



# PS FORM 4241-A

## Rural Route Evaluation

| U.S. Postal Service               |                                 |                             |                                 |                                     |                      |                                |                    |                          |                              |                  | Effective         | For PP |
|-----------------------------------|---------------------------------|-----------------------------|---------------------------------|-------------------------------------|----------------------|--------------------------------|--------------------|--------------------------|------------------------------|------------------|-------------------|--------|
| RURAL ROUTE EVALUATION            |                                 |                             |                                 |                                     |                      |                                |                    |                          |                              |                  | DATE PROCESSED    |        |
| Post Office, State and Zip+4 Code |                                 |                             |                                 |                                     |                      |                                |                    |                          |                              | Finance No.      | Date of Court     |        |
| OFFICE TIME DATA                  | Letters                         | Sector Segment Letters      | Flats                           | Parcels                             | Boxholders           | COD's Customs Due              | Strapping          | Stamps                   |                              |                  |                   |        |
|                                   | M.O. Applications               | Collected Letters and Flats | Accountable Mail Signature Item | Accepted Parcels (ordinary/insured) | Postage Due          | Personal & Misc                | IMD Scanner        | Carrier Pickup Requests  |                              |                  |                   |        |
|                                   | Change of Address               | Markups                     | 3052 PARS Labels                | Forme 3021 Completed                | Return Receipts      | Loading                        | Other Suitable     | Withdrawing              | DPS Flats                    |                  |                   |        |
| ROUTE TIME DATA                   | DPS Letters                     | DPS Flats                   | Parcels                         | Misc                                | Boxes                | Dismount Allowance             | Dismount Distance  | Holdup / Unload          | Non-Signature Scans          |                  |                   |        |
|                                   | Accountable Mail Signature Item | COD's Customs Due           | M.O. Applications               | Parcels Accepted (ordinary/insured) | Reg & Cert Accepted  | NDCBU CollComp & Parcel Locker | Locked Pouch Stops | Carrier Pickup Item Time | Carrier Pickup Requests Time |                  |                   |        |
| Time (in hours and minutes)       |                                 |                             |                                 |                                     |                      |                                |                    |                          |                              |                  |                   |        |
|                                   | Standards                       | Actual                      | Aux Assist                      | Volume Factor                       | Route Length (Miles) | Regular Boxes                  | Generalized Boxes  | Total Boxes              | Rotate Relief                |                  |                   |        |
| Office                            |                                 |                             |                                 |                                     |                      |                                |                    |                          |                              |                  |                   |        |
| Route                             |                                 |                             |                                 | Walk & Count                        | Vehicle Stops        | Families Served                | USPS Vehicle Used  | Weekly Dismounts         | Weekly Dismount Distance     |                  |                   |        |
| Total                             |                                 |                             |                                 |                                     |                      |                                |                    |                          |                              |                  |                   |        |
| Route No.                         | Name                            | Employee ID                 | Desig                           | Step                                | Salary               | FLSA                           | Eval Hours         | EMA                      | Locked Pouch Monetary        | Protected Salary | Guaranteed Salary |        |
|                                   |                                 |                             |                                 |                                     |                      |                                |                    |                          |                              |                  |                   |        |

PS Form 4241-A, February 2010



### A Guide to Understanding the Meaning and Origin of PS Form 4241-A

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# PS Form 4241-A

## A GUIDE TO UNDERSTANDING THE MEANING AND ORIGIN OF PS FORM 4241-A

The PS Form 4241-A, Rural Route Evaluation, contains all the data utilized to determine a route evaluation which ultimately determines the annual salary. The data may be difficult to understand unless you have a complete understanding of the meaning and origin of each data entry. While computers do not often make mistakes, a computer is only as accurate as the data that is manually entered. Every carrier should understand the PS Form 4241-A and should always verify all the figures on the form.

The USPS Integrated Business Solutions Services Center (IBSSC) prints and issues PS Form 4241-A to carriers on rural routes as a result of national counts, special counts, or a change in route data initiated by the submission of PS Form 4003, Official Rural Route Description. In addition to the route data, PS Form 4241-A identifies the regular carrier's salary, equipment maintenance allowance, and time accumulated (plus or minus) toward the next compensation change (commonly referred to as bank time).

