

**Local Office Contacts** - Local Office Contacts will be the Postmaster or designee and the Branch President or designee. The contacts will be provided information on their duties and responsibilities and discuss these tasks with their assigned District Evaluation and Adjustment Team, prior to performing Local Office Contact tasks.

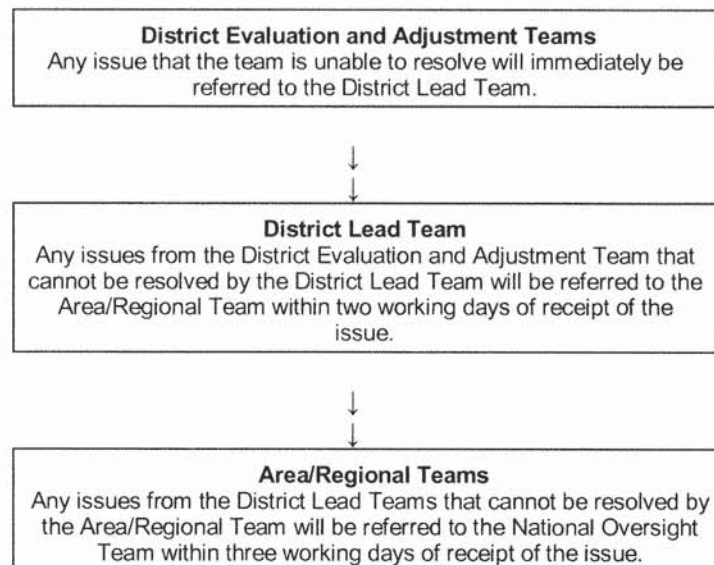
The Local Office Contacts are responsible for notifying their designated District Evaluation and Adjustment Team of any local issue relevant to route evaluation and adjustment, current or anticipated vacancies, or any potential data integrity issues. Local Office Contacts will provide seniority lists and information regarding replacement carriers. Local Office Contacts will advise the District Evaluation and Adjustment Team if there is a reason the selected review periods may not be valid for evaluation. Local Office Contacts will use a prepared script to conduct both the initial and the proposed adjustment consultations with the carriers. The Local Office Contacts should provide the District Evaluation and Adjustment Team comments regarding the feedback received from the carrier during consultations.

Within 30 days after the initial adjustments are implemented, the local contacts will review the selected zones and may jointly agree to make necessary changes. The local contacts may also jointly request approval from the District Lead Team to make simple territorial changes as necessary to correct any obvious errors with the initial adjustments.

The local contacts have the right to request a Route Adjustment Review within 120 days following the implementation of the initial joint route adjustment.

The District Lead Team may, by mutual agreement, assign additional tasks to a specific pair of Local Office Contacts, on an individual case by case basis. For example, the District Lead Team may agree to assign a specific Local Office Contact pair to determine how adjustments will be made in a specific unit.

### Issue Resolution



The route adjustment team will use the following period for the review and complete the evaluations using the methodology outlined in this agreement, unless the route adjustment team mutually agree to use a different period.

Evaluation Period	Analysis Start Date	Implementation Period
September–October 15	October 18	October 18–February 28 *

\*No adjustments will be implemented between November 15 and January 1.

The District Lead Team will decide whether a zone will be reevaluated using the September/October period only upon receipt of a request from the Local Office Contacts and after the District Lead Team (or designee team) reviews the Workhour Workload Report (by Route) and the Weekly Operations Summary Reports.

Evaluation and adjustment of collection and parcel post routes that do not include any casing and delivery of mail are not covered by this agreement. Evaluation and adjustment of these types of routes will be handled pursuant to the relevant provisions of Handbook M-39. However, when a collection or parcel post route includes the casing or delivery of mail, it is covered by this agreement. Additionally, when a collection or parcel post route that does not include casing and delivery of mail is going to be adjusted to include the casing or delivery of mail, the inspection paperwork will be given to the District Evaluation and Adjustment Team to include in their adjustment package under this process.

Evaluation and adjustment of city delivery routes in offices that do not use the Delivery Operations Information System will use the following procedures except that PS Forms 3997 and 3921 will be used in place of the Workhour Workload Reports referenced below.

#### DATA ANALYSIS

##### **Data Integrity**

Data integrity issues will be addressed prior to any analysis and adjustments. Such issues include, but are not limited to, amended clock rings, work hour transfers, and designation of work hour codes.

It is in the best interests of the parties that data used for this process is accurate and reliable. Local Office Contacts should make the District Evaluation and Adjustment Team aware of any issues they have with the integrity of the data resulting from such things as altered time records, MODS code changes, or work hour transfers. Additionally, the District Evaluation and Adjustment Team should review relevant reports for each delivery unit, including the “Flash Last 4 Weeks Report”, LTATS – Weekly Summary Report, and Weekly Operation Summary Report to determine if there are any data integrity issues. The team will review and address any such issues prior to completing any analysis or adjustment.

The District Evaluation and Adjustment Team will consider feedback from the carrier's initial consultation regarding the route's office time, and regarding the above components used for the data analysis review period to ensure that the office time selected is representative of the route.

When a dispute arises over any line item, the issue will be resolved by performing an 1838C to get a time value solely for the line item in question. FOT will not go below the base minimum for the line items utilized.

