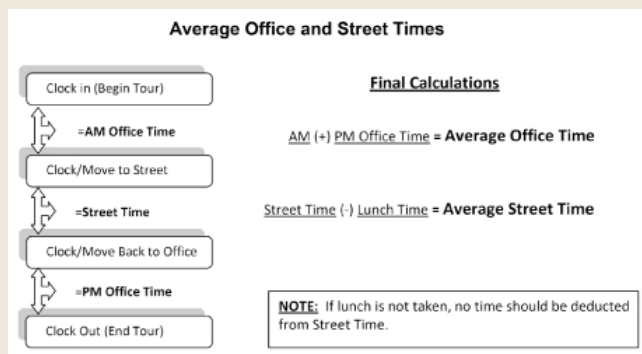


## Recipe to pursue fairly adjusted routes

**W**e're still working on getting the pocket guide for letter carriers together, as explained last month. In an effort to get some of this information to you right now, this month's article and the Contract Talk section will be a preview of what you will see in the pocket guide.

Understanding how to read the Workhour/Workload Report (All Routes) and PS Form 3999 is in the Contract Talk section. It also contains an explanation of your role in the 3999 Process.

I'm going to offer some advice on how to make sure you understand what's being asked when you go into the office to discuss your route and give your opinion as to how long the office and street times are on an average day.



**The first thing to remember is that the average office time** for a route includes both morning and afternoon office time.

The morning office time begins when you clock on for the day and ends when you move or swipe your time card to street time on the clock. For example, if you begin your tour at 7:30 a.m. and move to street time at 9 a.m., the morning office time for that day is one hour and 30 minutes.

The afternoon office time begins when you move back to office time on the clock and ends when you clock out for the day. For example, if you move back to office time at 3:50 p.m. and clock out at 4 p.m., the afternoon office time for that day is 10 minutes.

The one hour and 30 minutes of morning office time plus the 10 minutes of afternoon office time equals a total office time of one hour and 40 minutes office time for this day.

When you are asked what you believe the average office time for the route is on a representative day, you should first think of a normal day on the route. Then fol-

low these three simple steps:

1. Think of the total morning office time for your route (the amount of time between when you begin your tour and when you move to the street).
2. Next, think of the afternoon office time (the time between when you clock back in to the office and when you clock out to go home).
3. Add the morning and afternoon office time together, and that should be the time given for average office time for your route.

**The street time for a route begins when you move or swipe** your time card to street time. The street time ends when you move or swipe your time card back to office time in the afternoon. Thirty minutes is deducted from this total time for your lunch break (if you take lunch).

For example, let's say you move to street time at 9 a.m. and move back to office time at 4 p.m. Seven hours of real time elapsed between 9 a.m. and 4 p.m. If you took a 30-minute lunch while on street time, 30 minutes would be deducted, leaving you with six hours and 30 minutes street time for this day. Of course, if a "no lunch" is authorized and the letter carrier does not take a lunch, the 30 minutes would not be deducted.

When you are asked what you believe the average street time for the route is on a representative day, you should think of the same kind of day as you did when considering a day for the purposes of office time. Then follow these three simple steps:

1. Think of what time you would normally move to street time on the clock (this is the time of day that your street time will begin).
2. Determine what time you would swipe the clock to come back into the office (if you carried your entire route without delivering anything else). Keep in mind that moving to office time occurs after your vehicle has been unloaded and you have pushed your equipment through the door of the office and clocked in from the street.
3. Next, subtract your 30-minute lunch break from this total time (if you're thinking of a day where you take a lunch break). Just make sure you're clear that the street time value opinion you give at your initial consultation does not include your lunch break.

**We'll have the complete pocket guide to you as soon as** we can. 