

Chapter 6

Householder Time Allowance **(form 085)**

Chapter 6, page 2 of 12
Letter Carrier Route Measurement System Manual

Introduction

This chapter outlines the methods used to determine the time allowed per call for the:

- preparation of householders;
- pick-up of householders from relay boxes;
- delivery of householders.

based on the applicable options.

Procedure

The following outlines the procedure to be used to determine the Householder Time Allowance on a letter carrier route and the instructions for completing the necessary form.

Two options are available.

Option 1

Letter carriers are given a time allowance for preparation, relay pick up and delivery for the first three (3) complete sets as well as a "per piece payment" for those complete sets over three (3).

Option 2

Letter carriers receive a "per piece payment" for all householders delivered as well as a time allowance for preparing householders over three (3) complete sets, relay pick up time for those routes receiving an average of 1600 pieces or more per week, and extra handling time for oversized householders (between 6"x12" and 9"x12") for routes with more than 2 oversized sets per week.

Form

(-085)

Option 1 (Parts 1 through 3) deals with the procedures for establishing the daily allowance for the preparation, relay pick up and delivery of householders.

Option 2 (Part 1) deals with the procedures for establishing the daily allowance for the preparation of householders over three (3) complete sets, relay pickup for routes with 1600 pieces or more per week, and extra handling time for oversized householders.

Summary (Part 1) is a sum of all the Daily Allowances.

Summary (Part 2) is used to calculate the rate per point of call for either option 1 or 2 as required.

Note: Only one form is required per route per option. Options can not be combined.

Chapter 6, page 3 of 12
Letter Carrier Route Measurement System Manual

Definition

Householder: A person who occupies a house or apartment, as head of a household or family. (chef de ménage)

Householder Mail (householders): Unaddressed Admail addressed simply “householder”, “boxholder” or with no address. Delivery is made to every household.

Oversized householder mail: Householder mail exceeding 6” x 12” and up to 9” x 12”.

Consumer Choice: In this chapter, the term “Consumer Choice” refers to the points of calls or points of delivery that want to receive delivery of householder mail.

Complete Set: Weekly average number of pieces delivered over a 52 week period divided by the total number of points of call on the route.

Combined number of sets: The average number of regular householder sets plus the average number of oversized householder sets.

Span of delivery of Householder Mail

Householder mail is to be delivered within 3 or 5 (depending on the type of Householder mailing) consecutive working days after the day of receipt by the Letter Carrier.

Divide the letter carrier routes into...	Then start delivery of the householders...
3 or 5 equal portions	on one of the portions for that 1/3, 1/5

The portions are to be delivered in consecutive order and, regardless of the number of sets on hand, only the particular section for the day is to be delivered.

Form Header

Completion of header information

Indicate:

- the name of the Post Office;
- route type;
- route number;
- the date the route sampling was conducted.

Note: The time allowances in “Option 1 and 2” of the “Householder Time Allowance” form are to be calculated to 2 decimals, and the householder rate per call in the “Summary” to 3 decimals.

Chapter 6, page 4 of 12
Letter Carrier Route Measurement System Manual

Option 1

This section describes the procedure for calculating a “Daily Allowance” for preparation, relay pick up and delivery for the first three (3) sets for those routes which are paid a “per piece payment” for those sets over three (3). Parts 1, 2 and 3 of this option must be completed.

Mailing History

Determine, from available records, the average weekly number of householder sets delivered without time allowance equivalent (bonus) on each individual route during the 52 weeks preceding the letter carrier route assessment exercise.

The number of sets per week is calculated by...	The result is then...
dividing the total number of householder items, delivered without time allowance equivalent (bonus), by 52.	divided by the average number of different calls on the route during the same period that receive householders.

If records are not available, for the entire 52 week period, use the available records.

Note: The average weekly number of sets received is to be calculated correct to 1 decimal, when the number of sets received for the period is 3 or more. When only 1 or 2 sets are received in this same period use 0.02 and 0.04 respectively, when calculating preparation and relay pick-up allowances.

Part 1

Preparation Time Allowance

a) Preparation allowance per set.

Obtain from the Householder Information Management System (HIMS) 085 data report, the average weekly number of householder sets for the route.

