



Guide to 6 Day Route Count & Inspections

NBA- Colorado State Training, January 24-26

Objectives

- Principles of Route Inspections
- Before the Week of Count and Inspection
- During the Week of Count and Inspection
- After the Week of Count and Inspection

Principles of Route Inspections

- Each Route Must be Adjusted to as Near 8 Hours as Possible (M-39 242.122 & M-41 911.2)
- Only the Regular Carrier's Time is Used (M-39 241.33 & 241.35)
- Vacant Routes
 1. Regular carrier assigned but not present during week of inspection? Standard Office/1840-B Street Time must be used.
 2. No carrier assigned? Must use a qualified replacement carrier assigned to the route.

Principles (cont.)

- 52-Day Time Limit for Adjustments (M-39 211.3)
 1. No Major Scheme Changes Between Nov. 15 and Jan. 1
 2. National Level Settlement M-01072
 - ✓ Must be Granted by District Manager
 - ✓ Must be warranted by Valid Operational Reason
 - ✓ Must have Detailed Statement Explaining Reason
 - ✓ Written Notice and Reason Must be provided to the Local Union Within 7 Days

Principles (cont.)

- Route Inspector Qualifications
(M-39 216.1 & 216.4)
- Multiple Days of Inspection (M-01777)
Management may schedule a route for inspection on no more than 3 days during the week of count.
 - ✓ Management will complete 1838-C only one of the scheduled days.
 - ✓ The PS Form 3999 closest to the selected street time on the left side of 1840R will be used for the transfer of territory.

Principles (cont.)

- Discipline for Not Making Standards

Office Time (M-39 242.332)

No carrier shall be disciplined for failure to meet standards, except in cases of unsatisfactory effort.

- ✓ Must be based on documented, unacceptable conduct that led to the carrier's failure to meet office standards.

Principles (cont.)

- Discipline for Not Making Standards

Street Time (M-00304 & M01769)

There are no street standards!

There is no set pace at which a carrier must walk and no street standard for walking.

Principles (cont.)

- Exclude Saturday on Routes with Abbreviated or No Saturday Delivery (M-39 211.11 & M-41 921.21)
- Cancelling Route Inspections (M-39 233)
Management may cancel a route inspection. It must be discussed with the carrier concerned or if it is for the entire unit, must be discussed with the steward.
 - a. Natural disasters or extreme weather conditions
 - b. Unrealistic mail volume
 - c. Unscheduled extended absence of regular carrier and no qualified replacement.

Before the Inspection

- Management is required to take several initial steps before it conducts a route examination:
 1. Must have completed an annual route and unit review
 2. Must provide certain notices in advance
 3. Must conduct a dry run with the letter carrier(s).

Before the Inspection

- Unit and Route Review (M-39 211.1)
On at least an annual basis, management is required to make a route and unit review.
- M-39 Section 214 Review of Operating Procedures lists the minimum items to be reviewed and analyzed such as:
 - 1) inadequate case labels
 - 2) carrier case equipment
 - 3) the amount of missent/misthrown mail distributed to the route
 - 4) review of carrier route book.

Before the Inspection (cont.)

- Results of Unit and Route Review (M-39 211.11)
Management is required to share the results with local NALC President or designee as well as any regular carriers serving routes requiring adjustment.
 - If the results of this review were not shared with you prior to the mail count and inspection, contact your steward to report a potential grievance.
 - If management refuses to correct unsatisfactory conditions contact your steward to report a potential grievance.

Before the Inspection (cont.)

- Advance Notice
 1. Schedule the Count and Inspection Period in Advance (M-39 211.2) – Management is required to determine period as far in advance as possible and notify the union.
 2. Specific Notice Requirements (M-39 215.1)
 - a. Five working days before the start of the count, management must post a notice giving the schedule of the count week and the day and date of inspection.
 - b. You must be given one day advance notice if management changes the day of inspection to a different date.

Before the Inspection (cont.)

- Drawing Lots for 7 Week Random Time Card Analysis (M-39 242.323a)
 - ✓ Must be done within 4 weeks prior to the week of count and inspection.
 - ✓ The local union representative will randomly draw the numbers (1-4).
 - ✓ The numbers will determine the 7 random weeks to be selected for all routes at the delivery unit.

Drawing Lots for 7 Week Random Time Card Analysis (cont.)

- The first week of a month begins with the first Saturday of the month (M-39 242.323c)
- If the count week falls in 2 months , the later month will be considered the count month (M-39 242.323d)
- If the regular carrier was not serving the route at least 1 day of a week selected, the next available week in which the carrier served at least one day shall be used (M-39 242.323d)

Before the Inspection (cont.)

