



## Modified Interim Alternate Route Adjustment Process

**T**he NALC and the Postal Service have entered into a Memorandum of Agreement regarding a Modified Interim Alternate Route Adjustment Process for 2009 (reproduced on pages 27-28). The following is a brief description of the process.

The structure of the process will include a National Oversight Team, Area/Regional Teams, District Lead Teams, Evaluation and Adjustment Teams within each of the districts, and Local Office Contacts. At all levels, the teams consist of a representative from the NALC and a representative from the USPS. All decisions at each level are made jointly.

The Local Office Contacts (branch presidents/postmasters or designees) will conduct the carrier consultations and will be responsible for communicating local issues to the Evaluation and Adjustment Teams within the district.

The NALC national president and the district managers will appoint sufficient Evaluation and Adjustment Teams in each of the districts to evaluate and adjust all the city delivery routes within the district. These teams will be responsible for data analysis (including the review of data for anomalies and integrity issues), route evaluation and adjustment, and oversight of the carrier consultations.

In each district, the parties will appoint a District Lead Team responsible for oversight of the process and the District Evaluation and Adjustment Teams. The District Lead Team will be responsible for prioritizing, scheduling and assigning delivery units to the District Evaluation and Adjustment Teams for evaluation and adjustment.

The NALC National Business Agents and the USPS Area Managers Delivery Programs Support or designees will serve as the Area/Regional Teams, which will monitor the process and determine the number of district teams needed.

The National Oversight Team will provide initial training on the process to the Area/Regional Teams, who will then provide the training to the District Lead Teams. The District Lead Teams will participate in the training provided to the District Evaluation and Adjustment Teams by the Area/Regional Teams.

The District Evaluation and Adjustment Teams will communicate with the Local Office Contacts to obtain information necessary to evaluate and adjust the routes, such as current and anticipated vacancies, potential data integrity issues, seniority lists, replacement carriers, review period problems, availability of current representative PS Forms 3999, and other local issues. Additionally, the District Evaluation and Adjustment Team will provide all the information necessary for the Local Office Contacts to conduct the carrier consultations.

If the District Evaluation and Adjustment Team is unable to resolve a dispute, the issue will be immediately referred to the District Lead Team. If the issue remains unresolved, it will be referred to the Area/Regional Team, which will refer any issue it cannot resolve to the National Oversight Team.

Routes in delivery units that were not evaluated/adjusted under the previous Interim Alternate Route Adjustment Process will be evaluated using a two-month review period of either March-April 2009 or April-May 2009.

Routes in delivery units that were evaluated/adjusted under the previous Interim Alternate Route Adjustment Process will be evaluated using a one-month review period of either March, April or May 2009 in order to revisit those evaluations/adjustments.

The evaluations and adjustments for all routes will then be revisited in the fall using a one-month period of either September, October or November 2009.

In all cases, the District Evaluation and Adjustment Teams may mutually agree to select a different review period.

When analyzing the data for the selected review periods, the District Evaluation and Adjustment Teams will first address any data integrity issues involving such things as altered clock rings, MODS code changes or work-hour transfers. They will also review the data for any anomalies in the regular carrier's office and street times, as well as in the route's volume entries for the review period.

The District Evaluation and Adjustment Team will then develop all the data components for the initial consultation

## MIARAP (continued)

with the carrier, which will be conducted jointly by the Local Office Contacts. The carrier will be provided with a form explaining the process, requesting the carrier's input on the route's office and street time, and listing the time frame and components of the team's data analysis. The form will list the carrier's actual average office and street time for the review period; the estimated office standard and the minimum fixed office time used to calculate the estimated standard for the review period; the base street time and fixed office time from the last route adjustment along with the date of that adjustment; the street time from the most current PS Form 3999, along with the date, day of week, and the carrier with whom the 3999 was conducted; and the average cased letters and flats from the review period. The carrier will then be asked for any comments regarding any of that data.

The District Evaluation and Adjustment Team will determine the lesser of the regular carrier's actual office time or the estimated standard office time, as well as the regular carrier's actual street time. They will then consider a valid base street time and a representative PS Form 3999, the carrier's input and comments regarding the office time and the street time, and the carrier's input and comments regarding the components of the data analysis, to ensure that the office and street times selected are representative of the route.

It is intended that the District Evaluation and Adjustment Team use all the resources described above to determine an evaluated office and street time that is representative of the route in the current mail volume environment.

Once the District Evaluation and Adjustment Team has agreed upon its evaluations of the routes, it will begin the proposed adjustment process guided by sections 243.21.b, 243.22, 243.23, and 243.316.b of the *M-39 Handbook*. If the team determines routes will be reduced, it will give preference to selecting auxiliary routes, vacant routes, and routes held by junior carriers. Carrier seniority will also be considered when excessive route changes are anticipated.

When available, Carrier Optimal Routing (COR) will be jointly used by the District Evaluation and Adjustment team as a tool for route optimization and adjustment. Provisions of the national settlement on COR will be strictly adhered to. A COR technician will make the nec-

essary inputs into the COR program at the joint direction of the District Evaluation and Adjustment Team. All decisions regarding the evaluations and adjustments of routes, including deductions and/or changes proposed manually or by COR, will be made jointly by the District Evaluation and Adjustment Team.

The PS Form 1840 Reverse and any attachments will clearly identify, document and explain any proposed adjustments to the route, and will be provided to each carrier at least one day in advance of the second consultation, the adjustment consultation. The carrier will also be provided with a form summarizing all the information that must be provided at the consultation and explaining how the carrier should submit his or her comments and recommendations regarding the proposed adjustments. If any of the proposed changes are unclear to the carrier or either of the Local Office Contacts, the District Evaluation and Adjustment Team will be contacted before continuing the consultation.

After reviewing the comments and suggestions from the carrier consultation, the District Evaluation and Adjustment Team will make any jointly agreed to changes to the proposed adjustments, sign off on their final agreed to adjustments, and submit the package for implementation. Under no circumstances will route adjustments be implemented unless both the NALC and USPS District Evaluation and Adjustment team members have signed off on the adjustments.

As with the previous Memorandum of Understanding, both parties maintain their rights under Section 271 of the *M-39 Handbook* regarding Special Route Inspections. The parties agree that any data from route inspections conducted pursuant to Section 271 will be forwarded to the appropriate District Lead Team for assignment to a District Evaluation and Adjustment Team for adjustment during the next analysis and implementation period for that delivery unit, provided the time limit/extension provisions of *M-39 Handbook*, Section 211.3, for implementing any necessary adjustments resulting from these inspections are adhered to.

**Any questions regarding the process should be directed to your National Business Agent, who will co-monitor the process in your district.** ☒