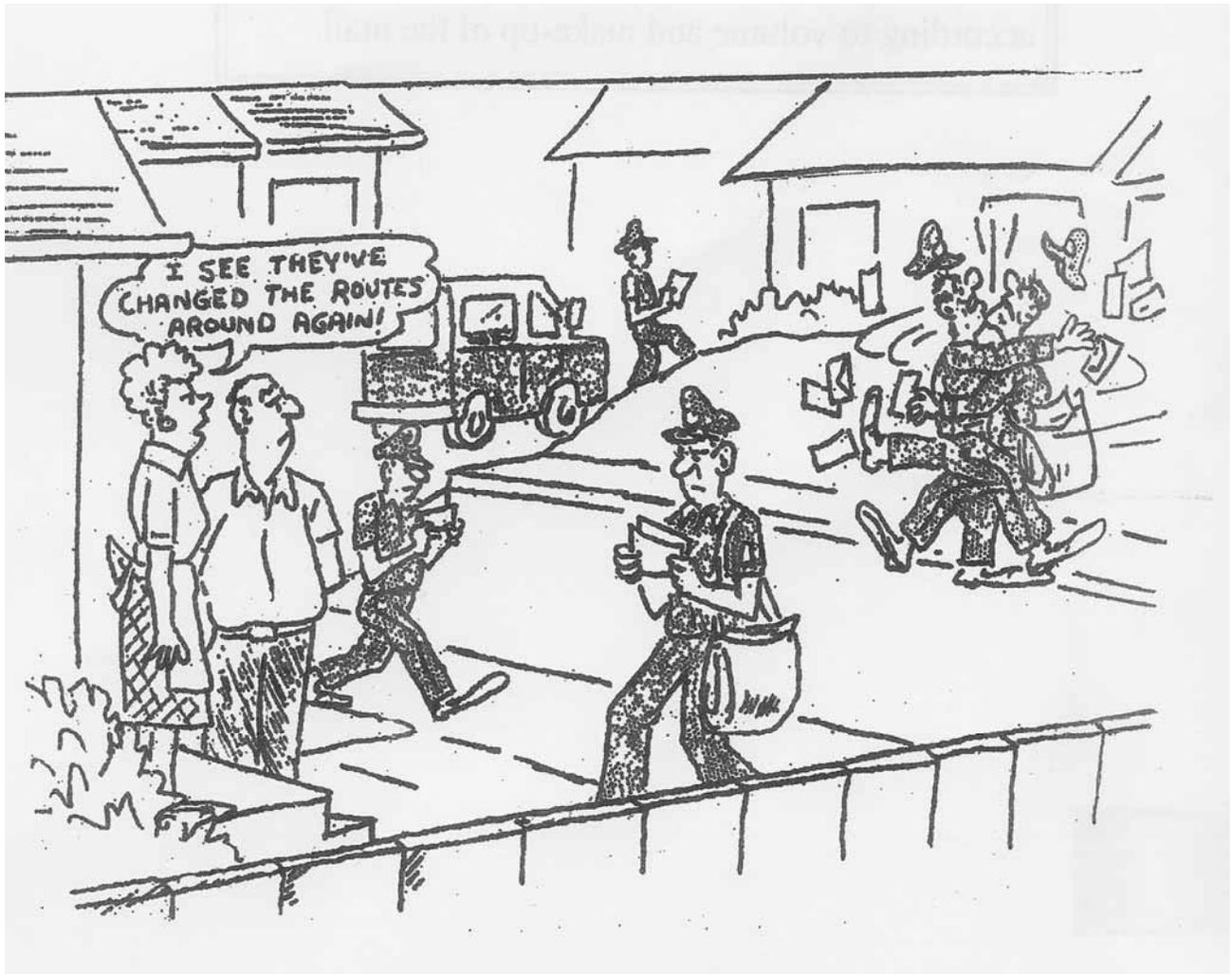


# ROUTE COUNT AND INSPECTION

## Minor Route Adjustments

*(If you don't know your rights, you don't have any.)*

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## MINOR ROUTE ADJUSTMENTS

*“Each carrier, due to his/her physical condition and experience, performs at a pace which must be taken into consideration in determining his/her time requirements. These are not routine or repetitive jobs that can be paced by a machine or a belt. Nor has the Postal Service indicated a desire to force each and every carrier to perform in accordance with unilaterally determined so-called normal time requirements.” National Arbitrator Gamser (C-03213)*

Management is required to make at least annual route and unit reviews. The reviews are utilized to verify adjustments that have been made, or need to be made, to maintain efficient service. Where necessary, management must proceed with mail counts and route inspections (**M-39 Section 211.1**).

