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Chapter 13

Assessment of Changes and Updating of Route Workload

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Introduction

This chapter outlines the need to continually update route workloads and the method employed to manually keep route assessments current.

In this chapter This chapter contains the following topics.

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"Inventory of Points of Delivery" form 33-082-038	6
"Adjusted Summary of Inventory" form 33-082-071	7
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Purpose

To ensure that letter carriers are credited correctly for all work performed, it is imperative that all letter carriers contact their supervisor to indicate any changes in the physical characteristics of the route. This information, along with that obtained during the supervisor's daily outside duties, will ensure that all route inventories are factual and updated. However, when the number of points of delivery is increased or reduced due to demolition, vacancies, ETC., An upward or downward adjustment must then be made.

Recording a Change

Reporting and The supervisor is to follow the table below when a change is to be made to the physical characteristics of a route.

Step	Action
1	Prepare a "Report and Assessment on Letter Carrier Routes" card
	33-082-040 (page 12), even if full particulars of the point of call
	are not available at the time.
2	Examine the proposed point of call and arrange for an interim
	service to be provided pending the actual provision of delivery
	by letter carrier or the discontinuance of service.
3	Complete section 2 of the 040 card and, if required at the same
	time, complete a "Temporary Mail Handling Instructions" card
	33-082-039 (page 11), and give it to the letter carrier concerned,
	who will place it in the sorting case. This card indicates the
	service to be provided to the call on an interim basis and is to be
	retained in the carrier's sortation case until regular delivery
	service is established.
4	Retain the 040 card until regular delivery is provided, at which
	time the physical characteristics of the particular call will be
	assessed and recorded on section 3 of the card.
5	After transferring the information from the 040 card to the
	"Inventory of Points of Delivery" form 33-082-038, all 040 cards
	are to be forwarded to the Regional Delivery Services Office.

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Procedure, continued

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R	ou	tes	5

As soon as possible after delivery begins, and not less than once every two weeks, the supervisor is to update the "Route Assessment and Letter Carrier Workload" form 33-082-080 for each route under his charge.

Report and **Letter Carrier Routes** 33-082-040

The information on card 33-082-040 is to be used to update the inventory of **Assessment on** points of delivery for each LDU Provided the proper distance was used when the original inventory was taken, the new information can be entered on the existing 038 form and the totals for the various segments amended accordingly.

Adjusted Summary of Inventory 33-082-071

Suitable amendments are to be made on form 33-082-071, for the LDUs concerned and at the totals on this form. These amendments are carried forward to the "Route Assessment and Letter Carrier Workload" form 33-082-080.

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Changes in Letter Carrier Workloads

Changes in a Route

Changes in route workloads are inevitable. Route structuring changes cause a drop in productivity in the city sortation process and productivity loss is the main problem inherent in frequent changes to route boundaries. To extend the period between major route adjustments, the following remedial arrangements are to be made.

When the daily workload on a route is such that it requires the letter carrier to work overtime on a regular basis, assistance is to be provided to the extent of the overload situation in one of the following manners:

- night routers;
- day routers combined with delivery duties;
- delivery-only employees;
- under assessed letter carrier routes;
- letter carrier routes with growth allowance;
- part time letter carrier routes;
- letter carrier assistant;
- etc.

Should it not be possible to provide assistance on a regular basis, the route would be adjusted within a six-month period.

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Form 33-082-038

Inventory of Points of Delivery

Follow the table below when delivery begins to a new point of call:

Step	Action
1	Record the new call on the "Inventory of Points of Delivery"
	form 33-082-038, for the LDU concerned, indicating all
	particulars such as the number of feet, stair steps, doors, type of
	receptacle, etc. This information can be readily obtained from the
	"Report and Assessment on Letter Carrier Routes" card 33-082-
	040.
2	Amend the totals of the various segments, e.g. feet, stair steps,
	etc., on the 038.
3	Apply the time values to the amended totals and determine the
	new variable and non-variable totals.

