Letter Carrier Route Verification Toolbox

Created by the Winnipeg Local Route Measurement Committee

- This toolbox was created to provide Letter Carriers with tools to help track/understand actual mail volumes on a day-to-day basis.
- To assist Carriers with processes to aid in reducing any kind of overburdening situation they may encounter on a day to day basis.
  - Identify missing time values and request those to be updated/validated
- To provide proper documentation for Local Grievance procedures in cases where Grievances are required.
  - Always keep a copy for your records
  - Ask for assistance from your shop steward/Local CUPW Office
  - Photocopy as many sheets as needed

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Route Holder:_____ Route #_____

Appendix K – Problems with carrying Weight and Relay stops

"...The Corporation's goal is to ensure that the weight of mail to be carried remains within safe limits and that employees have at their disposal sufficient relay stops, authorized drops and if necessary, additional relay boxes to meet this objective."

- **All Mail, HH's, PDT & Satchel to be weighed. If assistance is needed to fill out this form, please approach your shop steward**

Loop # Example: (Draw 1—4)	Day 1 (31.5lbs)	Day 2 (40.2bs)	Day 3 (36.9lbs)	Day 4 (25.3lbs)	Day 5 (20.7lbs)	Day 6 (30.3lbs)	Day 7 (35.6lbs)	Day 8 (32.4lbs)	Day 9 (27.1lbs)	Day 10 (21.8lbs)

Route Holder:_____ Route #_____

Appendix LL - Overtime on own Route (Work - Life Balance)

"Complaints have been received from employees about not being able to finish on time when they have important commitments. There may also be situations where a problem with a route requires an employee to work mandatory overtime on a regular basis. In order to help employees in these situations, the Corporation shall determine if the extra work can be managed in a way that would avoid or limit unwanted overtime on an employees own route."

- Employees required to work 1hr (or more) of OT/day; 3 days (or more)/week over a twenty day period (excluding December)

Calendar Date:	Total # OT
Example: January 1	90mins
Day 1:	
Day 2:	
Day 3:	
Day 4:	
Day 5:	
Day 6:	
Day 7:	
Day 8:	
Day 9:	
Day 10:	

Calendar Date:	Total # OT
Example: January 11	75mins
Day 11:	
Day 12:	
Day 13:	
Day 14:	
Day 15:	
Day 16:	
Day 17:	
Day 18	
Day 19:	
Day 20:	

To determine total amount of time to be offered up as incentive overtime to depot:

Add up all overtime for 20 days period=_____ then divide by 20=_____
(total OT) (Amount of LL assistance/day)

Route Holder:_____ Route #_____

Meal on Route - Travel time verification

CUPW Member/Route Holder

Your route has been allotted a time value of 1.5 minutes (90 seconds) for travel from the last point of call/duty on the a.m. portion of your route to a suitable " Meal Location " (see below); and 1.5minutes (90 seconds) to return to the first point of call/duty on the p.m. portion of your route.

A suitable (MOR) meal location as per 48.04 of the C.A.:

- Has toilets, hot water and facilities for hand washing before the meal.
- Has proper furnishings for a meal;
- Has unrestricted access, including for employees who bring their **own** food and beverages;
- Has the same level of cleanliness, food safety and hygiene as that required of a public restaurant

If there is no suitable meal location within this allotted time, please submit this form to management as a official request for verification, and provided a copy to a CUPW Route measurement official/Shop Steward for follow up.

CPC Management:

Please consider this my official request for a review of my MOR location. I am officially requesting that Management identify a suitable MOR location for route _____(Your Route #).

I am also requesting that Management incorporate the proper time values to above mentioned route for travel time to and from a suitable MOR location as per the CUPW Collective Agreement.

I thank you in advance for your co-operation in this matter.

Member Signature _____ _____

Date _____

Please retain a copy for your records and a copy for your Local CUPW office.

CPC Management Signature _____ ____

Date _____(Date Received)

Please approach a shop steward if you require any assistance with this form.

Route Holder:_____ Route #_____

Article 50

"In situations where an employee is not completing his or her assignment within the prescribed hours of duty on a regular basis, the LCRMS is to be used solely as a means of establishing whether the source of the problem is related to the workload on the route under normal conditions as opposed to evaluating the employee performing the assignment."