In addition to these reviews that must be conducted at least annually, management must maintain the routes in reasonable adjustment throughout the rest of the year (**M-39 Section 141.111**). If minor adjustments have been made throughout the year as needed, few adjustments will be required after each Count and Inspection period (**M-39 Section 242.11**).

Management must review the nature and scope of the adjustments needed. If the review indicates that the necessary adjustments are beyond minor, **Section 141** cannot be used. Instead, a mail count and route inspection must be conducted (**M-39 Section 141.112**).

Additionally, the parties have agreed that Minor Route Adjustments must be done using reasonably current route inspection data from a six-day count (**M-1448**).

The formula for making Minor Route Adjustments found in the **M-39 Section 141** requires that the previous Count and Inspection **data be reasonably current and that the same carrier is still serving the route** (**M-39 Section 141.19**). This is consistent with the **M-39** design to adjust routes to the individual capabilities of the letter carriers assigned to the routes.

Also, management **must consult with each letter carrier involved** in the proposed adjustments. Remember, to consult means to seek an opinion as a guide to one’s own judgment. **It must not be a meeting to simply inform the carrier of the changes, but rather an opportunity for the carrier to offer meaningful input in time to influence the final adjustment.**

Prior to making any minor adjustment on a unit wide basis, management must notify the local union as far in advance as possible. Any proposed adjustments **must be placed in effect within 45 calendar days after the end of the adjustment consultation** with the carriers involved and **changes should not be made between the period November 15 and January 1.**

228.1 Adjustment Without Special Inspection (explained in detail later).

- a. Divide net office time or standard, whichever is lower, by total deliveries to obtain minutes office time used per delivery.
- b. Deduct the to and from travel time (Form 3999) from street time and divide the remainder by the deliveries to obtain minutes street time used per delivery.
- c. Add average office and street time per delivery and multiply by the number of deliveries being considered for addition or subtraction from route to determine the total time involved.
- d. Add to or subtract from route involved.

The Summary Of Minor Adjustments Worksheet includes an area to **record the carriers' input and comments** regarding the proposed adjustment. **Important: Request to see copies of the 3921's and 3921-a's (Volume Recording Worksheets), 3997's (Unit Daily Records), the 3996's, 1571's and time clock rings used in making the adjustments.**

**This section is critically important** because it describes in detail the information that must be reviewed and analyzed to determine the current evaluation of the route. It also explains the form, Summary of Minor Adjustments Worksheet, which is used to record the minor adjustments made for each route from the current Form 1840 for that carrier and route. **M-39 Section 141.18** is explicit as to the information that must be reviewed to determine the current actual time being used on the route so that the necessary amount and means of adjustment can be determined. These specific forms and records **must be the basis for the evaluation.**

**Beware** of additional forms not listed in M-39 Section 141.18 that may be used to skew the evaluation of the route. Also **beware** of management reviewing the forms and records for a selected time period that does not fairly reflect the actual route time.

**If management attempts to evaluate the route based on its projection or analysis of volume changes, rather than a carrier's actual time, a grievance should also be filed.**

Additionally, be sure that each Form 1840 used to prepare the Summary of Minor Adjustments Worksheet **is from the previous Count and Inspection.**

Please review the sample Summary Of Minor Adjustments Worksheet. The information from the completed Form 1840 (front and back) is used to illustrate proper completion of the Worksheet.

The top section of the Worksheet contains the adjusted route information. This information comes from the reverse side of the Form 1840 (upper right side). Additionally, in this example a time of 7:40 is entered as the current Route Evaluation (which would be determined from the review and analysis of the forms and records in **M-39 Section 141.18**). Also, the subsequent proposed (minor) adjustment of plus :20 to maintain the route in reasonable adjustment is entered.