Points of Delivery	Min. multiplied by the number of sets
0 to 299	1.5 minutes
300 to 499	2.0 minutes
500 to 699	2.5 minutes
700 or more	3.0 minutes

b) additional preparation time allowance per set over 2.0 sets (not exceeding 3.0 sets).

When the number of householder sets exceeds 2.0 sets, an additional time allowance, to case sort the extra sets, must also be credited by applying daily time values to the weekly average number of sets in excess of 2.0 sets, not exceeding 3.0 sets received. Apply the following scale:

Chapter 6, page 5 of 12
Letter Carrier Route Measurement System Manual

Points of Delivery	Min. multiplied by the number of sets
0 to 299	0.5 minutes
300 to 499	1.0 minutes
500 to 699	1.5 minutes
700 or more	2.0 minutes

NOTE: If a route receives a weekly average of 4.2 sets, the number of excess sets over 2.0 not exceeding 3.0 sets is “1” set. The additional allowance referred to in b) is 1 set multiplied by the appropriate number.

c) Total

Indicate the total preparation time allowance by adding the time values shown at a) and b) above.

Part 2

Weight - Relay Pick-up Allowance

A relay pick-up allowance to compensate for the extra relay pick-ups required due to the additional weight carried by the Letter Carrier as a result of the householder mail delivery must be structured in the route assessment.

Step	Action
1	Multiply: The current number of calls on the route receiving householders by the average weight per item;
2	Multiply: The result (step 1) by the number of householder sets;
3	Divide: The result (step 2) by 22679.5, to determine the daily relay pick-up allowance.

Part 3

Delivery Time Allowance

A delivery time allowance, which is intended to compensate for the additional time required by the Letter Carrier to provide service to those calls receiving only householder items, is to be structured into the route assessment. This allowance is to be calculated as follows:

- a) From the “Original Summary of Inventory” form -070, determine the daily difference between the “Total of Variable Values at 100%” (Column 4) and the “Total Variable at Route Coverage” (Column 8).

Note: Subsequent to restructuring, the delivery time allowance is based on the difference between the total of variable values at 100% and the total of variable at route coverage from the adjusted summary of the inventory form -071

Chapter 6, page 6 of 12
Letter Carrier Route Measurement System Manual

b)

When the weekly average of householders is...	Multiply the daily difference in coverage by...
0.02 to 0.1	3%
0.02 to 0.2	6%
0.02 to 0.3	9%
0.02 to 0.4	12%
0.5 to 0.9	15%
1.0 to 1.4	20%
1.4 to 1.9	25%
2.0 to 2.4	30%
2.5 or more	33%

Option 2

This section describes the procedure for calculating a Daily Allowance for preparing householders over 3 sets, relay pick up time for those routes receiving an average of 1600 pieces or more per week, and extra handling time for oversized householders (exceeding 6"x12" and up to 9"x12") for routes with more than 2 oversized sets per week for those letter carriers who receive a "per piece payment" for all householders delivered.

Mailing History

Determine, from available records, the average weekly number of householder sets, both regular and oversized, delivered on each individual route during the 52 weeks preceding the letter carrier route assessment exercise.

The number of sets per week is calculated by...	The result is then...
dividing the total number of householder items delivered by 52.	divided by the average number of different calls on the route during the same period that receive householders.

If records are not available, for the entire 52 week period, use the available records.

Part 1

Preparation Allowance

Obtain from the Householder Information Management System (HIMS) 085 data report, the combined average weekly number of householder set for the route.

Subtract three (3) from the average number of Householder sets per week.

Multiply the result by the preparation allowance per set as per table based on the number of points of call.

Chapter 6, page 7 of 12
Letter Carrier Route Measurement System Manual

Points of Delivery	Preparation allowance per set
0 to 299	2.0 minutes
300 to 499	3.0 minutes
500 to 699	4.0 minutes
700 to 899	5.0 minutes
900 to 1099	6.0 minutes
1100 to 1299	7.0 minutes
1300 to 1499	8.0 minutes
1500 to 1699	9.0 minutes
1700 to 1899	10.0 minutes
1900 to 2099	11 minutes
2100 to 2299	12 minutes
2300 to 2499	13 minutes
2500 to 2699	14 minutes
2700 to 2899	15 minutes
2900 to 3099	16 minutes

Part 2

Weight - Relay Pick-up Allowance

A relay pick-up allowance to compensate for the extra relay pick-ups required due to the additional weight carried by the Letter Carrier as a result of the householder mail delivery must be structured in the route assessment.