Fill out the following tools (stopwatch timings) to determine where your route is short of time values:

Date: (Five day sampling householder prep time) (Example: January 1)	# HHs for Houses (8)	# HHs for Apartments (5)	# HHs for Businesses (2)	Start time (0:00)	End Time (45:25mins)
Day 1				0:00	
Day 2				0:00	
Day 3				0:00	
Day 4				0:00	
Day 5				0:00	

Date: (Five day sampling obtain/sort/prep time)	# of trays S/L Manual sort	# of trays O/S Manual sort	# of tubs Packets	Start time (0:00)	End Time (96:47mins)
Day 1				0:00	
Day 2				0:00	
Day 3				0:00	
Day 4				0:00	
Day 5				0:00	

Route Holder:_____ Route #_____

Article 50 (page 2)

Date: (Five day vehicle **Load** sampling) (example:)	# of parcels (14)	Start Time:(from desk) (0:00)	End Time:(seatbelt) (12:56 mins)
Day 1		0:00	
Day 2		0:00	
Day 3		0:00	
Day 4		0:00	
Day 5		0:00	

Date: (Five day vehicle **Unload** sampling) (example:)	Start Time: (seatbelt) (0:00)	End Time: (all duties/PDT) (5:23mins)
Day 1	0:00	
Day 2	0:00	
Day 3	0:00	
Day 4	0:00	
Day 5	0:00	

Route Holder:_____ Route #_____

Article 48.02 (CUPW Agreement) Normal Departure times

- **48.02 a (ii)**

"Where there is an individual walk or walks that cannot, on a consistent basis, meet the regular departure time, consultation will be held at the local level to establish a normal departure time which will permit the full processing of mail."

If you (as the route holder) are having difficulty meeting your regular scheduled departure time; please advise your Local CUPW Route Measurement Officer/Local President or your Shop Steward and continue documentation of actual departure time for grievance purposes.

Date 10 day consecutive record	Official Start time	Official Departure time	Actual time Departed	Difference/ Delayed
Day 1				
Day 2				
Day 3				
Day 4				
Day 5				
Day 6				
Day 7				
Day 8				
Day 9				
Day 10				

Route Holder:_____ Route #_____

Transportation (conveyance) time verifications **(property line to park)**

Date Transportation time **"Out"** five day sampling (stopwatch)	From postal installation: Example: (McDermot Ave Depot)	Start Time: (0:00)	To first - Park & Loop/ POC (Foot walks) (Ruby & Westminster)	End time: (10:41mins)
		0:00		
		0:00		
		0:00		
		0:00		
		0:00		

Date Transportation time **"In"** five day sampling (stopwatch)	From Last Park & Loop/ POC (Foot walks)/SLB Example: (SLB Lenore & Portage)	Start Time: (0:00)	To Postal installation - (property line) (McDermot Ave Depot)	End time: (9:41mins)
		0:00		
		0:00		
		0:00		
		0:00		
		0:00		

Route Holder:_____ Route #_____

"IN AREA" DRIVE TIME SAMPLING (stop to stop) date_____

(Examples: Park & Loop to Park and Loop / CMB to CMB (or in combination)

LOCATION (from)	LOCATION (to)	Time recorded

RPO 5 day sampling

- Sample tool to determine if LC/MSC has sufficient time to clear RPO(s)
- Stopwatch sampling is from seatbelt to seatbelt
- This sample was taken between (date)_____ and (date)_____

RPO Address	Start time Day 1	End time Day1	Start time Day 2	End time Day 2	Start time Day 3	End time Day 3	Start time Day 4	End time Day 4	Start time Day 5	End time Day 5
	0:00		0:00		0:00		0:00		0:00	
	0:00		0:00		0:00		0:00		0:00	
	0:00		0;00		0:00		0:00		0:00	
	0:00		0:00		0:00		0:00		0:00	

Route Holder:_____ Route #_____

1700 SLB/RPO RUN Travel time Sampling

Stopwatch test details 5 day sampling (follow line of travel):

- To discover the actual amount of drive time required between SLBs/RPOs
- LCs must run their stopwatches from stop to stop to capture drive time between functions (SLBs/RPOs)
- This sample was taken between (date)_____ and (date)_____

