

**Chapter 12**  
**Summary of Adjusted Individual Route Assessment**  
**(form 33-082-075)**

**Introduction** This chapter deals with the method of summarizing the adjusted individual letter carrier route assessments. The “Summary of Adjusted Individual Route Assessment” form 33-082-075 (page 11, 12) will provide a rapid review of the routes at a postal installation and a guide for field officials when reviewing application of the program.

---

**Procedure** The “Summary of Adjusted Individual Route Assessment” is to be completed at the time the route adjustments are completed and at the end of each fiscal quarter thereafter. Copies are to be forwarded as follows:

- Local files (to be kept with all other relevant route measurement forms);
  - Manager, Urban Services (respective division) or designated officer;
  - Manager, Work Measurement, Collection and Delivery Support, Ottawa (quarterly only);
  - National Director, CUPW.
- 

**In this chapter** This chapter contains the following topics.

<b>Topic</b>	<b>See Page</b>
Summary of Adjusted Individual Route Assessment	3
Installation Summary	7
General Information	10

Chapter 12, page 3 of 11  
**Letter Carrier Route Measurement System Manual**

**Summary of Adjusted Individual Route Assessment**

**Headings**

In the proper spaces indicate, the name of the Postal Installation concerned and the date.

Column	Subject	To be done
1	Route Number	Indicate the route number.
2	Type of Route	Indicate the type of route, e.g. RSD, MM RHR, RB, RCHVR, RSDRCO, RSDMIN, etc.
3	Possible Points of Delivery	Indicate the daily number of possible points of delivery as shown in column 3 of the “Adjusted Summary of Inventory” form 33-082-071.
4	Total of Variable Values at 100%	Indicate the daily total of variable values at 100% obtained from column 4 of the “Adjusted Summary of Inventory” form.
5	Total of Variable Values at Route Coverage	Indicate the daily total of variable values at route coverage obtained from column 5 of the “Adjusted Summary of Inventory” form.
6a	Total of Non-Variable Values (038)	Indicate the daily total of non-variable values (038) obtained from column 6a of the “Adjusted Summary of Inventory” form 33-082-071.
6b	Total of Non-Variable Values (NWP)	Indicate the daily total of non-variable values (NWP) obtained from column 6b of the “Adjusted Summary of Inventory” form 33-082-071.
7	Obtain and Prepare	Indicate the daily total time allowed for the obtain-and-prepare functions obtained from column 7b of the “Adjusted Summary of Inventory” form.
8	Subsidiary Delivery Functions	Indicate the daily total time allowed for the subsidiary delivery functions obtained from column 8b of the “Adjusted Summary of Inventory” form.
9	Preparation	Indicate the daily total time allowed for the Preparation functions obtained from column 9b of the “Adjusted Summary of Inventory” form.

Chapter 12, page 4 of 11  
**Letter Carrier Route Measurement System Manual**

**Summary of Adjusted Individual Route Assessment, continued**

**Headings,**  
continued

<b>Column</b>	<b>Subject</b>	<b>To be done</b>
10	Sortation	Indicate the daily total time allowed for the sortation functions obtained from column 10b of the “Adjusted Summary of Inventory” form.
11	Rest Period, Wash-Up, Order Book, Official Communication	<p>Indicate the appropriate allowance (F/T - 58.35 P/T - 13.35) obtained from line 5 of their Restructured Route Assessment and Letter Carrier Workload form 33-082-080.</p> <p>This allowance consist of the following:</p> <p>Full time routes:</p> <ul style="list-style-type: none"><li>• 20.00 minutes for daily rest periods;</li><li>• 5.00 minutes for daily wash-up;</li><li>• 30.00 minutes for lunch break.</li></ul> <p>Partial-routes:</p> <ul style="list-style-type: none"><li>• 10.00 minutes for daily rest period;</li></ul> <p>All routes:</p> <ul style="list-style-type: none"><li>• 0.20 minutes daily to read the order book;</li><li>• 2.00 minutes daily to prepare official communications, memoranda, etc.;</li><li>• 1.15 minutes departure allowance.</li></ul>