| U.S. Postal Service<br>OFFICIAL RURAL ROUTE DESCRIPTION                                   |  |              |  |                                     |                          |                     |                   |                 |                 |               |        |  |
|---|--|--------------|--|-------------------------------------|--------------------------|---------------------|-------------------|-----------------|-----------------|---------------|--------|--|
| Postmaster will complete this part. See instructions for completion on reverse of Part 3. |  |              |  |                                     |                          |                     |                   |                 |                 |               |        |  |
| Post Office   |  |              | *New Base Hour (Standard Hour) Change Required |                                     |                          |                     |                   |                 |                 |               |        |  |
|   |  |              | Adjustment                                     | Coll/Comp                           |                          | Consolidation*      |                   |                 | New Route*      |               |        |  |
| State and ZIP+4 Code  |  |              | Convert to Reg.                                | Discontinued                        |                          | Detour*             |                   |                 | Seasonal Route* |               |        |  |
|   |  |              | Extension                                      | Locked Pouch                        |                          | Hardship*           |                   |                 |                 |               |        |  |
| Finance No.   |  |              | Option Election                                |                                     |                          | Parcel Locker       |                   | Hardship*       |                 |               |        |  |
|   |  |              | Remeasured                                     |                                     |                          | Vehicle Data        |                   |                 |                 |               |        |  |
| Route No.   |  | New Length   |  | Converted to centralized boxes only |                          |                     |                   | NDCBU Coll/Comp |                 | Parcel Locker | Option |  |
|   |  |              |  | Weekly Dismounts                    | Weekly Dismount Distance | Converted Reg Boxes |                   |                 |                 |               | LOW    |  |
| Locked Pouch No.  |  | Avg dly. wt. | Weekly Dismounts                               | Weekly Dismount Distance            |                          | Regular Boxes       | Centralized Boxes | Stops           | Base Change     | Vehicle Data  |        |  |
|   |  |              |  |                                     |                          |                     |                   |                 |                 | EMA           |        |  |
|   |  |              |  |                                     |                          |                     |                   |                 |                 | OEMA          |        |  |
|   |  |              |  |                                     |                          |                     |                   |                 |                 | Govt. Veh.    |        |  |
| Name of Carrier   |  |              | Approved By                                    |                                     |                          |                     |                   | Date            |                 |               |        |  |
| PS Form 4003, August 1993 (computerized)  |  |              |  |                                     |                          |                     |                   |                 |                 |               |        |  |

The PS Form 4003, Official Rural Route Description (See Appendix F) is utilized to submit changes to route data for reasons other than changes resulting from a mail count. The PS Form 4003 is submitted to adjust a route evaluation based upon changes to active boxes (centralized and regular), stops, weekly dismounts, weekly dismount distance, lock pouch allowances, extension (temporary route deviations for more than 30 days), official route re-measurements, amended counts, new routes created, adjustments for seasonal routes, the assignment of a government vehicle, etc.

There are two types of adjustments that may be accomplished between mail counts. The first is an "interim adjustment" and the second is a "base hour change". While either adjustment may trigger a change in salary,

there are some distinct differences. An interim adjustment as identified in the National Agreement as “Substantial Service Changes” must be at least 60 minutes in order to trigger a possible change (increase or decrease) in salary. Normally, interim adjustments are generated due to changes in the number of deliveries and miles traveled. A 60 minute interim adjustment may or may not result in a salary change based on the Table of Evaluated Hours for Regular and Auxiliary Routes listed in Article 9.2.C.6 of the National Agreement (See Appendix G and H). An adjustment to a route evaluation which qualifies as a “base hour change” does not require a 60 minute change to trigger a possible increase or decrease in salary. Base hour changes are generated due to changes in a route such as the assignment of a government vehicle, hardship delivery, formal review process for DPS letters and flats, seasonal route, temporary deviations after 30 days, etc. A “base hour change” does not affect the time accumulated towards the next compensation change. When a base hour change is effectuated, the “bank time” may disappear for a pay period, but should reappear on a subsequent PS Form 4241-A.

The information included on the PS Form 4241-A will vary, dependent upon the reason it was generated. A PS Form 4241-A generated by an interim adjustment (See Appendix B) or base hour change (See Appendix C) will only show limited data; however, a PS Form 4241-A generated by a mail count (See Appendix D) will show the entire data for the route. The following explanation utilizes a PS Form 4241-A generated by a mail count. It is intended as a guide to help rural carriers understand the evaluation of rural routes and how the evaluation is calculated. An explanation of the data in each block on the PS Form 4241-A (See Appendix A) is given below.

|                                   |  |               |                |   |
|-----------------------------------|--|---------------|----------------|---|
| ①                                 | Effective  | ②             | For PP         | ③ |
| DIS                               | U.S. Postal Service<br><b>RURAL ROUTE EVALUATION</b> |               | DATE PROCESSED |   |
| ④                                 | ⑤  |               |                |   |
| Post Office, State and Zip+4 Code | Finance No.  | Date of Count |                |   |
| ⑦                                 | ⑧  | ⑨             |                |   |