- Agree on Template or Other Means to Verify Letter Size Mail (JCAM pp. 41-43 & 41-44)
 - 6 shelf cases – letter sized if not folded or bended.
 - 4 and 5 shelf cases – local parties will meet prior to the dry run training to determine an efficient means to verify mail of questionable size, e.g., a measuring strip or template as a reference point.

Before the Inspection (cont.)

- Dry Run Count (M39 217 & M-41 917)
 - ✓ Management must provide instruction and practice in completing Form 1838-C.
 - ✓ Must be completed within 21 days prior to the start of the count.
 - ✓ Management must review completed practice 1838-C for accuracy, errors and omissions and discuss any problems with the carrier. When necessary, a second Dry Run may be required to assure that the carrier is completely familiar with the 1838-C.
 - ✓ All carriers should receive Dry Run Training.

During Week of Count and Inspection

- Annual Leave During Count Week (M-39 211.4)
 - National Level Settlement M-01105 establishes:
 1. Management may block out vacation time in order to perform route inspections provided that the weeks are blocked out prior to annual leave bidding.
 2. All advance commitments for granting annual leave must be honored except in serious emergency situations.

During Week of Count and Inspection

- Overtime During Count Week
 - If necessary, overtime may be used to enable the regular carrier to complete delivery during the days of the count week (M-39 221.137)
 - Article 8 provisions remain in full force except:
 1. On day(s) when accompanied by route examiner, a Non-OTDL carrier may be required to work OT on his/her own route for purposes of completing inspection.
 2. On other days during the week of inspection when the carrier counts mail, a Non-OTDL carrier may be required to work OT on his/her route for the amount of time used to count the mail.

During Week of Count and Inspection

- Auxiliary Assistance Should be Avoided During Count Week
 - Only in very unusual circumstances or emergencies when excessive late delivery would result should auxiliary assistance be granted during the week of inspection (M-39 221.138).

During Week of Count and Inspection

- Recording Auxiliary Assistance (M-39 241.35)
 - If a letter carrier receives auxiliary assistance on the street during the count week, the replacement's time is not recorded.
 - Add the time it took the regular carrier to deliver the same portion of the route on the day of inspection.
 - Obtain the actual time from form 3999.

During Week of Count and Inspection Office

- Office Time Work Allowances (M-41 121.12)
 - Line 14- Accountable Mail- 6 minutes minimum
 - Line 15- Withdrawal of Mail- 5 minutes minimum
 - Line 16- Sequencing & Collating Mail
 - Line 17- Strapping Out Time- Obsolete
 - Line 18- Break- 10 minutes minimum
 - Line 19- Vehicle inspection- 3 minutes minimum

During Week of Count and Inspection Office

- Office Time Work Allowances (Cont.)
 - Line 20- Personal Time- 5 minutes minimum
 - Line 21- Recurring Office Work Not Covered by Other Line Items- 9 minutes minimum
 - Line 22- Non-recurring Office Work
 - Line 23- Counting Mail and Filling Out PS Form 1838-C

During Week of Count and Inspection Office

- Fixed Office Time Adjustments [M-39 222.214.b(2)]
 - Lines 14, 15, 19 and 21 have minimum time allowances that must be credited.
 - If the carrier averages above the minimum time during the week of inspection, the carrier will receive the average of the actual time for that function.

During Week of Count and Inspection Office

- Fixed Office Time Adjustments (cont.)
 - If management tries to adjust the actual fixed office time entries, the adjustments MUST be supported by comments on form 1838 or 1840.
 - General comment such as “excessive time,” “too much time,” “too slow pace,” are alone not sufficient for supporting an adjustment to actual time used [M-39 222.214.b(3)].

During Week of Count and Inspection Office

- Verifying the Mail Count
 - The carrier counts and records the mail every day except on the day of inspection.
 - When management performs the mail count on the day of inspection, the carrier may verify the mail count (M-39 221.131)
 - National level settlement M-00536 provides that carriers who request to verify management's count have the right to verify the entire mail count.

