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SENIOR ASSISTANT POSTMASTER GENERAL
EMPLOYEE AND LABOR RELATIONS GROUP
Washington, DC 20260

WASHINGTON REGION
N. A. L. C.

August 27, 1973

MEMORANDUM TO: Assistant Regional Postmasters General
for Employee and Labor Relations

SUBJECT: Rural Carrier Items

In addition to the recent Rural Carrier settlement, as set forth in Article XLII of the 1973 National Agreement, the following understandings were reached. Please take the necessary action to inform all District and Sectional Center Managers of these items so as to insure compliance with USPS policy:

- A. As a general rule, conversions from rural to city delivery shall be considered only to:
1. Provide relief for overburdened rural routes when all other alternatives are impractical.
 2. Establish clear-cut boundaries between rural and city delivery territory and eliminate overlapping and commingling of service.
 3. Provide adequate service to highly industrial areas or apartment house complexes on rural routes.

Areas considered for conversion must meet all the basic requirements for an extension of city delivery and must be contiguous to existing city delivery service. However, the fact that a given area is fully developed and adjacent to city delivery does not, of itself, constitute sufficient justification for conversion.

- B. Post offices must insure that the maximum practicable privacy and security is afforded rural carrier salary checks. Such checks are not to be left on rural carrier cases when the carrier is out of the office.
- C. At offices designated for Cost Ascertainment Surveys, counting of mail shall be done in accordance with the provisions of the F-35 Handbook.


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22 ingrowth. That area presently located within present delivery boundaries. The preparation of Form 697, *Extension of City or Village Delivery Service*, is not required for additional deliveries added because of ingrowth. These new deliveries are to be recorded on Form 1621.

142.3 Action After Approval

When requests for extensions of city delivery are approved and with the return of Form 697 from the designated authority, the manager must:

- a. Determine which route will serve the area.
- b. Determine if adjustment to the route is necessary. (Where the extension provides delivery to only a few new stops, the time involved can be absorbed by the carrier without any adjustments.)
- c. When adjustment is necessary, make it promptly if it can be made without a special inspection, using the following formula:

(1) Divide average office time (Form 1840) of route which will serve extension by the total number of deliveries on the route to obtain the minutes office time used per delivery.

(2) Divide average street time (Form 1840) of route serving the extension after deducting the "to" and "from" route travel time by the total number of deliveries on the route to obtain the minutes street time used per delivery.

(3) Multiply the number of deliveries in the extension by the minutes per delivery for office and street time to obtain the estimated total time of the extension.

(4) When adjusting between routes, compute each route office and street time separately, considering also street time shown on Form 3999, if applicable. When adjustments are made without inspection, the adjustments must be fully discussed with the carrier.

d. Make special route inspection when adjustments cannot be made as suggested in 142.3c.

e. Since it has been established that the cost of rural service is generally less than city delivery service and

rural carriers provide special services, generally make extensions of service on rural rather than city routes where feasible.

f. When determined that rural delivery service will be provided, follow the regional instructions for extensions of rural delivery. Keep in mind that extensions of rural service must be effective on the first day of a pay period and that approved Forms 4003, *Official Rural Route Description*, should be submitted to the respective Postal Data Center 1 week prior to effective date.

143 STATIC ROUTES

143.1 Description

Static routes are those letter-delivery routes serving areas where delivery conditions remain constant year after year, and require little, if any, adjustment to maintain proper workload. Annual mail count and inspections are not required for these routes.

143.2 Selection

Where conditions remain constant, the daily workload of the carrier does not fluctuate to any appreciable degree, and carrier performance and efficiency stay within acceptable limits a route may be considered static. Consider the following specifics also, which are not all inclusive, in designating routes as static:

- a. Physical change in delivery area is not anticipated.
- b. Transportation to and from route will not be changed.
- c. Relocation of delivery unit is not planned.
- d. Required hours on route have been constant and any adjustment in the past year was due to needed adjustment on other routes.
- e. Deliveries have been substantially unchanged.
- f. The route has been served by the same carrier long enough to make possible an accurate determination of its static features.
- g. The unit manager is satisfied with the degree of carrier efficiency on the route.

Memorandum

POST OFFICE DEPARTMENT

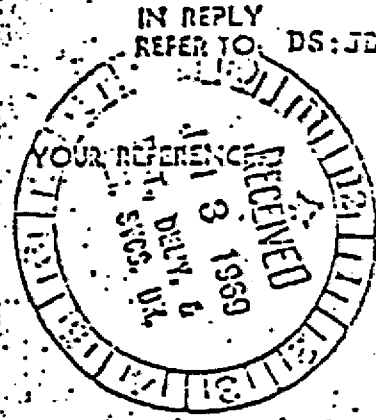
SUBJECT: Relief for Overburdened Rural Routes

DATE: December 30, 1966

FROM: Distribution and Delivery Division
Bureau of Operations

IN REPLY REFER TO: DS:JE:fb P.O.

TO: ALL REGIONAL DIRECTORS



*12/30/66
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The following supplements and updates instructions issued in February 1966 regarding relief for overburdened rural routes.

I. Definition

- A. A rural route is considered overburdened when the evaluated weekly time exceeds 58 hours as hours over 58 are not compensated by carrier salary or carrier salary plus relief time.
- B. Where the actual carrier time used is well below 58 hours then the route need not be afforded immediate relief. For example: A route evaluates at 60 hours but the actual time used is only 50 hours. The 48K classification of this route adequately compensates the carrier for the actual hours worked and this route need not receive priority in being afforded relief.
- C. In smaller offices where late mail receipts and/or early closing dispatches restrict the workday it may be necessary to afford a route relief when the evaluation is under 58 hours.
- D. In rapidly growing areas relief should be afforded routes to prevent them from becoming overburdened.
- E. In providing relief to one or more overburdened routes at an office it may be necessary to adjust other routes which are not overburdened.

II. Action

The Chief, Distribution, Delivery and Vehicle Services Branch, is responsible for seeing that relief is provided promptly to overburdened rural routes. Priority must be given to those offices where the service is impaired due to the workload of the route or

where the carrier is required to work excessive hours.

III. Methods

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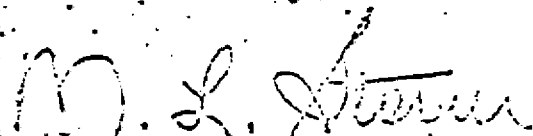
- A. Establish additional regular routes (exhibit #1)
- B. Establish auxiliary rural routes (exhibit #2)
- C. Transfer territory to city delivery (exhibit #3)
- D. Transfer territory to lighter rural routes (exhibit #4)
- E. Provide temporary auxiliary assistance (exhibit #5)

IV. Procedure

- A. Review the route tabulation listing of the most recent evaluation to determine the offices where relief is necessary. Establish a priority list.
- B. The responsibility for providing relief rests with the postmaster so he should be advised to formulate a plan. Larger offices should be able to finalize the case and field observations by regional personnel in these instances should not be necessary.
- C. If it is certain that local management cannot resolve the relief problem a Regional staff member or Postal Service Officer should be assigned to assist local management.
- D. In formulating proposals look to the future and attempt to provide permanent relief so that further relief is not required within a short time.

~~Generally, it is desirable to retain heavy duty routes at heavy duty compensation between 42 and 44 pay hours; however, in some cases this may not be practical. There is no prohibition against reducing a route below 42 hours per week.~~

- F. When considering rural route relief at an office every attempt should be made to eliminate relief days.
- G. When proposing a change on a route the rural carrier affected should be consulted and given an opportunity to comment or submit a written statement.



M. J. Shover
Director