	BRIE	F OF R	U.S. Pos <b>(URAL</b> instructi	U.S. Postal Service BRIEF OF RURAL ROUTE CHANGES (See instructions on reverse)	E CHAN	GES			(1)		anges	s <i>(Check approp</i> i Consolidation o City	riate box(es	<i>box(es)</i> Overburdened Route   Other (Specify)	ł Route specify)	Incre	Increase Frequency	cy
									DATA									
Č	Office	D D D D		Standard		Propose		Route Evalu	uation and C	(7) Route Evaluation and Classification		(8) Length	٩	(5	(9) Boxes		(10)	Stops
5	(2)	(3) (3)		(4)	(5)	Standard Time (6)		Hours & H, J, K, A, M and L or Non-L (7a) Present (7b) Propose	K, A, M and (7t	nd L or Non-L (7b) Proposed	Present (8a)		Proposed (8b)	Present (9a)		Proposed (9b)	Present (10a)	Proposed (10b)
								COST DATA	ΟΑΤΑ									
			Present	It									Proposed	sed .				
Office (11)	Rte. Reg. No. Step (12) (13)	Reg. Salary (14)	Sub. Step (15)	Annual Relief Salary (J/K) (16)	Annual EMA (17)	Aux. Assistance (18)	Locked Pouch Allow. (19)	Fringe Benefit (20)	Total Cost (21)	Reg. Step (22)	Reg. Salary (23)	Sub. R Step ( (24)	Annual Relief Ar Salary E (J/K) E (25) (	Annual Si EMA Si (26) (	Saved F Salary (27)	Locked Pouch Allow. (28)	Fringe Benefit (29)	Total Cost (30)
(31) Remarks									(32) Action			_	-	_	_			
(33) Net Cost	(34) Net Savings		(35) Pro	(35) Prop. Eff. Date		(36) Signature	۵			(3)	(37) Title				<u></u>	(38) Date		
PS Form <b>4012,</b> February 1988	ruary 1988														<i>v</i>	PREVIOUS	S EDITIONS ,	(PREVIOUS EDITIONS ARE USABLE)

# PROPOSED CHANGES

# INSTRUCTIONS

# Check Appropriate Box(es) — Place a check mark in the box to the left of each action involved.

### ROUTE DATA

Ξ

- Office Enter the name(s) of the post office(s), state, and ZIP + 4 Code(s)
- (4) (3) (2)Rte. No. — Enter the route number(s) *Standard Time* — Enter the present standard hours from Line 1 of the Interim Rural Route
- Evaluation Worksheet (Exhibit 824.31, Handbook M-38)
- Actual Time Enter the actual time.
- 65 Route Evaluation Worksheet Proposed Standard Time — Enter the proposed standard hours from Line 5 of the Interim Rural
- Э (7a) Route Evaluation and Classification — Hours & H, J, K, A, M and L or Non-L. Present — Enter the present route evaluation and classification (Example: 43J.)
- (7b) Proposed — Enter the proposed route evaluation and classification

#### 8 Length

(8a) (8b) Proposed — Enter the proposed length from Line 2 of the Interim Rural Route Evaluation Worksheet Present — Enter the present length from Line 2 of the Interim Rural Route Evaluation Worksheet

#### 9 Boxes

- (9a) Worksheet. Present — Enter the present number of boxes from Line 3 of the Interim Rural Route Evaluation
- (9b) Worksheet Proposed — Enter the proposed number of boxes from Line 3 of the Interim Rural Route Evaluation
- (10) Stops
- (10a) (10b) Proposed — Enter the proposed number of stops. Present — Enter the present number of stops

#### COST DATA

#### Present

- Office Enter the name(s) of the post office(s).
- (12)(13)Rte. No. — Enter the route number.
- Reg. Step Enter the step of the regular carrier if the route is encumbered. Enter Step 7 if vacant
- Reg. Salary Enter the appropriate salary of the regular carrier.
- (14) (15) Sub. Step — Enter the step of the substitute carrier.
- If the route is presently J or K, refer to current schedules of compensation and determine the appropriate daily rate of pay for the substitute. Mulitply the daily rate by 26 days for J routes or 52 days for K routes Annual Relief Salary (J/K) — Refer to the present route classification to determine if the route is J or K.
- (17) and enter the result in this block. result in this block. Annual EMA — Determine the appropriate daily EMA rate. Multiply by 302 delivery days and enter the
- (18) 52 weeks. Multiply the result by the current hourly rate paid the person performing the assistance. Enter Auxiliary Assistance — Determine the weekly hours of assistance authorized. Multiply this by
- (19) that result in this block. Locked Pouch Allow. — Enter the amount of locked pouch allowance paid as shown on the latest Form
- (20) Fringe Benefit — Enter the total dollar amount of fringe benefits paid for both the regular and substitute 4241-A, Rural Route Evaluation.
- Payroll Hours Summary Report which is available at the Regional level. Select the appropriate rate (Line serving the route. The ratio (percentage) of Fringe Benefits to Gross Pay is found in the latest National 42) according to the type of employee (full time substitute, or associate rural carrier)

total annual fringe benefits. Multiply the annual and relief salaries by the appropriate fringe benefit ratio to determine the

- 43J Route Example:

- \$29,155.00 Annual Salary x16.6794% (Line 42 — rural carrier full time fringe benefit ratio to gross pay from National Payroll Hours Summary.)
- \$ 4,862.88 Regular Carrier Fringe Benefits
- Relief Salary:
- 99.96 Daily Rate
- \$ 2,598.96 Annual Relief Salary 26 Days (J Relief)
- x 7.0739% (Line 42 rural carrier part time fringe benefit ratio to gross pay
- ŝ 183.85 Relief Carrier Fringe Benefits from National Payroll Hours Summary.)
- Summary:
- \$ 4,862.88 Regular Carrier Fringe 183.85 Relief Carrier Fringe
- \$ 5,046.73 Total Fringe Benefits

# Enter \$5,047 in Block 20, Fringe Bene.

(21) allowance, and fringe benefits. Total Cost — Enter the total of regular salary, relief salary, EMA, auxiliary assistance, locked pouch

#### Proposed

- *Reg. Step* Enter the step of the regular carrier if route is encumbered. **Enter Step 7 if vacant**. *Reg. Salary* Enter the appropriate proposed salary of the regular carrier. *Sub. Step* Enter the step of the substitute carrier.

(22)(24)(25)

- daily rate by 26 days for J routes or 52 days for K routes and enter the results in this block schedule of compensation to determine the appropriate daily rate of pay for the substitute. Multiply the mine if the proposed route will be either J or K. If the proposed route will be J or K, refer to the current Annual Relief Salary (J/K) — Refer to Block 7a, Proposed Route Evaluation and Classification, to deter
- (26) Annual EMA — Determine the appropriate daily EMA rate. Multiply by 302 delivery days and enter the
- result in this block.
- Saved Salary Enter the amount of saved salary, if any.
- Locked Pouch Allow. Enter the amount of locked pouch allowance, if applicable
- (27) (28) (30) Fringe Benefit — Determine fringe benefits as described above for Block 20 *Total Cost* — Enter the total proposed costs.

## BOTTOM OF FORM

- Remarks Include any additional information remarks here
- (37)Action — To be completed by the MSC
  - Net Cost Enter the dollar amount of net cost
  - Net Savings Enter the dollar amount of net savings.

  - Proposed Effective Date Enter the date these changes should take effect. Signature Self-explanatory.
  - Title Self-explanatory
- Date Enter the date that this form is completed

- Regular Step 12 Sub Step 7
- Regular Salary: