

# OVERVIEW

## Interim Alternate Route Adjustment Process Joint Training

- **Parties appoint Joint NALC/USPS Evaluation Team**
  1. NALC member selected by national president
  2. Management member selected by DM
- **Method intended for all routes in selected units**
  1. Management select units for evaluation

## Interim Alternate Route Adjustment Process Joint Training

- **Data analysis period**
  1. May and September 2008
- **Data to be analyzed**
  1. Cased Letters
  2. Cased Flats
  3. Office time including auxiliary time - regular carrier only or mutually agreed replacement
- **Office evaluation** - based on the lesser of
  1. Estimated Standard using average volumes for the data analysis period (18/8/70 + 43 FOT\*)
  2. Actual average office time for the regular carrier only or mutually agreed on replacement carrier from the data analysis period

\*example Office Time (43) includes 10 minute break
- **Street evaluation**
  1. Average actual street time from the data analysis period - **regular carrier only** or mutually agreed on replacement carrier
  2. If either party believes actual street time is not representative (see excerpt below\*)
  3. Compare to base, 3999, carrier consultations
  4. Joint 3999 completed on an average volume day to determine the most representative street evaluation

## From the Interim Adjustment Agreement M-01695

### \*Street Evaluation

The average actual street time from the data analysis period (regular carrier's street time including any auxiliary assistance provided) shall be used. However, if either route evaluation team member believes that the actual street time is not representative by comparison to the other relevant data (e.g. base street time, current PS Form 3999, carrier consultation), a PS Form 3999 from an average volume day will be completed jointly to determine the most representative street evaluation.

## District Evaluation Team Responsibilities

- **Contact local units to determine local issues**
  1. Vacant routes/Replacement information
  2. Data integrity issues
  3. Validity of 3999's
  4. May and September data issues

- **Review, Analyze and Validate Route Data**
  1. Delivery Unit Summary Worksheet Report – developed by HQ
  2. Workhour/ Workload Reports by Route for May and September
    - Review data for anomalies
- **Determine Initial Route Evaluations for all Routes in Selected Units**
  - Office Time - lesser of
    1. Actual Average (May and September) regular carrier or mutually agreed to replacement
    2. Estimated Standard (using average route cased volume for May and September)
- **Actual Average Street (May and September)**
  1. Comparison to other relevant data (e.g. base street time, PS 3999, carrier consultation)
    - Jointly completed PS 3999, if necessary
- **Complete Delivery Unit Summary Worksheet Report and Route Information worksheets**
  1. Provide detailed information as to how/why initial evaluations were determined
- **Review Route Information Worksheets Evaluation Feedback**
  1. Make any changes when necessary
  2. Provide Final Evaluation and comments within 1 day of receiving package
  3. If necessary request local team perform joint 3999
  4. Return to the local unit for adjustments and adjustment consultations
- **Review Adjustment Packages submitted by local team**
  - (Approve or Return if necessary)
    1. Send copy of approved package to unit
    2. Send to the MOPS for Implementation preparation
- **Monitor Local Parties Follow-up Review**
  1. M-39 243.6

## Local Unit Team Responsibilities

- **Conduct Initial Evaluation Joint Consultations with Carriers** (complete within 3 days)
  1. Review with carriers initial proposed evaluation
    - Explain selection process
    - Request carrier feedback
- **Complete Evaluation Consultation Section**
  1. Provide recommended changes and comments why (when no changes are recommended annotation needed on worksheet) .....Including potential territory transfers information
  2. Conduct Joint PS 3999s if required
- **When Consultations are Completed Return Package to District for Final Evaluation**
- **Make Proposed Joint Route Adjustments**
  1. Make territorial changes (within 2 weeks of receiving the Final evaluations)
  2. Complete all paperwork (Route Information Worksheets, 1840 Reverse, etc.)
  3. Conduct proposed adjustment consultations and finalize adjustment package

**Submit the Package to District Team for Review and Approval**