

Chapter 8

Route Assessment and Letter Carrier Workload (Forms 080 / 081 and special allowance)

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Letter Carrier Route Measurement System Manual

Introduction A “Route Assessment and Letter Carrier Workload form 080 / 081” and a “Special Allowances” forms have been developed for the purpose of tabulating AM and PM information from all segments of the route assessment and to determine the total assessment of a letter carrier route.

A copy of these forms is required for each route at the time of the original assessment and at the time the routes are restructured and/or updated.

- Form 080 is the total assessment of a letter carrier route at the time of the original assessment of the route
 - Form 081 is the total assessment of a letter carrier route at the time of the restructure and/or update of the route
 - Special Allowances form
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Route Assessment and Letter Carrier Workload, form 080/081

Header	Form 080 / 081: <ul style="list-style-type: none">• Postal depot name• Depot code• Route #• Type of route• Transport mode• POC sort• POC deliver• Implementation date	
Item 1 a)	<p>Actual Daily Allowance for the Sortation, Obtain & Prepare and Preparation of Mail Less 7% Miscellaneous Allowance</p> <p>The actual daily allowance for the sortation, obtain & prepare, preparation of mail represents the total time allowed for performing these functions (total columns 7, 10 and preparation time as shown on the header of the 070/071) after the 7% allowance, which is structured into the individual engineered time values, has been removed.</p> <p>To determine the actual daily allowance for the sortation, obtain & prepare and preparation of mail less 7% miscellaneous allowance:</p> <ul style="list-style-type: none">• Multiply the route assessed time credit, column 7, 10 and preparation time as shown on the header of the form 070 / 071, by 100 and divide the resulting figure by 107.	

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	<ul style="list-style-type: none"> • Example: $94.23 \times \frac{100}{107} = 88.07$
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Item 1 b)	<p>Daily Miscellaneous Allowances for sortation, obtain & prepare and preparation of mail</p> <p>Shows the 7% time credits for the inside time, already included in the column 11 of the 070 / 071.</p>
Items 1 c)	<p>Actual Daily Allowance for the Delivery and Sub Delivery of Mail Less 7% Miscellaneous Allowance</p> <p>The actual daily allowance for the delivery and sub delivery of mail represents the total time allowed for performing these functions (total columns 5, 6b and 8a of the 070 / 071) after the 7% allowance which is structured into the individual engineered time values has been removed.</p> <p>To determine the actual daily allowance for the delivery and sub delivery of mail less 7% miscellaneous allowance:</p> <ul style="list-style-type: none"> • Multiply the route assessed time credit, columns 5, 6b and 8a from form 070 / 071, by 100 and divide the resulting figure by 107. • Example: $297.65 \times \frac{100}{107} = 278.18$
Item 1d)	<p>Daily Miscellaneous Allowances for Delivery and Sub Delivery of Mail</p> <p>Shows the 7% time credits for the outside time, already included in the column 11 of the 070 / 071.</p>

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Route Assessment and Letter Carrier Workload, form 080/081

Item 2	Daily Order Book, Official Communication, Rest Period, Wash-up, Lunch period and departure allowances		
	The following information is displayed as per chapter 10		
	Allowances	Full-Time	Part-Time
	Reading the "Order Book"	0.20 min.	0.20 min.
	Preparing official memoranda or communications	2.00 min.	2.00min.
	Rest periods	2 X 10 = 20.00 min.	10.00 min.
	Wash-ups	5.00 min.	n/a
	Lunch period	30.00 min.	n/a
	Departure	1.15 min.	1.15 min.
	Totals	58.35 min.	13.35 min.