Chapter 12, page 5 of 11  
**Letter Carrier Route Measurement System Manual**

**Summary of Adjusted Individual Route Assessment, continued**

**Headings,**  
continued

<b>Column</b>	<b>Subject</b>	<b>To be done</b>
12	Transportation Allowance	<p>Indicate the daily total transportation allowance to obtain, load and unload and dispose of the vehicle, obtained from line 6a of the restructured "Route Assessment and Letter Carrier Workload" form 33-082-080.</p> <p>This allowance includes the time to:</p> <ul style="list-style-type: none"><li>• obtain the vehicle;</li><li>• conduct vehicle safety check;</li><li>• travel from storage point to office;</li><li>• load the vehicle;</li><li>• unload the vehicle;</li><li>• travel from office to storage point;</li><li>• refuel and dispose of the vehicle;</li><li>• record finishing time.</li></ul>
13	Transportation Allowance: Duties on Other Routes (Motorized Routes Only)	<p>Indicate the daily total transportation allowance for duties performed on other route(s) (conveyance of other letter carriers is not included) obtained from line 6b of the restructured "Route Assessment and Letter Carrier Workload" form 33-082-080.</p>
14	Transportation Allowance: Waiting Time (All Routes)	<p>Indicate the daily total transportation allowance to wait for other letter carriers and/or the appropriate means of transportation obtained from line 6c of the Restructured Route Assessment and Letter Carrier Workload form.</p>
15	Transportation Allowance: Actual Riding Time (All Routes)	<p>Indicate the daily total transportation allowance for travel to and from the route, regardless of the mode of transportation, obtained from line 6d of the Restructured Route Assessment and Letter Carrier Workload form.</p>

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

**Summary of Adjusted Individual Route Assessment, continued**

**Headings,**  
continued

Column	Subject	To be done
16	Allowance for Calls Under Construction: Calls	Indicate the number of calls under construction obtained from line 7 of the Restructured Route Assessment and Letter Carrier Workload form 33-082-080.
16a	Allowance for Calls Under Construction: Minutes	Indicate the time allowance for calls under construction obtained from line 7 of the "Route Assessment and Letter Carrier Workload" form 33-082-080.
17	Householder Allowance	Indicate the daily total householder allowance obtained from line 8 of the Restructured Route Assessment and Letter Carrier Workload form 33-082-080.
18a	Special Allowance	Indicate the daily total special allowance obtained from line 9a of the Restructured Route Assessment and Letter Carrier Workload form 33-082-080.
18b	Letter Carrier Support	Indicate the daily total letter carrier support obtained from line 9b of the 33-082-080 report.
19	Less Route Assistance	In minutes indicate, the amount of sortation, preparation and/or delivery assistance provided on a regular basis to the route as shown at line 11 of the Restructured Route Assessment and Letter Carrier Workload form 33-082-080.
20	Letter Carrier Workload	Indicate the individual routes total assessed workload obtained by adding, horizontally, the entries found in columns 5 to 18 inclusive and subtracting column 19 (if applicable).
21	Expected Growth (Calls)	Indicate the number of calls for expected growth. This should reflect the growth determined from municipal authorities, apart from the future construction allowance at column 16, and will relate to a further 24-month period.

Chapter 12, page 7 of 11  
Letter Carrier Route Measurement System Manual

**Installation Summary**

**Number of  
Different Calls  
Receiving**

1 Delivery Daily	Indicate the number of calls receiving delivery.
2 Deliveries Daily	N/A
Total Possible Calls	Indicate the total number of possible calls.

**Number of  
Routes**

Full-Time	Foot Routes	Indicate the number of full-time routes, by type (RSD, RC, RHR, RB or BUS), that deliver the calls on foot (i.e. are not assessed to drive a Corporate or private vehicle).
	Mailmobile (MM)	Indicate the number of full-time routes, by type (RSD, RC, RHR, RB or BUS), that deliver some or all of the calls from a corporate vehicle.
	Personnel Carrier (PC)	Indicate the number of full-time routes, by type (RSD, RC, RHR, RB or BUS), that are assessed to drive a Corporate vehicle to and from the route but are not assessed to use the vehicle in the course of the delivery activity.
	Private Vehicle (PV)	Indicate the number of full-time routes, by type (RSD, RC, RHR, RB or BUS), That are assessed to drive a private vehicle to and from the route but are not assessed to use the vehicle in the course of the delivery activity.
	Passenger Designated Meal Location (PD)	Indicate the number of full-time foot routes, by type (RSD, RC, RHR, RB or BUS), that are assessed to have their meal at a designated meal location.
	Mailmobile Designated Meal Location (MD)	Indicate the number of full-time MM routes, by type (RSD, RC, RHR, RB or BUS), that are assessed to have their meal at a designated meal location.
	Totals	Add and record the total number of routes identified in each of the columns.

