

# Route adjustment review requirement

**S**ection 243.6 of the *M-39* handbook requires that management review the routes after an adjustment has been implemented and make further route adjustments to bring the routes to as near eight hours as possible. If management doesn't perform the review or fails to make further route adjustments when needed, shop stewards and NALC representatives should file a grievance citing a violation Section 243.6 of the *M-39* handbook via Article 19 of the National Agreement.

This grievance is separate from the grievance you would file at the point of the improper route adjustment. This grievance should normally be filed approximately 60 to 75 days after the improper route adjustment takes place. Waiting 60 to 75 days to file this grievance takes away the argument that letter carriers are not familiar with the adjusted routes. It also allows a reasonable period of time to gather evidence to show that the routes are not adjusted to as near eight hours as possible.

Each of the review requirements of Section 243.6 of the *M-39* handbook is broken down and explained below.

**General requirement to review routes after adjustments—**Management is required to review routes after adjustments have been implemented. *M-39*, Section 243.611 states:

After the adjustment of routes has been placed in effect, the manager must carefully study and analyze PS Form 3997 or electronic equivalent from a nationally approved computer system that provides equivalent information; PS Form 3997-B, Operations Analysis Report; PS Form 1813; street management records; volume recording data; and carrier's time records to see that the objective has been met, especially for those routes where extensive changes have been made.

**Complete new 3999s—**Management must complete new 3999s after route adjustments are implemented. *M-39*, Section 243.613 states:

When route adjustments or changes are implemented, complete a new Form 3999 to reflect the current authorized route travel pattern and schedules, etc.

**Time record review—**Management must review time records to determine if carriers are using excessive overtime or auxiliary assistance to complete assignments. This would indicate that the routes were not properly adjusted. *M-39*, Section 243.62 states:

Review the carrier's time records for the periods following adjustment. The frequent use of overtime or auxiliary assistance on adjusted routes may indicate that the basis used was not sound and should be examined.

Additionally, *M-39*, Section 243.63 requires management to: Review PS Form 3997 or electronic equivalent from a nationally approved computer system that provides

equivalent information to determine whether an excessive amount of auxiliary assistance is being used daily for the maintenance of schedules on one or more routes. Determine if carrier technicians (T-6) and carriers serving auxiliary routes exceed the time allowed for the routes.

**Form 3923 review—**Management is required to review Form 3923 to determine if the unit is operating efficiently. *M-39*, Section 243.64 states:

Form 3923, Daily Delivery Operations Analysis—Review this form to determine if the unit is operating efficiently.

**Review Form 1813—Late Leaving and Returning Report—**Management must review this form to determine if carriers are frequently leaving or returning late. *M-39*, Section 243.65 states:

Form 1813, Late Leaving and Returning Report—First Carrier Delivery Trip, or PSDS Printout—Review this form to determine if carriers are frequently leaving and/or returning late. Carriers who leave or return late may also be working overtime or receiving auxiliary assistance on routes. In other cases, this may indicate that starting, leaving, and returning schedules are not proper. Also, an indication of possible improper scheduling and/or adjustment would be consistent early leaving by carriers.

**Street management record review—**Management must review street management records to determine if carriers are using proper work methods, following lines of travel, etc. *M-39*, Section 243.66 requires management to:

Review street management records to determine if carriers are using proper methods on the street, following prescribed lines of travel, taking short cuts, fingering mail, etc.

**Volume record review—**Management must use Form 3921 to analyze volume data to determine if an increase or decrease in volume has occurred. *M-39*, Section 243.67 states:

Review Form 3921 to determine whether there has been an unusual increase or decrease in volume which would affect the carrier's performance.

**Further route adjustment requirements—**If the routes are found to be out of adjustment after the review, *M-39*, Section 243.682 requires management to:

If the route is found to be too heavy, relief should be granted, and conversely if found to be light, work should be added. If the carrier frequently uses overtime or receives auxiliary assistance, determine if the route is in adjustment or if the carrier is not serving it efficiently, a special inspection may be in order.

**For more information and guidance, see the 2012 NALC Guide to Route Inspections.** This guide is available on the NALC website. 