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Form 33-082-071 Adjusted Summary of Inventory

Follow the table below to amend the information recorded on the "Adjusted Summary of Inventory" form for the LDU concerned but only after the amendments have been made on the "Inventory of Points of Delivery" form:

Column	Subject	To be done
3	Possible Points of	Indicate the corrected number of possible
	Delivery	points of delivery.
4	Total of Variable	Enter the corrected value as indicated on
	Values at 100 %	the "Inventory of Points of Delivery" form.
5	Total of Variable	1-Determine from the column marked %
	Values at Route	the percentage of coverage for the
	Coverage	amended LDU.
		2-Multiply the amended variable value
		entered in column 4 by the percentage of
		coverage determined above and enter the
		results in column 5.
6a	Total of Non-Variable	Enter the corrected value as indicated on
	Values (038)	the "Inventory of Points of Delivery" form.
6b		Enter the corrected value as indicated on
	Values (NWP)	the "Inventory of Points of Delivery" form.
7	Obtain and Prepare	To obtain the new obtain-and-prepare
	Functions	functions time value for the amended LDU,
		multiply the corrected number of points of
		delivery col. 3 by the rate per call for the
		LDU col. 7a and enter the results in column
		7b.
8	Subsidiary Delivery	To obtain the new subsidiary delivery
	Functions	functions time value for the amended LDU,
		multiply the corrected number of points of
		delivery col. 3 by the rate per call for the
		LDU col. 8a and enter the results in column
		8b.

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Adjusted Summary of Inventory Form 33-082-071, continued

Column	Subject	To be done
9	Mail Preparation	To obtain the new mail preparation
	Functions	functions time value for the amended
		LDU, multiply the corrected number of
		points of delivery col. 3 by the rate per
		call for the LDU col. 9 and enter the
		results in column 9b.
10	Block Sortation	To obtain the new block sortation time
		value for the amended LDU, multiply
		the corrected number of points of
		delivery col. 3 by the rate per call for
		the LDU col. 10a and enter the results
		in column 10b.
11	Block Total Value	Determine the new total time value for
		each amended LDU by adding the
		values contained in columns 5, 6, 7b,
		8b, 9b and 10b and record the new total
		in column 11.

Rates Per Call The rates per call (column 7a, 8a, 9a, and 10a) cannot be altered between volume counts. There may be occasions when the type of call(s) changes on an LDU enough that the rates are no longer reflective of the mail received. In this case, a new area may be created using rates per point of call from another LDU that would be more representative of the new type of call(s) in the LDU until a volume count can be conducted.

Completing the Update

Once all the amended LDUs on a route have been completely updated, columns 3, 4, 5, 6a, 6b, 7b, 8b, 9b, 10b and 11 are to be totalled vertically, and the column 11 total transferred to the "Route Assessment and Letter Carrier Workload" form.

The sum of the amended totals found in columns 5, 6a, 6b, 7b, 8b, 9b, and 10b must equal the amended total found in column 11.

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Transportation

Systems

Public Transit Time allowances for travelling between the route area and the postal installation must be adjusted whenever a permanent change is made to individual bus, subway or streetcar schedules. Temporary changes are not to be considered but should be noted to ensure that they are in fact "temporary".

Special

Following changes to the number of calls served by routes using taxis or **Transportation** other "special" arrangements, it will be necessary to examine the resulting time allowances and to update the waiting time for those routes assigned to the same vehicle accordingly.

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Form 33-082-080 Route Assessment and Letter Carrier Workload

Follow the table below to determine the new route assessment and letter carrier workload.

Step	Action
1	When applicable, amend the time values shown at items 1 to 12.
	The applicable time values will be found on the "Adjusted
	Summary of Inventory" form 33-082-071.
2	Ensure that the "Total daily allowance for calls now under
	construction" line 7 is amended accordingly when letter carrier
	delivery service is provided to new points of deliver for which a
	time allowance was originally protected. However, when the
	number of points of delivery is reduced due to demolition,
	vacancies etc., a downward adjustment than be made.
3	When a marked change is detected in mail volume, etc.,
	following the original route sampling exercise, the complete
	route sampling procedure should be repeated on the route(s) in
	question.