Chapter 12, page 8 of 11  
Letter Carrier Route Measurement System Manual

Installation Summary, continued

**Number of Routes,**  
continued

Part-Time	Foot Routes	Indicate the number of part-time routes, by type (RSD, RC, RHR, RB or BUS), that deliver the calls on foot (i.e. are not assessed to drive a Corporate or private vehicle).
	Mailmobile (MM)	Indicate the number of part-time routes, by type (RSD, RC, RHR, RB or BUS), that deliver some or all of the calls from a Corporate vehicle.
	Personnel Carrier (PC)	Indicate the number of part-time routes, by type (RSD, RC, RHR, RB or BUS), that are assessed to drive a Corporate vehicle to and from the route but are not assessed to use the vehicle in the course of the delivery activity.
	Private Vehicle (PV)	Indicate the number of part-time routes, by type (RSD, RC, RHR, RB or BUS), that are assessed to drive a private vehicle to and from the route but are not assessed to use the vehicle in the course of the delivery activity.
	Passenger Designated Meal Location (PD)	Indicate the number of part-time foot routes, by type (RSD, RC, RHR, RB or BUS), that are assessed to have their meal at a designated meal location.
	Mailmobile Designated Meal Location (PD)	Indicate the number of part-time MM routes, by type (RSD, RC, RHR, RB or BUS), that are assessed to have their meal at a designated meal location.
	Totals	Add and record the total number of routes identified in each of the columns.

**Authorized Establishment**

Supervisory Levels	Indicate the current number of authorized supervisors, by level (AP 4, AP 3, AP 2, and AP 1, Full-Time or Part-Time) who <u>supervise letter carriers only</u> . Part-time supervisors are to be recorded as 0.5 .
--------------------	--

Relief Letter Carriers	Indicate the current number of authorized full-time letter carrier relief positions in the letter carrier section.
------------------------	--



Chapter 12, page 9 of 11  
**Letter Carrier Route Measurement System Manual**

**Installation Summary, continued**

**Authorized  
Establishment,**  
continued

---

Letter Carriers	Full-Time	Indicate the current number of authorized full-time letter carrier positions in the letter carrier section (do not include routers, LCAs, etc.).
	Part-Time	Indicate the current number of authorized part-time letter carrier positions in the letter carrier section (do not include routers, LCAs, etc.).

Routers	Full-Time Day	Indicate the current number of authorized full-time day router positions in the letter carrier section.
	Full-Time Night	Indicate the current number of authorized full-time night router positions in the letter carrier section.
	Part-Time Day	Indicate the current number of authorized part-time day router positions in the letter carrier section.
	Part-Time Night	Indicate the current number of authorized part-time night router positions in the letter carrier section.

**Note:** A router is a letter carrier who sequences and prepares mail for delivery by other letter carriers. A router is not assessed to deliver mail.

Letter Carrier Assistant	CLAM FT	Indicate the current number of authorized full-time positions assigned to the Central Label Application Module (CLAM).
	CLAM PT	Indicate the current number of authorized part-time positions assigned to the Central Label Application Module (CLAM).
	OTHER FT	Indicate the current number of authorized full-time positions assigned to assist the letter carriers (LCAs).
	OTHER PT	Indicate the current number of authorized part-time positions assigned to assist the letter carriers (LCAs).

**Note:** If a letter carrier assistant (LCA) is also assessed to deliver a part-time route, this is to be indicated by adding an asterisk (\*).

---

Chapter 12, page 10 of 11  
**Letter Carrier Route Measurement System Manual**

**General Information**

---

<b>Average Points of Call Served per FT Route</b>	Indicate the average number of points of call served per FT route obtained by dividing the total number of calls (from column 3, - 075 for full-time routes only) by the current number of FT routes.
---	---

---

<b>Average Workload per FT Route</b>	Indicate the average workload per FT route obtained by dividing the total letter carrier workload (from column 20, - 075 for full-time routes only) by the current number of FT routes.
--------------------------------------	---

---

<b>Average Points of Call Served per PT Route</b>	Indicate the average number of points of call served per PT route obtained by dividing the total number of calls (from column 3, - 075 for part-time routes only) by the current number of PT routes.
---	---

---

<b>Average Workload per P.T. Route</b>	Indicate the average workload per PT route obtained by dividing the total letter carrier workload (from column 20, - 075 for part-time routes only) by the current number of PT routes.
--	---