It is intended that the District Evaluation and Adjustment Team will use the resources described above to determine an evaluated office time which is representative of the route in the current mail volume environment. The District Evaluation and Adjustment Team should immediately refer any unresolved disputes regarding the evaluated office time to the District Lead Team.

#### **Street Evaluation**

The District Evaluation and Adjustment Team will consider the following when determining the evaluated street time on each route:

- A. The regular carrier's actual average total street time (which includes any auxiliary assistance and anomaly adjustments) for the data analysis review period.
- B. A valid base street time and a representative PS Form 3999 for the route.
- C. Feedback from the carrier's initial consultation regarding the route's street time, and regarding the above data to ensure that the street time selected is representative of the route.

It is intended that the District Evaluation and Adjustment Team will use the resources described above to determine an evaluated street time which is representative of the route in the current mail volume environment. The District Evaluation and Adjustment Team should immediately refer any unresolved disputes regarding the evaluated street time to the District Lead Team.

#### **Replacement Carriers**

All actual office and street time data used will be based on the performance of the regular carrier as described above. On vacant routes or routes where the data for the regular carrier is not available for the analysis period, the parties may use the data from a mutually agreed to replacement carrier.

Prior to the data analysis, Local Office Contacts will advise the District Evaluation and Adjustment Team of any routes that were vacant or did not have data available for the regular carrier during the data analysis review period. After discussion with the local parties, the team will decide whether data from a replacement carrier will be used.

## Consultations

Joint consultations will be conducted with each carrier to obtain his or her input regarding the evaluation and proposed adjustments. No adjustment will be finalized until after the carrier consultations have taken place.

If the regular city letter carrier requests a copy of the representative PS Form 3999 during the consultation, a copy will be provided to the city carrier by the District Evaluation and Adjustment Team as soon as practicable. If the city carrier has additional comments after reviewing PS Form 3999, such comments will be immediately forwarded to the District Evaluation and Adjustment Team for consideration in the evaluation and adjustment.

The following script and form will be used by the Local Office Contacts to conduct the initial consultation with each carrier. The District Evaluation and Adjustment Team will enter the bolded data elements into the script prior to sending the forms to the Local Office Contacts.

*The NALC and the USPS have developed an alternative process to jointly evaluate and adjust routes to as near as eight hours as possible.*

*The evaluation process consists of data analysis and input from the regular carrier on the route. After reviewing the input from the regular carrier and the data, decisions regarding the evaluation and adjustment of the routes will be made jointly by a district team consisting of a letter carrier representative selected by the NALC, and a management representative selected by the USPS.*

*To ensure that the data is accurate and reliable, we were asked by the district team to identify any issues we may have in this office with the integrity of the data being reviewed, so that they can be sure the office and street times for the routes are properly recorded prior to their data analysis.*

*We were also asked to conduct this consultation with you so that we can obtain your input regarding the office and street value of the route, and any suggestions you have regarding any possible transfers of territory or other potential adjustments, if needed.*

*Once you have had an opportunity to provide your input on the value of the route and potential adjustments, we will then share with you the results of the data they will use, along with your input, to determine the evaluated office and street time for the route. This will also give you an opportunity to comment on any of the data they will consider in the evaluation.*

*We will then send your input, recommendations, and comments back to the district team so they can jointly determine the evaluated office and street time of the route based on the results of both this carrier consultation and their data analysis.*

# Local Office Contacts Responsibilities

The Local Office Contacts will be the Postmaster/Station Manager or their designee and the NALC Branch President or their designee for the unit.

The Local Office Contacts are responsible for providing the District Evaluation and Adjustment Team the following information:

1. Local issues relevant to route evaluation and adjustment
2. Current or anticipated vacancies
3. Potential data integrity issues, regarding MODS code entries, modifying time clock entries in TACS, auxiliary assistance tracking, etc.
4. Seniority list and information regarding replacement carriers
5. Reasons why the selected review periods may not be valid for evaluation
6. Comments from the carrier during consultations and the local contacts own comments on the route evaluation and/or adjustment
7. Notification, well in advance, when either local contact will not be available to perform their responsibilities and who the replacement will be
8. 3999 data when requested
9. Communicate anything else of importance to a successful JARAP process

Local Contacts are also responsible for performing the following tasks:

- Presenting the nationally-developed Stand Up Talk to the workroom floor, if selected to do so by the District Evaluation and Adjustment Team
- Using a prepared script to conduct both the initial and the proposed adjustment consultations with the carriers
- Ensuring that valid and representative PS Forms 3999's are conducted when requested by the District Evaluation and Adjustment Team

- Providing the carriers their route's evaluated time, prior to the adjustment consultation
- Providing carriers copies of any amended PS Form 1840's, if changes were made after the adjustment consultation by the District Evaluation and Adjustment Team
- Within 30 days after the initial adjustments are implemented, the Local Office Contacts will review the selected zone(s) and may jointly agree to make necessary changes to park points, relays, lines of travel, etc. The Local Office Contacts may also jointly request approval from the District Lead Team to make territorial changes as necessary to correct any obvious errors with the initial adjustments
- The Local Office Contacts can request a Route Adjustment Review within 120 days following the implementation of the initial joint route adjustment. Either Local Office Contact can initiate a review by completing a review request form. The reasons for the request must be explained on the form and whether or not there is agreement on the need for a review

The District Lead Team may, by mutual agreement, assign additional tasks to a specific pair of Local Office Contacts, on an individual case by case basis.