Daily Householder Allowance

In addition to adjustments made necessary by increases or decreases in the number of calls served, a review of each individual route's householder mailing history must be made every 6 months and the "Route Assessment and Letter Carrier Workload" form 33-082-080 must be updated accordingly.

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Temporary Mail Handling Instructions	Instructions sur le traitement provisoire à accorder au courrier
io delivery of mail to be made at this address	Aucun courrier ne doit être livré à l'adresse suivante
· · · · · · · · · · · · · · · · · · ·	
Mail to be delivered through Group Mail Box	Livrer le courrier dans la boîte multiple
Located at	Située à
Mail to be General Delivery Sub Post Office No.	Diriger le La poste restante Le bureau auxiliaire n ⁰
Located at	Situé à
Date	
Signature (Designated Supervisor)	Signature (fonctionnaire désigné)
33-082-039 (9-77)	

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To be completed when delivery begins.			tre rempli lo ence la livra			,			
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through GMB	boftes multiples	General Deli	very	la poste restan	te Sc	ub P.O.	un burea	u auxiliaire	
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Page # 4	97-10-21			6		9	2.				4.	2.	3,			4	5.	2.	5.	5.84	-	7.	376.57		
	Date 1997-10-21		10b	0.94	0.38	0.47	0.12	0.19	1.30	0.00	0.31	0.31	0.57	0.15	0.00	0.26	0.52	0.15	0.76	09.0	00.00	1.53	50.93		
	Trip No. 1		10a	0.104	0.076	0.117	0.122	0.064	0.144	0000	0.078	0.156	0.142	0.154	0.000	0.065	0.065	0.077	0.076	0,060	0000	0.170	-		
	Trip	e per Call ck Value e per Call ck Value	96	0.70	0.32	0.35	0.08	0.16	0.75	0.00	0.19	0.19	0.38	0.09	00.00	0.19	0.38	0.09	0.50	0.41	00.00	96.0	33.57		
	RSD	Mail Preparation - Rate per Call - Block Value Block Sortation - Rate per Call - Block Value	g 8	0.078	0.063	0.088	0.078	0.052	0.083	0.000	0.047	0.094	0.094	0.093	0.000	0.047	0.047	0.047	0.050	0.041	0.000	0.107	-		
		Mail Preparation Block Sortation Total Block Value	gp	0.30	0.13	0.15	0.03	0.07	0.20	0.00	0.05	0.05	0.10	0.03	0.00	0.05	0.10	0.03	0.13	0.11	00.00	0.26	07.6		
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L d A	lation MA		ın	3,45	2.15	2.27	1.19	0.91	3.37	0.00	2.01	98.0	1.35	0.18	0.00	1.89	2.57	0.61	2.28	2.44	0.00	2.33	126.41		
	Postal Installation MAIN	Transferred from Original Route No. LDU / Block Number Possible Points of Delivery Acta of Variable Values at 100% Percentage of Coverage Total of Variable Values at Route Coverage	æ	72.37	72.37	72.37	72.37	72.37	70.70	:	70.70	70.70	70.70	70.70	1	70.70	70.70	70.70	70.70	70.70	1	70.70			
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4. Actual daily alloance for the sortation, preparation and delivery of mail less 72 miscal amounts alloance 4. Daily miscallameous alloance as item 4 above 5. Daily order book, rest period, official communication and wash-up alloance. 6. Daily disparant for transportation 6. Daily disparant for transportation 7. Daily alloance for transportation 8. Daily Mouseholder Alloance for calls now under construction 9. Daily Mouseholder Alloance (specify) 10. Total Daily Receive Assessment 11. Less daily letter carrier workload 12. Total daily letter carrier workload 13. Espected growth 14. Mumber of falls	Type of Route RSD	
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Daily miscellaneous allowance less item 4 above Daily order book, rest period, official communication and wash-up allowance. (a) Obtain, load and unload, dispose of vehicle (b) Duties on other routes, (d) Actual riding time (All routes) Daily allowance for calls now under construction Daily shouseholder Allowance Daily Mouseholder Allowance (specify) Total Daily Route Assessment Less daily assistance Total daily letter carrier workload Expected growth Mumber of Mumber of	376.57 × 100 = 351.93	.93
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