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CONTRACT ADMINISTRATION UNIT
N.A.L.C. WASHINGTON, D.C.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO**

Re: Interim Agreement – Minor Route Adjustment Process
Re: Interim Agreement – Route Inspection Task Force and Multiple Days of Inspection

This memorandum replaces the March 28, 2003, Memorandum of Understanding *Re: Minor Route Adjustment Process* and extends the March 28, 2003, Memorandum of Understanding *Re: Route Inspection Task Force and Multiple Days of Inspection*.

The parties recognize that the continuing change in mail volume is prompting increased use of the minor route adjustment process under Section 141 of Handbook M-39. In order to minimize disputes, the parties mutually agree to the following during the term of this memorandum:

The local parties may, by mutual agreement, establish or continue an alternate minor route adjustment method that meets local needs.

Absent a mutual agreement at the local level regarding alternate minor route adjustment methods, the parties agree that the following instructions will be used when making minor route adjustments to full-time routes:

A. Determining the Evaluated Time:

1. The new evaluated time is to be determined using the following method:
 - a. Select a one month period within the past twelve months, which is representative of the delivery unit's workload by analyzing mail volume, i.e. cased volume, automation volume, accountable mail, parcels, etc, excluding December, June, July and August. The documentation used to determine the representative period will be provided to the NALC Branch President or their designee, when requested.
 - b. Use the forms and records listed in Section 141.18 of Handbook M-39 and/or electronic records that provide equivalent information from the selected period to determine the evaluated time for individual routes. For the purposes of this Memorandum, *electronic records that provide equivalent information* is defined as electronic data which is recorded in one or more of the forms or records listed in Section 141.18. Information from electronic records that is not found in the forms and records listed in Section 141.18 is not considered equivalent information.
2. If the route was adjusted or the carrier was awarded/assigned to the route after the selected period, a representative period after the adjustment or award/assignment will be used for that route.
3. When evaluating the route, consideration must be given to any significant increase or decrease in delivery points after the selected period.


B. Determining Territorial Adjustments:

1. When the previous count and inspection data is reasonably current and the same carrier is serving the route, territorial adjustments can only be made using the formula in Section 141.19 of Handbook M-39.
2. If the previous count and inspection data is reasonably current but the same carrier is not serving the route being considered for adjustment, territorial adjustments can only be made using the standard office time and the standard line allowances from the previous PS Form 1840 to determine the office time per possible delivery factor in Section 141.19.a, and a current PS Form 3999 for the regular carrier to determine the street time per possible delivery factor in Section 141.19.b.
3. If no reasonably current count and inspection data exists, territorial adjustments can only be made using the current evaluated office time (derived from item A above) and the appropriate standard line allowances to determine the office time per possible delivery factor in Section 141.19.a, and a current PS Form 3999 for the regular carrier to determine the street time per possible delivery factor in Section 141.19.b.

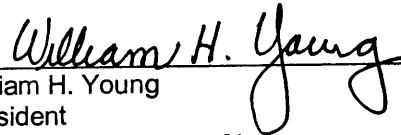
C. General Requirements and Principles

1. Whether inspection data is "reasonably current" must be determined on a route-by-route basis.
2. When transferring territory use a PS Form 3999 that fairly represents the evaluated street time (e.g. do not use a PS Form 3999 from a Saturday on a business route when 35% of the businesses were closed, or a PS Form 3999 from a date during July on a college route when few students are living within the territory)
3. Adjustments to routes should be made as outlined in 243.2 of Handbook M-39.
4. It is agreed that if a city carrier, during adjustment consultation, disputes the route's evaluation, the carrier will be allowed to review and, if requested, provided a copy of the documentation used as a basis of the evaluation. If, after reviewing the documentation, the city carrier maintains the documentation and/or evaluation is inconsistent, incomplete or otherwise inaccurate, management will investigate the city carrier's concerns, make any warranted corrections, and discuss the results with the carrier prior to implementing the adjustment.
5. Within 60 days of the adjustment, the route will be analyzed and, if necessary, adjusted pursuant to Section 243.6 to insure that the adjustment has resulted in a route evaluation as near to eight hours daily as possible.
6. Any questions concerning the application of this memorandum are to be forwarded to the parties' national level representatives through their respective NALC National Business Agent or Area Manager, Labor Relations.
7. This agreement applies solely to the minor route adjustment process and does not impact or relate to special route inspections pursuant to Section 271 of Handbook M-39 or formal count and inspections pursuant to Chapter 2 of Handbook M-39.

The terms of this memorandum are applicable from the date of this memorandum through May 31, 2004 and the Memorandum of Understanding Re: *Route Inspection Task Force and Multiple Days of Inspection* is extended through May 31, 2004 unless mutually extended by the parties. This agreement is made without precedent or prejudice to either party's position outside the effective dates of this memorandum regarding the minor route adjustment process and the inspection of routes on multiple days during count and inspection week, and may not be cited by either party in any forum, except for the enforcement of its terms.



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Date

11/25/03