

# ROUTE INSPECTION TIMELINE

## 11 Months - 1 Month Prior C & I

This period is used to compile the 7 random week 1840-B info. and consult the NALC of C & I.

## Wednesday Prior to C & I

The carrier's work schedule must be posted Wednesday prior to the C & I. Any changes to start time after Wednesday should be grieved and carrier paid out-of-schedule overtime.

## 21 Days Prior to C & I

The Dry Run must be completed within 21 days prior to the C & I. The carrier must be furnished a sample list of mail-count items and time-used items. The carrier must enter these items on a dry-run form. A manager must review each completed dry-run form for accuracy, error, and omissions, and they must be discussed and explained to the carrier. When necessary, the mgr. may require a second completion of the form to assure that the carrier is thoroughly familiar with completing the form to be used.

## 5 Days Prior to C & I

Management must post the schedule showing which day each route will be accompanied by an examiner. Management must give the carrier 1 day's notice of any change in this schedule.

**\*NOTE: Don't forget that even the week after the C & I will be included in the C & I.**

## FORMAL CONSULTATION WITH CARRIER

(This is supposed to be an exchange of ideas, not just management telling you how it is going to be.

Consultation cannot be held any sooner than 1 week after the count)

## 5 Days Prior to Consultation

Carrier gets a copy of the 1838's and 1838-C's.

work functions and actual time recordings.

Do not sign any forms, except your request for the Reverse of the 1840. Get a copy of your request. Mgmt must sign/date.

## 1 Day Prior to Consultation

Carrier gets a copy of the 1840, reflecting totals and averages from Forms 1838, day of inspection data, route examiner's comments, and analysis of office

## 7 Days After Consultation

Carrier gets a copy of the reverse side of the 1840. If not received within 7 days, file a grievance.

Carrier's comments should be entered on the 1840. Get a copy.

**\* NOTE: This is *extremely* important – the carrier must request the reverse side of the 1840 if there were any time deductions during insp.**

## Information To Have/Request Prior To/During Carrier Consultation (VERY IMPORTANT!)

1. Form 1838-C, Carrier's Count of Mail – Letter Carrier Route Worksheet
2. Form 4584, Observation of Driving Practices (on day examiner accompanied carrier)
3. Form 3999 and/or DCD printout
4. Office and Street Comments Sheet
5. Route Examination Analysis Sheet
6. Form 1840, Front and Reverse (**\*NOTE: No time disallowances can be made if Reverse is not received by the carrier within 7 days of their request for it.**)

**ADJUSTMENTS MUST BE MADE WITHIN 52 DAYS AFTER COMPLETION OF COUNT.**