The bottom section of the Worksheet contains the actual (minor) changes made to the route as well as the before (**M-39 Section 141.18** evaluation) and after (adjusted per **M-39 Section 141.19**) route data.

The formula in **M-39 Section 141.19** is then used to compute an “office time per delivery” and a “street time per delivery” in order to determine how many deliveries are needed to provide the necessary addition/ relief to adjust the route to 8 hours. See above: *228.1 Adjustment Without Special Inspection*.

In the example, the review and analysis in **M-39 Section 141.18** documented that, during a period that fairly represents the route’s normal volume and work hours, the regular carrier averaged 3:20 office time and 4:20 street time for a total of 7:40.

To determine the “office time used per delivery” from the previous Count and Inspection of the route:

First, using the most recent Form 1840, management reviews the net and standard office times and selects the lesser of the two. The “Net Office Time” of 4:22 from the Form 1840 is the lesser.

Next management deducts the actual times used on lines 14, 15, 16, 19 & 21 during the week of inspection from the Net Office Time. The actual times used for those line items is found on the lower left corner of the front of the Form 1840.

The regular carrier’s average actual minutes used were 8 (line 14), 11 (line 15), 5 (line 19), & 31 (line 21). Management also deducts the 5 minute standard for line 20 (personal time), and the office break time.

Therefore total line item and break times of 70 minutes (8+11+5+31+5+10) are deducted from the Net Office Time of 4:22, which results in a remainder of 3:12 (4:22 minus :70).

Management then divides the remainder (3:12) by the number of possible deliveries found in Section H on the lower right hand side of the front of Form 1840 (450). The result is .43 (3:12, or 192 minutes, divided by 450 possible deliveries). The “office time per possible delivery” is .43 minutes.

**Note: M-39 Section 141.19a** provides that if the Standard Office Time had been selected as the lesser office time, then the Line Item deductions may be different. Standard Line Item values would be deducted instead of actual times, if the standard times were greater than the actual Line Items.

**M-39 Section 141.19b** explains how to determine the “street time per possible delivery” from the previous Count and Inspection of the route.

First, management determines the street time from the most recent Form 3999. This will be either the 3999 completed during the last Count and Inspection, or the 3999 completed after implementation of the latest adjustment.

Management reviewed the Form 3999 completed after implementation of the latest adjustment, which shows a street time of 4:30.

Next, management uses the Form 3999 to compute the following:

- \_ vehicle loading time
- \_ travel time to and from the route
- \_ time spent collecting from collection boxes
- \_ time spent for relays
- \_ gassing vehicle
- \_ vehicle moves
- \_ replenishing mail after loop
- \_ breaks, and comfort stops

In this example, management calculates a total of 65 minutes, and deducts this time (:65) from the 3999 street time (4:30). The result is 3:25.

Now management divides the 3:25, which is 205 minutes, by the possible deliveries. The possible deliveries from the Form 3999 (completed after implementation of the adjustments) is 369. The result is .56 minutes (205 divided by 369). The “street time per possible delivery” is .56 minutes.

**M-39 Section 141.19c** explains how to determine “time per delivery”. To compute this time management adds the “office time per possible delivery” (.43 minutes) and the “street time per possible delivery” (.56 minutes) for a total of .99 minutes per delivery (.43 plus .56 equals .99)

**M-39 Section 141.19d** explains how to determine the number of possible deliveries that need to be removed or added. In this example, it would be the number of deliveries that need to be added, since the route was evaluated at 7:40, or 20 minutes short.

The time being considered for addition (20 minutes) is then divided by the “time per delivery” (.99 minutes). The result of 20 (20 divided by .99) is the number of possible deliveries that need to be added.

## COMPUTING ROUTE TOTAL TIME

The office and street time added to the route are computed individually as follows:

Office:  $.43 \times 20 = 9$  minutes  
Street:  $.56 \times 20 = 11$  minutes

The route time as a result of the Minor Adjustment is then listed on the “Summary of Minor Adjustments Worksheet” as:

Route Office Time: 3:29 (3:20 plus :09)  
Route Street Time: 4:31 (4:20 plus :11)  
Total Time: 8:00

The possible deliveries are now 389 (369 plus 20).