Item 3	Daily Allowance for Transportation		
	a)	Obtain the vehicle	Mailmobile Routes Only Record the allowances given to obtain the vehicle. Obtain these times from the "L/C Workload Equalization and Transportation" form 098, item 3
	b)	Safety Check	Record the constant value of 5 minutes for safety check of the vehicle , Obtain these times from the "L/C Workload Equalization and Transportation" form 098,, item 4
	c)	Load the vehicle	Record the allowances given to load the vehicle. Obtain these times from the "L/C Workload Equalization and Transportation" form 098, item 5
	d)	Unload and dispose the vehicle	Record the allowances given to unload and dispose of the vehicle Obtain these times from the "L/C Workload Equalization and Transportation" form 098, item 16
	e)	Waiting time	All routes Record the total daily allowance for waiting for transportation to and from the route from the "L/C Workload Equalization and Transportation" form 098, items 7 + 14.

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	f)	Actual riding time	All routes Record the total daily time required to travel to and from the route area, exclusive of waiting time, from the “L/C Workload Equalization and Transportation” form 098 items 9 or “L.C. Route Transportation Allowance” form 079 item 4.
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Route Assessment and Letter Carrier Workload, form 080/081

Item 4	<p>Daily Allowance for Calls Now Under Construction</p> <p>Enter the estimated daily allowance for the provision of service to calls under <u>active construction</u> at the time of the restructuring.</p> <p>NOTE: An allowance for future construction is made at the time of restructuring to prolong the period between route adjustments, and such allowance must be made objectively.</p> <p>To meet this objectivity, factual information on future growth can normally be obtained by contacting the municipal authorities, building contractors, etc.</p> <p>In areas where anticipated growth is a major factor, the establishment of a part-time route is preferable to the situation where one or more routes would be operating for an extended period with less than a full workload.</p> <p>Future construction allowance is <u>not</u> to be included in the total assessment of part-time routes.</p> <p>Each time allowance for future construction must be substantiated by on-site verification of construction actually underway and must be justifiable in all cases. Such building should be estimated to be ready for occupancy within 6 months of the route restructuring.</p> <p>Upon implementation this estimated time is removed from the total assessment. Time will be added back to the total assessment of the route as delivery is provided.</p>
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Route Assessment and Letter Carrier Workload, form 080/081

Item 5	<p>Daily Neighbourhood Mail Allowance, route, calls, rate, value.</p> <p>a) Record in the appropriate space, the route number, the consumers choice POC sorted and delivered:</p> <ul style="list-style-type: none">• Multiply the neighbourhood mail weight relay pickup and additional oversized handling allowance rate per call (form 085 – sections 2 & 3) by the number of consumers choice POC's and record the value in the AM & PM space for all routes. <p>b)</p> <ul style="list-style-type: none">• Multiply the neighbourhood mail preparation rate per call (form 085 – section 1) by the number of consumers choice POC's and record the resulting value in the PM space for routes that are structured to end their day at the depot• Multiply the neighbourhood mail preparation rate per call (form 085 – section 1) by the number of consumers choice POC's and record the resulting value in the AM space for routes that are not structured to end their day at the depot <p>A grand total Neighbourhood mail allowance will be shown.</p> <p>Note: the inside rate and outside rate come from the route delivering the neighbourhood mail. The original route column will be used until the restructured route semi annual reviews of neighbourhood mail mailings based on a minimum of 6 months of information will be made.</p>
Item 6	<p>Daily "Special" Allowance</p> <p>If the route is entitled to "special" allowances to compensate for additional duties not previously credited, complete the applicable sections of the "Special Allowance" form as described further in this chapter.</p>
Item 7	<p>Total Daily Letter Carrier workload</p> <p>Total of 1a, 1b, 1c, 1d, 2, 3a, 3b, 3c,3d, 3e, 3f, 4, 5, 6</p>

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Special Allowance form

Form In the appropriate space enter:

