

CDRAAP Local Office Contact Responsibilities

Local office contacts (LOC) will also be established to assist the route evaluation and adjustment team (REAT) team with the evaluation and adjustment of routes in their installation. Local office contacts will be selected by the District Manager or designee and the Branch President or designee. The contacts will be provided information on their duties and responsibilities and will discuss these tasks with their assigned route evaluation and adjustment team (REAT) prior to performing local office contact tasks.

Local management and union representatives will present a nationally developed standup talk to employees in each zone selected for this process prior to beginning the process in that zone.

All actual office and street time data used will be based on the performance of the regular carrier. On vacant routes or routes where the data for the regular carrier is not available for the analysis period, the REAT should use a mutually agreed upon different data period to accommodate gathering data for the regular carrier. In cases where this is not possible, the REAT should select a mutually agreed upon replacement carrier. While the carrier that worked the route the most days during the evaluation period will normally be selected, the REAT should analyze additional data and input from the local office contacts (LOC) for any considered replacement carrier.

The local office contacts must read and become familiar with all agreements related to the process. M-01845, M-01846, M-01849

LOC and REAT Communication

The route evaluation and adjustment team (REAT) will communicate with both local office contacts (LOC), discussing their roles and responsibilities in the process prior to any data analysis. No route evaluation and adjustment team will begin data analysis in any zone until the REAT communicates with both local office contacts to explain the process and make sure they understand their roles and responsibilities.

Upon assignment to a zone, the route evaluation and adjustment team should immediately advise its local office contacts that it needs current representative PS Form 3999s for the purpose of moving territory, if necessary, during adjustments. Such PS Form 3999s will be completed as soon as practicable.

The REAT will maintain ongoing communications with local office contacts throughout the process to obtain information needed to evaluate and adjust the routes such as a copy of the current seniority list, current or anticipated vacancies, suggestions for replacement carriers or any potential data integrity issues.

The REAT will jointly conduct all carrier consultations, ensuring all resulting data is properly recorded and unit records are updated. Carrier consultations may be conducted in person or telephonically.

Local Office Contact Information to provide the REAT

The local office contacts are responsible for providing the REAT the following information:

1. Local issues relevant to route evaluation and adjustment.
2. Any known operational changes should occur prior to the analysis period.
3. A current seniority list.
http://www.nalc3825.com/seniority_list_and_route_assigned_by_route.pdf
http://www.nalc3825.com/seniority_list_and_route_assigned_by_date.pdf
4. Current or anticipated vacancies and information regarding replacement carriers.
5. Where appropriate, reasons why the selected review periods may not be valid for evaluation.
6. Notification to the route evaluation and adjustment team, as far in advance as practicable, when either local office contact will not be available to perform his/her responsibilities, including the name of his/her replacement.
7. All PS Form 3999 data when requested.
8. Ensuring that valid and representative PS Form 3999s are conducted when requested by the route evaluation and adjustment team.
9. Ensuring the PS Form 3999 process is followed at the local level.
http://www.nalc3825.com/CDRAAP_PS_Form_3999_Process.pdf
10. Assisting the route evaluation and adjustment team with territory adjustments. The local office contacts may also jointly select someone with knowledge of the territory to provide this assistance.

11. Providing carriers their routes' evaluated time, prior to the adjustment consultation.
12. Providing carriers copies of any amended PS Form(s) 1840 Reverse if changes were made after the adjustment consultation by the route evaluation and adjustment team.
13. The local office contacts should make the route evaluation and adjustment team aware of any issues they have with the integrity of the data resulting from such things as altered time records, Management Operating Data System (MODS) code changes, modifying time clock entries in TACS, auxiliary assistance tracking, work hour transfers, etc.
www.nalc3825.com/MODS_operations_2008.pdf
14. Prior to the data analysis, local office contacts will advise the route evaluation and adjustment team of any routes that were vacant or did not have data available for the regular carrier during the data analysis review period. After discussion with the local parties, the team will decide whether data from a replacement carrier will be used.
15. When a collection or parcel post route includes the casing or delivery of mail, it is covered by the CDRAAP agreement.
16. The parties recognize that Small Parcels and Rolls (SPR) volume data is not currently available on the Workhour/Workload Reports utilized to analyze data.
17. When appropriate, request a route adjustment review within 90 days following the implementation of the initial joint route adjustment. Either local office contact can initiate a review by completing a route adjustment review request form and sending it to the District Lead Team. The reasons for the request should be explained on the form and it should be indicated whether or not there is agreement on the need for a review.

The district lead team may, by mutual agreement, assign additional tasks to a specific pair of local office contacts, on an individual, case-by-case basis. For example, the district lead team may agree to assign a specific local office contact pair to determine how adjustments will be made in a specific zone.