Step	Action
1	Calculation a) Multiply the current number of calls on the route receiving householders by the number of householder sets. If this result is less than 1600, enter 0 in the daily allowance field. If the result is larger, continue with calculation b)
2	Calculation b) Multiply the current number of calls on the route receiving householders by the average weight per item
3	Multiply this result (step 2) by the average number of combined householder sets.
4	Divide the result (step 3) by 22679.5, to determine the daily relay pick-up allowance.

Part 3

Additional handling time for Oversized Householders

An additional time credit for the handling of oversized householders applies to all routes receiving an average of 2 or more oversized sets per week.

If a route has more than 2 sets of oversized householders per week, multiply the current number of points of call receiving householders by the average number of

Chapter 6, page 8 of 12
Letter Carrier Route Measurement System Manual

oversized householder sets to get the number of weekly oversized householder pieces per week.

Multiply this result by 0.00266 (0.0133 minutes per piece and 5 days per week) to get the daily allowance for the handling of oversized items.

If the route has fewer than 2, there is no extra handling time for oversized householders.

Summary

This section describes the procedure for calculating the Total Daily Allowance as well as the rate per point of call.

Part 1

Total Daily Allowance

To obtain the "Total Daily Allowance", add the "Daily Allowance" from parts 1, 2, 3 of Option 1 and 2, as applicable.

Part 2

Householder Rate Per Call

Divide the "Total Daily Allowance" by the "Number of Points of Call" at the time of the sampling or semi-annual review, whichever period is applicable. This figure is to be calculated correct to 3 decimals.

Six-Month Review

To ensure that the letter carriers are correctly credited for the handling of householder mail, a review of each individual route householder mailing history must be conducted every 6 months (concurrent with the semi-annual payment of "Householder Bonus") and the workload assessment must be updated accordingly based on a 52 week span. The first update following a restructure will be based on a minimum of 6 months of information.

**Maintenance of
Householder
Records.**

The householder records consist of the following 2 forms:

- a) Householder Sender's Index ;
- b) Record of Householder Mailings form -097.

The Householder Allowances to be structured into the workload of the route and the amounts of householder bonus to which individual employees are entitled that are based on data recorded on form -097. Accordingly, it is imperative such information be uniformly and accurately recorded. To achieve this end, the instructions for the proper completion of the record of householder mailings (-097) are printed on the back of the form.

Partial mailings not restricted to specific distribution (A, B, C etc.) are to be started at the beginning of the route and delivered to each call, until the supply is exhausted.

In the event a mailing is started at the end of one month and completed in the next, indicate same in the appropriate spaces. (e.g. - If delivery started Monday, 31 January 1997, enter 150 in that particular space and in the Tuesday, Wednesday spaces enter, See 1, 2 February.)

Note: Form -097 must be retained for a period of 3 years.

CANADA POSTES
POST CANADA

Allocation pour le courrier sans adresse33-082-085 (draft)