SLB/RPO Location	Start time Day 1	End time Day1	Start time Day 2	End time Day 2	Start time Day 3	End time Day 3	Start time Day 4	End time Day 4	Start time Day 5	End time Day 5
Stop 1	0:00		0:00		0:00		0:00		0:00	
Stop 2	0:00		0:00		0:00		0:00		0:00	
Stop 3	0:00		0;00		0:00		0:00		0:00	
Stop 4	0:00		0:00		0:00		0:00		0:00	
Stop 5	0:00		0:00		0:00		0:00		0;00	
Stop 6	0:00		0:00		0:00		0:00		0:00	
Stop 7	0:00		0:00		0:00		0:00		0:00	
Stop 8	0:00		0:00		0:00		0:00		0:00	
Stop 9	0:00		0:00		0:00		0:00		0:00	
Stop 10	0:00		0:00		0:00		0:00		0:00	
Stop 11	0:00		0:00		0:00		0:00		0:00	
Stop 12	0:00		0:00		0:00		0;00		0:00	

Route Holder:_____ Route #_____

CPU/On Demand Pick Ups - Duration & drive time - 5 day sampling

- Sample tool to determine if LC/MSC has sufficient time to clear CPU(s)
- Stopwatch sampling is from seatbelt to seatbelt * drive time in-between (from drive to park)
- This sample was taken between (date)_____ and (date)_____

Indicate on each line below either "ADDRESS" or "DRIVE" (to and/or in between each pick up)	**Start time Day 1**	**End time Day1**	**Start time Day 2**	**End time Day 2**	**Start time Day 3**	**End time Day 3**	**Start time Day 4**	**End time Day 4**	**Start time Day 5**	**End time Day 5**
	0:00		0:00		0:00		0:00		0:00	
	0:00		0:00		0:00		0:00		0:00	
	0:00		0;00		0:00		0:00		0:00	
	0:00		0:00		0:00		0:00		0:00	
	0:00		0:00		0:00		0:00		0;00	
	0:00		0:00		0:00		0:00		0:00	
	0:00		0:00		0:00		0:00		0:00	
	0:00		0:00		0:00		0:00		0:00	
	0:00		0:00		0:00		0:00		0:00	
	0:00		0:00		0:00		0:00		0:00	
	0:00		0:00		0:00		0:00		0:00	
	0:00		0:00		0:00		0;00		0:00	

Route Holder:_____ Route #_____

Parcel Volumes

- Fill out this form for a five day parcel validation
- Please fill out one (or more) sheets per day
- Photocopy as many sheets as needed

Date:_____

CIVIC ADDRESS	REGULAR PARCEL	SIGNATURE	$ (COD/CUST)

Route Holder:_____ Route #_____

date_____

RELAY DRIVERS "drive time verification" (relay stop to stop only)

LOCATION (from)	LOCATION (to)	Time Captured

Route Holder:_____ Route #_____

These last two pages are more specific for CMB's & the "CMB Converted depots"

This sampling process for collecting data is required in order for the Union to make a case to have any resulting time value increases input into a route's workload for the ADDITIONAL time associated to any EXTRA work being performed.

Capture below the times for completing the accommodation deliveries from CMBS - use the number of columns required for each call from 1 CMB. The final entry will identify the drive time that was required to get back to the next scheduled service demand/CMB, etc. (copy multiple sheets if required for each Wednesday)

DATE CMB location	# of POC's for delivery	total time to retrieve mail from CMB	Start from CMB to 1st address stop	time to deliver mail seat belt to seat belt	From stop to next delivery (if applicable) OR service demand/ CMB	time to deliver mail seat belt to seat belt	From stop to next delivery (if applicable) OR service demand/ CMB
(example) side of 123 Jefferson	*3*	*0:55*	*0:39*	*1:02*	*:33*	*:55*	*:22*

Route Holder:_____ Route #_____

This table is for identifying instances when you have "new" parcels to deliver into a CMB PARCEL COMPARTMENT but cannot fit them into compartments that have NOT been cleared of previously delivered items.
(EXAMPLE—2 new items – no compartment available = RECORD 2 ITEMS / 3 new items 1 compartment available = 2 ITEMS)

DATE	CMB LOCATION	# of ITEMS for CMB PARCEL COMPS.	AVAILABLE Parcel COMPS.	TO DOOR	CMB LOCATION	# of ITEMS for CMB PARCEL COMPS.	AVAILABLE Parcel COMPS.	TO DOOR