During Week of Count and Inspection Office

- Curtailing Mail
 - There should not be mail curtailed the day prior the beginning of inspection or on the last day of inspection (M-39 221.134)
 - Mail that is distributed to the carriers up to the normal cutoff time will be delivered everyday during the count (M-39 221.136)

During Week of Count and Inspection Street

- Conduct of the Route Examiner (M-39 232.1)

The route examiner must:

- ✓ Not set the pace
- ✓ Not suggest or forbid any rest or comfort stops
- ✓ Not discuss mail volume or evaluation of route
- ✓ Make notations of all items that need attention, as well as any comments. Also, to list comments or suggestions for improving service, as well as suggestions by the carrier

During Week of Count and Inspection

Street

- Street Break Rules and Comfort Stops
(M-39 242.341)
 - Breaks must taken separate form lunch period
 - If unit has 2 street breaks, they must be taken separate from one another
 - Reasonable comfort stops will not be deducted from the carrier's actual time

During Week of Count and Inspection

Street

- Improper Deduction of street Time (M-39 242.344)
 - Management cannot just make a deduction because a carrier allegedly failed to properly finger the mail or take proper short cuts
 - Management is required to instruct the carrier to use proper procedures
 - If necessary, management must make every effort to reinspect the route prior to any adjustments being implemented

After the Week of Count and Inspection

- When the week of inspection is over, the carrier IS NOT finished with the inspection process
 - The week after the route count and inspection is the eighth week used for completing the 1840-B time card analysis (M-39 242.324)

After the Week of Count and Inspection

- Only the Regular Carrier's Time is Used (M-39 241.35)
- Vacant Routes
 1. Regular carrier assigned but not present during week of inspection? Standard Office/1840-B Street Time must be used.
 2. No carrier assigned? Must use a qualified replacement carrier assigned to the route.

After the Week of Count and Inspection

Office

- Exception to Office Standards
 - Management may make an exception to normal office standards for carriers with 25 years of continuous service or those over the age of 55 (M-39 242.214)
- Volume Adjustments
 - No volume adjustments will be made to the office or street work unless the volume has changed by more than 13% +/- (M-39 242.312)

After the Week of Count and Inspection

Office

- Total Office Time Credit (M-39 242.311)
 - Office time is normally evaluated at the lesser:
 1. Carrier's average office time during count week
or
 2. Average standard time during count week

After the Week of Count and Inspection

Street

- Two Street Time Selection Choices (M-39 242.321)
 - a. The average street time for the 7 week random timecard analysis and the week following inspection; or
 - b. The average street time used during the week of count and inspection

After the Week of Count and Inspection

Street

- Street Time Selection Documentation (M-39 242.322)
 - Management is required to explain why the street time selected was chosen
 - The selection cannot be based on sole criterion that the particular time was lower

After the Week of Count and Inspection

Carrier Consultations

- Forms 1838 and 1840 (M-39 241.4)
 - Management is required to provide 1838 to the carrier 5 calendar days before the consultation
 - Management is required to provide 1840 to the carrier 1 day before the consultation
 - ✓ This includes all time disallowances and related comments on 1840 or attachment thereto (M-39 242.347)

After the Week of Count and Inspection

Carrier Consultations

- Discussion of Operational Changes (M-39 242.345)
 - Time adjustments due to operational changes such as elimination of park points, relays or travel pattern changes must be discussed during consultation.
 - If management does not have comments documenting the change, the carrier may note this on the 1840 or attachment.
 - If management does not provide documentation in a week, the time adjustment is not allowed.

After the Week of Count and Inspection

Carrier Consultations

- Discussion of Days Excluded from 1840B (M-39 242.346)
 - If Management excludes a day(s) from the 8 week analysis, the reasons must be documented and discussed with the carrier during consultation.
 - If management does not have comments documenting the change, the carrier may note this on the 1840 or attachment.
 - If management does not provide documentation in a week, the exclusion of day(s) is not allowed.

After the Week of Count and Inspection

Carrier Consultations

- Comments and recommendations of the carrier should be recorded on the 1840 as well as whether there is agreement or disagreement with the proposed adjustment.
 - The carrier is not required to sign a statement.
 - The carrier's comments cannot be just dismissed. They must be considered by the postmaster or designee (M-39 243.11c).

After the Week of Count and Inspection

Carrier Consultations

- Provide Completed Copy of 1840R promptly after consultation (M-39 243.11a)
 - ✓ If the carrier requests that the 1840R be completed, the carrier must immediately give the copy to the manager for completion and return no later than 7 calendar days.

After the Consultation

- Possible Violations to Investigate:
 - Unfair or Incorrect Adjustment
 - Management use of COR
 - No Adjustment Within 52 Days

6 Day Route Count and Inspections

- Perform Your Job as Usual!!!
 - you must perform your duties and travel your route in precisely the same manner during the week of inspection as you do throughout the year.
 - **This cannot be stressed enough (M-41 915).**