- Postal depot name;
 - Depot code;
 - Route number;
 - Type of route;
 - Restructure date.
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1	<p>Time credit (own rte), DP/OS Priority Courier, Parcel (items & stops) + MM stops as required.</p> <p>MM Stop If the Letter Carrier is expected to deliver DP/OS Priority Courier signature items, Parcels (non-Fit) and signature items in CMB area, determine the average number of additional stops that will be required daily and enter in the space provided. Multiply the number of stops by the standard for Mailmobile Stops and enter the result in the space provided. This calculated time allowance will be part of the “special” allowance credited to the route.</p> <p>If the Letter Carrier is expected to deliver OS items, in a park and loop area, determine the average number of additional stops that will be required daily and enter in the space provided. Multiply the number of stops by the standard for Mailmobile Stops and enter the result in the space provided. This calculated time allowance will be part of the “special” allowance credited to the route.</p> <p>Note: Foot routes will not receive MM stop.</p> <p>Items & stops (S4)</p> <p>Items & stops will be credited as per the volume recorded during the volume count using the appropriate time value.</p> <p>No additional allowances for the preparation and/or personal contact of the signature items referred to above have been included, as these times are presumed to be included in the allowances obtained from the pocket PC. If this is not the case, appropriate adjustments must be made.</p> <p>Note: Number of items and MM stops are also shown</p>
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	<p>1) For each delivery to a unique address (known as a stop and if not credited elsewhere), provide:</p> <ul style="list-style-type: none">i) A mailmobile stop value (either MM-r or MM-s)ii) The preparation and sub delivery values associated with the items to be delivered to that stop (S4). <p>Note: for machine sequenced offices, due to the fact that we are using an interim MM-s time value, this stop will be credited over and above the Mailmobile stops credited on the 038 for “Stop & Go” delivery.</p>
2	<p>Time credit (work on other rte) PM Priority courier & OS Parcel (items & stops (S4)) + MM stops as required.</p> <p>MM Stop Same as above (See point 1)</p> <p>Items & stops 4 Items & stops will be credited as per the volume recorded during the volume count using the appropriate time value.</p>
3	<p>Total Distance In feet AM to PM, if applicable</p> <p>If the route is expected to regularly deliver Priority Courier items to areas on the route that normally receive PM delivery, and the AM and PM portions of the route are not connected at some point, determine the shortest street distance from the nearest point on the AM (including those streets travelled on to reach the start of the AM) to the nearest point on the PM and enter this distance in the space provided. This distance account for the “to” and “from” distance.</p> <p>Multiply this distance by the standard for mail mobile travel to and from route.</p> <p>Note: Section 3 is only to be used when letter carrier delivery is the most viable, cost-efficient method of providing this service</p>

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4	<p>Own route additional driving re: Priority courier & Parcels. Items delivered to AM & PM areas (1/2)</p> <p>Record half of the single street distance and/or portions in feet of all the streets not otherwise driven.</p> <p>Multiply by the standard for Travel on Line of Route.</p> <p>Enter this result in the space provided, AM and/or PM as applicable</p>
5	<p>Own route additional driving re: Priority Courier, Parcels & Signature Items delivered to AM & PM areas (3/4)</p> <p>If the route is expected to regularly deliver signature items to CMB areas, record three quarter (3/4) of the single street distance and/or portions in feet of all the streets not otherwise driven. or walked</p> <p>Multiply by the standard for Travel on Line of Route or walking outside on the flat surface.</p> <p>Enter this result in the space provided, AM and/or PM as applicable</p> <p>Note: This calculation is only completed if the route is expected to deliver signature items on a regular basis to specific calls as detailed above.</p>
6	<p>Work on Other route additional driving re: Priority Courier & Parcels Items delivered for other routes areas (1/2)</p> <p>Record half of the single street distance of all the streets not otherwise driven.</p> <p>Multiply by the standard for Travel on Line of Route.</p> <p>Enter this result in the space provided, AM and/or PM as applicable</p> <p>Note: Provide travel time to and from each route being delivered If not credited elsewhere.</p>

