

December 6 & July 10, 1995 and April 2000, MOUs	47K OR 48 K	46K & UNDER	AUXILIARY ROUTE OVER 39 HOURS	VACANT REGULAR ROUTE
NON-AUTOMATION SITE (ZONE / UNIT)	Adjust to 52:00 Standard Hours (43K option category) unless operational concerns exist Reference #1 below	Adjust only if needed for operational reasons Reference # 2 below	If 39:00 hours as a result of a mail count Convert to Regular & post	Post vacant route. Optimum is 52:00 Standard Hrs. (43K option category) Reference #1 below
Regular Carrier who voluntarily SELECTS TUES., WEDS., or THURS. as their RELIEF DAY	Adjust to 53:00-55:00 Standard Hours (44K-46K) unless operational concerns exist Reference #1 below	Adjust only if needed for operational reasons Reference # 2 below	Does not apply	Adjust to 52:00 Standard Hours (43K option category) unless operational concerns exist Reference #1 below
AUTOMATION SITE (ZONE / UNIT)	Adjust to 53:00-55:00 Standard Hours (44K-46K) unless operational concerns exist Reference #1 below	Adjust only if needed for operational reasons Reference # 2 below	Calculate remaining buffer needs. If sufficient buffer exists & AUX is 39:00 Hrs. as a result of mail count Convert to Regular & post Note: District designee (CSA) & Union release is required.	Calculate remaining buffer needs. If sufficient buffer exists, post vacant route. Note: Dist.Designee (CSA) & Union release required. Optimum is 52:00 Standard Hrs. (43K option category) Ref.# 5
AUTOMATION SITE Route at 60% DPS of Higher (Exception: Max. DPS achieved is less than 60% - Closed Out) Reference # 4 below	Adjust to 53:00-55:00 Standard Hours (44K-46K) unless operational concerns exist Future adjustments per M-38 Sec.823. Unflag in payroll) Reference #1 below	Adjust only if needed for operational reasons Reference # 2 below	If 39:00 hours as a result of a mail count Convert to Regular & post Note: District designee (CSA) & Union release is required.	Post vacant route. Optimum is 52:00 Standard Hrs. (43K option category) range. Note: District designee (CSA) & Union release is required.
REBUILDS FOR AUTOMATION SITES ONLY (Note: Rebuilds at 69% or Close Out -- Same as above Reference #3 & #4 below	After counted on DPS or 2-Pass, REBUILD only automation loss, provided buffer is available. Do not exceed 46K. Reference #3 below	After counted on DPS or 2-Pass, REBUILD only automation loss, provided buffer is available. Do not exceed previous evaluation or 46K, whichever is appropriate Reference #3 below	Use route as buffer for rebuild requirements	Use route as buffer for rebuild requirements

1. Examples of operational concerns that could prevent adjusting to target hours: Creating an auxiliary route < 12 std. Hrs., space constraints for additional equipment and carrier case, etc., however, adjustments will be made if carrier requests. Note: a route may be adjusted below 53-55 or 52 targets if the anticipated growth on that route will make up the loss within a reasonable time period (6 months +/-).

2. Examples of operational reasons that necessitate adjusting routes 46K and under: Route needs overtime or assistance on a regular basis; hours needed to create 12 hr. auxiliary route to relieve overburdened route; Cannot make 2080 commitment; Service deficiencies such as: employee cannot return from street to make dispatch on a regular basis; Carrier requests an adjustment, etc.

3. Rebuilds must be done as soon as operationally reasonable. Carrier may waive right to rebuild. Use route growth in the near future to offset rebuild requirements. Note: other union contracts may exclude the period November 15 thru the end of December.

4. "Close Out" is when the District Designee (CSA) and the RLCA State Steward determine that additional increases in DPS volume for that office and/or route are not anticipated. Generally, the target evaluation of 53-55 Std. Hrs. will provide sufficient buffer to offset the possible impact from additional DPS volume increases.

5. "Rebuilds" - reference Q&A, July 15, 1995, The National Rural Letter Carrier (i.e., 0.0520 X Change in DPS volumes).

Note: "Blanket Adjustments" solely for the purpose of involving all routes in an office should not be made. However, if a route that is not overburdened is affected by the adjustment of an overburdened route, then that route should be targeted to its prior evaluation, if operationally feasible.

Automation Buffer: Step 1 -- Holding Auxiliary Routes. Step 2 -- Holding Vacant Regular Routes. Step 3 -- Allowing Regular Routes to remain or grow into an overburdened status. These are STEPS, NOT OPTIONS. These steps must be applied in the sequence listed. Exhibit #1 should only be offered in units where Steps 1 & 2 will not result in adequate buffer.