Chapter 6, page 10 of 12

Letter Carrier Route Measurement System Manual



1.2.16 Householder Time Allowance (details) / Allocation pour courrier sans adresse (détailés)



Householder Time Allowance				Allocation pour courrier sans adresse						
Post Office / Bureau de poste: AMHERST STN MAIN		Type of Route / Genre d'itinéraire: Letter Carrier / Facteur		Route No. / No d'itinéraire: LC0001		Date: 06/06/2007				
Preparation Time Allowance / Temps alloué à la préparation										
Points of Delivery Points de remise	Preparation Allowance per Set Allocation pour la préparation par ensemble		Equivalent complete sets Equivalent ensembles complets		Total	Preparation Allowance per Set Allocation pour la Préparation par	Daily Allowance (mins) Allocation quotidienne			
Up to / Jusqu'à 299	2 minutes									
300 to / à 499	3 minutes									
500 to / à 699	4 minutes									
700 to / à 899	5 minutes									
900 or more / et plus	6 minutes		3.62	- 3 sets / ensembles	=	0.62	x	4	=	2.48
Weight - Relay Pickup Allowance / Poids - temps alloué pour la prise du courrier aux armoires de relais										
Calculation a)										
No. of Calls No de points de remise	x	No. of H.H. Sets Nombre d'ensembles	No. of weekly pieces Nombre d'articles hebdomadaire	If no. of weekly pieces is less than 1600, enter 0 for Daily Allowance and Calculation b) is not necessary. Si le nombre d'articles hebdomadaire est moins que 1600, écrivez 0 pour quotidienne, le calcul b) n'est pas nécessaire.						
565.00		4	2045.04							
Calculation b)										
No. of Points of Calls No de points de remise	x	Avg. grams per item g. moy. Par objet	No. of H.H. Sets Nombre d'ensembles			Daily Allowance (mins) Allocation quotidienne (mins)				
565.00		26.20	4	÷	22679.5	2.36				
Summary / Sommaire										
Total Daily Allowance (mins) Allocation quotidienne totale (mins)	÷	No. of Points of Calls No de points de remise	Householder Rate per Call (mins) Taux par point de remise (mins)							
4.84		565.00	0.0086							

Chapter 6, page 11 of 12
Letter Carrier Route Measurement System Manual

HouseHolder Sender's Index [33-082-099]

Page No. 1							
93.02.12							
CANADA POST CORPORATION							
SENDER INDEX							
SENDERS CODE #	DATE RECEIVED	MAILER	DISTRI- BUTION	SPAN	RED OR BLACK	COMPR	NO_ITEMS
** February							
1	93.02.03	PIZZA PIZZA	A	2	R	Y	100
2	93.02.03	SEARS LIMITED	A	1	R	Y	400
3	93.02.03	CANADIAN TIRE LTD	A	7	B	N	300
4	93.02.03	THE BAY	A	3	B	N	500
5	93.02.03	PEGABO LTD	B	6	R	Y	280
6	93.02.03	GLEBE EMPORIUM	A	3	B	N	100
7	93.02.03	AIR CANADA	A	1	R	Y	1500
8	93.02.03	ASSALY CONSTRUCTION	A	1	R	Y	200
9	93.02.03	ZELLERS LIMITED	A	1	R	Y	200
10	93.02.03	COLUMBIA HOUSE LTD	A	7	B	N	300
12	93.02.03	ZAKNBOYZ	A	1	R	Y	100
13	93.02.03	BURGER KING	E	3	B	N	125
14	93.02.03	BOUCLAIR	B	3	B	N	250
15	93.02.03	BLUE CROSS	E	7	B	N	300
16	93.02.03	CHIROPRACTIC SERVICES	B	3	B	N	500
17	93.02.03	FORD OF CANADA	E	2	R	Y	650
19	93.02.03	OUT BACK JACK	C	5	B	N	250
20	93.02.03	NEWFOUNDLAND BAKERY	E	2	R	Y	275
** Subtotal **							6330
*** Total ***							6330

Record of HouseHolder Mailings

Page : 1

CANADA POST CORPORATION		RECORD OF HOUSEHOLDER MAILINGS																								
POST OFFICE: ST. JOHN'S		POSTAL UNIT: STATION "C"		DIVISION: DEPOT																						
ROUTE NUMBER: 12		FSA: AIC		NAME OF REG L/C:																						
MONTH: February																										
DELIVERY	SENDER # OF	ITEM	MAILING	RED	COMP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18			
DATE	CODE	ITEMS	SPN	WGT	WEIGHT	BLACK	Y/N	INDICATION	ITUES	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	THUR	FRI
93-02-04	1	4	24	13	3.00	72	1	B	1	N	1	A	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Total		63		108.00																						
SUMMARY																										
11(a) No. of Items Credited Daily		110																								
11(b) No. of Excess Items Credited Daily		36																								
11(c) No of Samples & Oversized Credited Daily		108																								
11(d) No of Items/ Compressed Delivery		0																								
TOTAL POINTS OF CALL		110																								
NUMBER OF ITEMS FOR R.M.S.		36																								
WEIGHT OF R.M.S. ITEMS		108																								
HO OF ITEMS FOR BONUS		0																								
EMPLOYEE'S SIGNATURE																										
SUPERVISOR'S SIGNATURE																										

(33-082-097)