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7	<p>Work on Other route Additional driving re: PM DP Priority Courier & Parcels Items delivered in CMB areas (3/4)</p> <p>If the route is expected to regularly deliver Signature items to CMB areas, record three quarter (3/4) of the single street distance of all the streets not otherwise driven.</p> <p>Multiply by the standard for Travel on Line of Route.</p> <p>Enter this result in the space provided, AM and/or PM as applicable</p> <p>Note: Provide travel time to and from each route being delivered, if not credited elsewhere.</p>
8	<p>Mail Receptacle Clearance</p> <p>If the route is expected to clear mail receptacles. The “special” (time) allowance for performing this activity is calculated as follows:</p> <ul style="list-style-type: none">a) Record the number of collection points in the space provided for the AM. Multiply this number by the appropriate time value and record the result in the space providedb) Record the number of collection points in the space provided for the PM. Multiply this number by the appropriate time value and record the result in the space providedc) Record the appropriate constant value as per MSCWSS (for PDT utilization)
9	<p>Other Special Allowances</p> <p>a) Total 103</p> <p>When Motorized Letter Carriers deliver relay bundles for other routes and/or clearing street mail boxes (SLB) and/or retail postal outlets (RPO) and/or deliver Direct are to be recorded and evaluated on form 103 “Inventory and Line of Route”. The appropriate procedures and time values contained in the MSC Workload Structuring System manual Chapter 3 will be applied. This time is credited in Special Allowance on the 080/081 form.</p> <p>When Motorized Letter Carriers clear the outgoing mail receptacle at a parcel locker(s) (PL) the activity is to be recorded and evaluated on the form 103 “Inventory and Line of Route”. The appropriate time values per the applicable table of values will apply</p> <p>Note: Table of Values – Mail Collection and scan review</p>

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	<p>b) Total 108 When Motorized Letter Carriers perform Commercial Pickup duties, this work will be evaluated as per Chapter 5 of the MSC Workload Structuring System Manual. The evaluation of Commercial pickup duties on a particular route will be recorded on form 108. This time is credited in Special Allowance on the 080/081 form.</p>
9	<p>c) DML MM Stop Credit one (1) MM Stop (MM-r or MM-s) when the route is sent to a designated meal location other than the originating facility. (Travel to & from the lunch facility is included in Chapter 7, column 9).</p> <p>d) RPO Own Carded items (Priority courier only) Delivering Carded items to RPO (does not apply to shuttles) If it is more efficient and on a regular basis for the motorized route to deliver its own carded Priority Courier items to the RPO, the delivery route will be credited with:</p> <ul style="list-style-type: none"> ○ One non-variable MM-r ○ One S-4 Commercial, PDT / Stop 4 ○ One S-4 Commercial, PDT Signature item ○ And the most efficient driving time to get to the RPO <p>The travel time to return to the next duty is credited in the:</p> <ul style="list-style-type: none"> ▪ 071 form if the next duty is a mail delivery activity other than Direct ▪ 103 form if the next duty is an SLB, Relay, RPO clearance, Direct ▪ 108 form if the next duty is a CPU activity ▪ 098 form if the next duty is return to the depot <p>e)Refuel Record 1.40 minutes to fuel the vehicle. Plus the time, if needed, based on an occurrence of 1.01 per week to drive from the line of travel by determining the shortest street distance from the nearest point of the route to the nearest gas station.</p>
	<p>f) End of Day Duties (Foot, route only)</p> <ul style="list-style-type: none"> • The time to perform end-of-day duties for S4 products are credited to all routes as per the S4 Mail Preparation Values; • In a machine sequenced office, add 0.558 min to the allowance to account for machine sequenced defects.
	<p>g) Alternate Delivery Mode</p> <ul style="list-style-type: none"> • Time credit to empty the mail from the customer's CMB compartment and deliver to their door • Time credit includes the delivery of packets and parcels to the door