---

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

SUMMARY OF RESTRUCTURED INDIVIDUAL ROUTE ASSESSMENT SOMMAIRE DE L'ÉVALUATION D'ITINÉRAIRE RESTRUCTURÉ																																							
REPORT / RAPPORT 075 Page 1 of 1					IMPLEMENTATION DATE / DATE D'IMPLEMENTATION 2012-05-14																																		
Postal Depot / Dépôt Postal FLN FLON STN MAIN					Depot Code / Code Dépôt D027																																		
Letter Carrier Establishment / Dépôts Facteurs					Vehicle / Véhicule																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">Relief LC En Français</th> <th colspan="2">Letter Carrier En Français</th> <th colspan="2">RHD</th> </tr> <tr> <td>FT/PT</td> <td>PT/PT</td> <td>FT/PT</td> <td>PT/PT</td> <td>SV</td> <td>WV</td> </tr> <tr> <td>N/A</td> <td>N/A</td> <td>4</td> <td>2</td> <td>0</td> <td>4</td> </tr> </table>					Relief LC En Français		Letter Carrier En Français		RHD		FT/PT	PT/PT	FT/PT	PT/PT	SV	WV	N/A	N/A	4	2	0	4	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Type/Genre</th> <th>Num/Nums</th> <th>WV</th> <th>RHD</th> </tr> <tr> <td></td> <td></td> <td>0</td> <td>4</td> </tr> <tr> <td></td> <td></td> <td>0</td> <td>0</td> </tr> </table>					Type/Genre	Num/Nums	WV	RHD			0	4			0	0
Relief LC En Français		Letter Carrier En Français		RHD																																			
FT/PT	PT/PT	FT/PT	PT/PT	SV	WV																																		
N/A	N/A	4	2	0	4																																		
Type/Genre	Num/Nums	WV	RHD																																				
		0	4																																				
		0	0																																				
Route Number No de itinéraire	Type of route Genre d'itinéraire	Vehicule	Sorted POC POI triées	Delivered POC POI livrées	Total variable values at 100% Total des valeurs variables à 100%	% Coverage % Couverture	Total of var values at the coverage - Tot des valeurs var Total de val. var à la % de couverture	Total of non-variable values Total des valeurs non var (035)	Total of non-variable values Total des valeurs non var (035)	Total of non-variable values Total des valeurs non var (035)	Obtain and prepare Fonctions auxiliaires de livraison	Preparation Préparation	Sortation Tri	Rest + Wash-up + Order Book + Official Comm. Repos, Lavages,	Trans. Allowance: Obtain. Load / Unload, Dispose of Vehicule	Trans. Allowance: Waiting Time (all routes) Alloc. de trans.: Temps	Trans. Allowance: Actual Riding Alloc. de trans.: Durée réelle de	Allowance for Cal under Construction: Calls Alloc. pour points de remise actuel en const.: Points de	Allowance for CUC: Minutes actual en const.: Minutes Householder allowance Allocation pour ont de ménage	Special allowances Allocations spéciales	Letter Carrier workload Somme du travail du facteur																		
1	2	2b	3a	3b	4	4b	5	6a	6b	7	8	9	10	11	12	13	14	15a	15b	16	17a	18																	
LC0001	RSDHVR1	WV	465	465	186.03	65.69	122.19	92.69	162.67	6.45	3.89	23.88	36.16	56.36	18.00	0.00	8.25	0	0.00	3.15	34.70	467.60																	
LC0002	RSDHVR1	WV	579	579	197.10	59.90	117.88	115.76	158.31	6.46	3.80	24.54	36.73	56.36	18.00	0.00	13.90	0	0.00	2.44	29.47	469.75																	
LC0003	RSDHVR1	WV	489	489	198.97	64.74	128.77	102.47	144.71	6.50	3.94	24.52	37.38	56.36	18.00	0.00	7.89	0	0.00	2.94	35.10	467.94																	
LC0004	SDMIN1	WV	469	469	155.19	57.41	90.76	119.34	163.37	5.92	2.95	18.65	26.26	56.36	19.00	0.00	7.79	0	0.00	2.27	72.96	473.23																	
	PT/PT TOTAL		2092	2092	748.29	61.91	459.60	429.84	623.94	25.35	14.48	91.59	136.53	253.46	73.90	0.00	37.73	0	0.00	10.70	972.13	1,879.62																	
LC0005	SDMIN2		362	362	105.27	52.30	55.09	66.04	90.08	5.50	3.97	13.18	17.73	13.35	0.00	0.00	2.14	0	0.00	0.87	0.12	204.81																	
LC0006	RB		283	283	84.53	58.37	48.34	50.64	72.58	5.87	6.55	18.40	24.36	13.35	0.00	0.00	0.00	0	0.00	0.20	81.84	272.69																	
	PT/PT TOTAL		645	645	189.80	66.34	104.43	116.68	165.66	11.37	10.52	31.58	42.09	26.70	0.00	0.00	2.14	0	0.00	0.96	81.96	477.50																	
	TOTAL FT-PT/PT-TP		2547	2547	930.09	89.72	664.53	646.54	789.52	36.70	25.10	133.17	178.62	265.10	73.90	0.00	38.87	0	0.00	11.66	294.09	3,356.02																	

General Information / Information Générale	
Avg Points of Call Served per FT Route	501
Moyenne des points de remise desservis par	
Avg Workload per FT Route	470
Moyenne de la somme de travail Itinéraire p.t	
Avg Points of Call Served per PT Route	323
Moyenne des points de remise desservis par	
Avg Workload per PT Route	239
Moyenne de la somme de travail Itinéraire t.p.	

Version 20120922

Date Printed: 2013-01-04  
Date Imprimé: