

# CDRAAP route adjustment review process

**R**oute adjustments have now been implemented in many zones selected to be evaluated and adjusted in the City Delivery Route Alternative Adjustment Process – 2014-2015 (CDRAAP). The CDRAAP agreement contains a provision where a review of the adjustment can be requested by the local office contacts (LOCs). The CDRAAP agreement (M-01845) states:

The district lead team will be responsible for facilitating any request for a route adjustment review from the local office contacts. The local office contacts may request an adjustment review in a zone within 90 days following the implementation of adjustments pursuant to this agreement. Upon receipt of such request, the district lead team will review the issue(s) reported by the local office contacts, if the district lead determines a follow-up evaluation is needed, the district lead team will either conduct the review or assign it to a route evaluation and adjustment team, as appropriate. Days 30-75 following the implementation of the route adjustment will be used for evaluation, analysis, and, if necessary, implementation of subsequent adjustments, unless the route evaluation and adjustment team mutually agree to use a different period. All routes in a zone will be evaluated, but territorial adjustments will only be made to those routes necessary to adjust all routes as near eight hours as possible.

A review of CDRAAP adjustments is not automatic. It is up to the LOCs to request the review of the adjustment within 90 days of the day the initial CDRAAP adjustment was implemented. Either LOC may request the review and the LOCs do not have to be in agreement to submit the request.

The review request should be submitted on the CDRAAP 2014-2015 Review Request Form (M-01851) and explain the reason the LOCs submitted the request. This form can be accessed in the Materials Reference System on the NALC website at [nalc.org/workplace-issues/resources/materials-reference-system](http://nalc.org/workplace-issues/resources/materials-reference-system).

The LOCs will fill out the top of the form and Boxes 1-3. The LOCs are to submit the form to the appropriate higher-level team as designated by your district lead team (DLT) and/or area/regional team. If you are not sure where to submit the form, contact your national business agent's office.

When a district lead team receives a request for review, it will determine if the follow-up evaluation is needed. If the determination is made that the follow-up evaluation is necessary, the DLT will either handle the evaluation themselves or assign the review to a route evaluation and adjustment team (REAT).

The team conducting the follow-up evaluation will review the data for days 30-75 after the implementation of the CDRAAP adjustments, unless the parties mutually agree to use another period. Every route in the zone will be evalu-

ated. However, territorial adjustments will only be made to those routes necessary to bring all routes in the zone to as near eight hours' daily work as possible. All other aspects of the evaluation and adjustment will be conducted pursuant to the route adjustment process outlined in the CDRAAP agreement.

**There are two other options for the LOCs to use after an adjustment has been implemented if they believe changes to the adjustment are required.** These two options require that the LOCs be in agreement and, if necessary, obtain approval from the DLT. Neither of these options, if used, takes away either of the LOCs' right to request and receive a follow-up evaluation and adjustment as explained above.

The LOCs may request approval from the DLT to make simple territorial changes. The movement of territory under this provision is only for the purpose of correcting obvious errors. The LOCs will forward to the DLT all necessary data so that the DLT may update its records and ensure proper recording of any changes in the adjustment data. M-01845 states:

The local office contacts may also jointly request approval from the district lead team to make simple territorial changes as necessary only for the purpose of correcting any obvious errors with the initial adjustment. The district lead team will be forwarded all necessary data so they may update their records and ensure proper recording of any changes in the adjustment data.

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The LOCs may also make changes to a route that do not involve moving territory. These changes do not require approval from the DLT and may include, but are not limited to, changes to park points, relays or lines of travel. The CDRAAP jointly developed guidelines (M-01846) state:

Following an adjustment, the local office contacts may also jointly make changes to a route(s) that do not involve territorial adjustments to ensure the route(s) is set up efficiently and safely. Such changes may include, but are not limited, to changes to park points, relays or lines of travel.