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Special Allowances

SPECIAL ALLOWANCE ALLOCATIONS				REPORT/RAPPORT			
				Page # 1			
Post Office: HALIFAX LCD 1	Depot Code: A015	Route # 108	Type of Route: RSD	Imp Date: 17/06/2013			
Bureau de post	Code Dépôt	No. de l'itinéraire	Genre d'itinéraire	Date de Mise en Oeuvre			
	Items	OS MMStops	DP MMStops	A.M.		P.M.	
1 - Time credit (Own Rte) DP/OS Courier & Parcel (items & stops) + MMStops as required.	7.10	5.64	0.79	8.19	MIN.	5.97	MIN.
1 - Allocation (Propre Route) DP/SD Courier Prioritaire, Colis (items et arrêts) + arrêt motorisé requis.	N/A	N/A	N/A	N/A	MIN.	N/A	MIN.
2 - Time credit (Other Rte) DP/OS Courier & Parcel (items & stops) + MMStops as required	N/A	N/A	N/A	N/A	MIN.	N/A	MIN.
2 - Allocation (Autre Route) DP/SD Courier Prioritaire, Colis (items et arrêts) + arrêt motorisé requis.	N/A	N/A	N/A	N/A	MIN.	N/A	MIN.
3 - Tot. Dist. In Feet AM to PM. If Applicable	N/A	ft/pi. X .0007 =		N/A	MIN.		
3 - Distance a Parcourir (en Pied) du AM au PM si Applicable.	4,027.64	ft/pi. X .0008 =		3.22	MIN.		
4 - Own Rte driving: P. Courier, Parcels & Sign Items 1/2 SSD AM	1,849.92	ft/pi. X .0008 =				1.48	MIN.
4 - Propre Route 1/2 Distance simple de rue: Courrier Prioritaire, Colis et item signature (Voir details sur les prochaines pages).	N/A	ft/pi. X .0008 =					
4 - Own Rte driving: P. Courier, Parcels & Sign Items 1/2 SSD PM	N/A	ft/pi. X .0008 =		N/A	MIN.		
4 - Propre Route 1/2 Distance simple de rue: Courrier Prioritaire, Colis et item signature (Voir details sur les prochaines pages).	N/A	ft/pi. X .0008 =					
5 - Own Rte driving: P. Courier, Parcels & Sign Items 3/4 SSD AM	2,912.64	ft/pi. X .0008 =				2.33	MIN.
5 - Propre Route 3/4 Distance simple de rue: Courrier Prioritaire, Colis et item signature (Voir details sur les prochaines pages).	N/A	ft/pi. X .0008 =		N/A	MIN.		
6 - Other Rte driving: P. Courier, Parcels & Sign Items 1/2 SSD AM	N/A	ft/pi. X .0008 =					
6 - Autre Route 1/2 Distance simple de rue: Courrier Prioritaire, Colis et item signature (Voir details sur les prochaines pages).	N/A	ft/pi. X .0008 =					
6 - Other Rte driving: P. Courier, Parcels & Sign Items 1/2 SSD PM	N/A	ft/pi. X .0008 =					
6 - Autre Route 1/2 Distance simple de rue: Courrier Prioritaire, Colis et item signature (Voir details sur les prochaines pages).	N/A	ft/pi. X .0008 =		N/A	MIN.		
7 - Other Rte driving: P. Courier, Parcels & Sign Items 3/4 SSD AM	N/A	ft/pi. X .0008 =					
7 - Autre Route 3/4 Distance simple de rue: Courrier Prioritaire, Colis et item signature (Voir details sur les prochaines pages).	N/A	ft/pi. X .0008 =					
7 - Other Rte driving: P. Courier, Parcels & Sign Items 3/4 SSD PM	N/A	ft/pi. X .0008 =					
7 - Autre Route 3/4 Distance simple de rue: Courrier Prioritaire, Colis et item sig	N/A	ft/pi. X .0008 =					
8. MAIL RECEPTACLE CLEARANCE/TDP LEVEE BPL ET BLP							
Clearance Scans (CMB, SLB)/Balayage Levee (BPL, BLP) AM	N/A			N/A	MIN.		
Clearance Scans (CMB, SLB)/Balayage Levee (BPL, BLP) PM	5.00					0.44	MIN.
Constant Value/Value Constante				0.79	MIN.	0.00	MIN.
9. OTHER SPECIAL ALLOWANCES/AUTRES ALLOCATIONS SPECIALES							
A) Total 103	=			N/A	MIN.	15.98	MIN.
B) Total 108	=			N/A	MIN.	N/A	MIN.
C) DML MM Stop/Arrêt motorisé pour EPR	=			N/A	MIN.	N/A	MIN.
D) RPO - Own Carded Item/Item carté propre Route (franchise)	=			N/A	MIN.	N/A	MIN.
E) Fuel/Faire le plein	=			0.00	MIN.	1.00	MIN.
F) End of Day Duty (foot routes only)/Tâche de fin de journée (Route a Pied seulement)	=			N/A	MIN.	N/A	MIN.
G) Alternate delivery Mode/ Mode de livraison alternatif	=			0.00	MIN.	1.45	MIN.
				AM	12.21	PM	28.65

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080/081 forms

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FUTURE STATE
ÉTAT FUTUR

RESTRUCTURED ROUTE ASSESSMENT AND LETTER CARRIER WORKLOAD
ÉVALUATION DE L'ITINÉRAIRE RESTRUCTURÉ ET SOMME DE TRAVAIL DU FACTEUR

FUTURE STATE
ÉTAT FUTUR

REPORT/RAPPORT
Page #

061
14/37

Postal Depot Name
Bureau de poste

ETOBICOKE STN N

Depot Code
Code Dépôt

C 200_1709

Route #
No. de l'itinéraire

413

Type of Route
Genre d'itinéraire

RSD/RHS

Transport Mode
Mode de Transport

VEH

POC Sort
PDR trier

611

POC Deliver
PDR livrer

611

Implementation Date
Date de Mesure du Volume

15/09/2017

Route Segments / Tronçons d'itinéraires							Inputs / Entrées		AM	PM	Total/Totale
1a. Actual daily allowance for the sortation, obtain & prepare and preparation of mail less 7% miscellaneous allowance Allocation journalière réelle pour le tri, la préparation et obtenir et préparer le courrier moins 7% d'allocation diverse							48.20 x 100 / 107		45.05	0.00	45.05
1b. Daily miscellaneous allowance for sortation, obtain & prepare and preparation of mail Allocation diverse pour le tri, la préparation et obtenir et préparer le courrier									3.16	0.00	3.16
1c. Actual daily allowance for delivery and sub-delivery of mail less 7% miscellaneous allowance Allocation journalière réelle pour la livraison du courrier et les fonctions auxiliaires de livraison moins 7% d'allocation diverse							233.59 x 100 / 107		113.04	105.26	218.30
1d. Daily miscellaneous allowance for delivery and sub-delivery of mail Allocation diverse pour la livraison du courrier et les fonctions auxiliaires de livraison									7.91	7.37	15.28
2. Daily order book, rest period, official communication and wash-up allowance Allocation journalière pour livre d'ordre, pour les communications officielles, pour la période de repos et pour se laver									17.78	40.57	58.35
3. Daily Allowance for transportation Allocation journalière pour le transport											
(a) Obtain vehicle Obtenir le véhicule									1.75	0.00	1.75
(b) Safety check Vérification de véhicule									5.00	0.00	5.00
(c) Load vehicle Charger le véhicule									10.99	0.00	10.99
(d) Unload and dispose of vehicle Décharger et disposer véhicule									0.00	8.53	8.53
(e) Waiting time (All routes) (equalization) Temps d'attente (Tous les itinéraires) (égalisation)									0.00	0.00	0.00
(f) Actual riding time (All routes) Durée réelle de voyage (Tous les itinéraires)									15.20	18.62	33.82
4. Daily allowance for calls now under construction Number of Calls Allocation journalière pour points de remise maintenant en construction Nombre de points de remise							0		0.00	0.00	0.00
5a. Daily Neighborhood Mail Relay pickup and Oversized handling Allowance Allocations quotidiennes pour ramassage des articles de Courrier quartier aux armoires de relais et manutention d'articles surdimensionnés									2.06	2.03	4.09
5b. Daily Neighborhood Mail Preparation Allowance Allocations quotidiennes pour préparation des articles de Courrier quartier									0.00	16.90	16.90
6. Daily "Special" Allowance Allocations Journalière "spéciales"									13.12	17.52	30.64
7. Total daily letter carrier workload Somme de travail journalière totale du facteur									235.06	216.80	451.86