1. The reason the PS Form 4241-A was issued. Possible reasons are, National Count; Special Count; Amended National/Special Count; Interim Adjustment; Base Hour Change, etc.
2. The effective date of the change (always the beginning of a pay period).
3. The pay period corresponding to the date in #2, (PP/YR).
4. The USPS District number, City/State/ZIP
5. This section may have an entry for Auxiliary Route, Base Hr., etc., as applicable.
6. The date the PS Form 4241-A was processed.
7. The Post Office name, state, and ZIP from which the rural route originates.
8. The finance number of the delivery unit. “Seasonal Route” may also be included in this box, if applicable
9. The dates of the mail count.

The following sections (10-52) represent the number of minutes allowable for office or route time under the daily time standard for a one-week period. Some items have an office or route time allowance, while some have both an office and route time allowance. The time allowance is calculated from the data entered on the final PS Form 4241 (See Appendix E) from the mail count. For example, a route had 4827 letters entered in column 1 on the PS Form 4241 for a two-week mail count. The total number of letters is divided by 2 (length of the mail count), then that figure (2413.5) is multiplied by .0555, which is the time allowance for one letter. This would give the route 133.95 minutes per week to handle letter size mail. NOTE: Office and route time are rounded to two decimals (Example 133.94925 = 133.95).

|                  |                   |                             |                                 |                                     |                 |                   |                |                         |           |
|------------------|-------------------|-----------------------------|---------------------------------|-------------------------------------|-----------------|-------------------|----------------|-------------------------|-----------|
| OFFICE TIME DATA | Letters           | Sector/Segment Letters      | Flats                           | Parcels                             | Boxholders      | COD's Customs Due | Strapping      | Stamps                  |           |
|                  | (10)              | (11)                        | (12)                            | (13)                                | (14)            | (15)              | (16)           | (17)                    |           |
|                  | M.O. Applications | Collected Letters and Flats | Accountable Mail Signature Item | Accepted Parcels (ordinary/insured) | Postage Dues    | Personal & Misc   | IMD Scanner    | Carrier Pickup Requests |           |
|                  | (18)              | (19)                        | (20)                            | (21)                                | (22)            | (23)              | (24)           | (25)                    |           |
|                  | Change of Address | Markups                     | 3982 PARS Labels                | Forms 3821 Completed                | Return Receipts | Loading           | Other Suitable | Withdrawing             | DPS Flats |
| (26)             | (27)              | (28)                        | (29)                            | (30)                                | (31)            | (32)              | (33)           | (34)                    |           |

**The column number listed along with the explanation corresponds to the related column number on the PS Form 4241, Rural Delivery Statistics Report. (See Appendix E)**

10. Weekly office time credit for Random Letters, *column 1*
11. Weekly office time credit for Sector/Segment letters, *column 2*
12. Weekly office time credit for Newspapers, Flats, Magazines, Catalogs, Rolls, *column 4*
13. Weekly office time credit for Parcels, *column 6*
14. Weekly office time credit for Boxholders, *column 7*
15. Weekly office time credit for CODs, Customs Due (Rec'd for delivery), *column 9*
16. Weekly office time credit for "Strapping Out", or pulling down and traying mail. This time allowance is calculated from the PS Form 4241 by taking the sum of the number of Letters (*column 1*), Sector/Segment (*column 2*), and Newspapers, Flats, Magazines, Catalogs, Rolls, (*column 4*); subtracting Markups (*column 13*); dividing the result by the length of mail count (weeks); then multiplying that number by .01428 minutes. Example (two week count): *column 1* plus *column 2* plus *column 4* minus *column 13* divided by 2 times .01428.
17. Weekly office time credit for Stamp Stock. All routes are automatically credited with 20 minutes per week for purchasing and checking stamp stock and Rural Reach functions.
18. Weekly office time credit for Money Order applications received on the route, *column 25*
19. Weekly office time credit for Letters and Flats collected on the route, *column 20*
20. Weekly office time credit for Accountable Mail (Registered, Certified, Numbered Insured, Signature Confirmation, Express Mail) received for delivery, *column 8*
21. Weekly office time credit for Parcels Accepted (Ordinary, Insured, COD), *column 23*
22. Weekly office time credit for Postage Due taken out for delivery, *column 10*
23. Weekly office time credit for Other Office and Personal Time. All routes are automatically credited with 30 minutes per week for this function.
24. Weekly office time credit for obtaining and setting up IMD Scanner. All routes are automatically credited with 6 minutes per week for this function.
25. Weekly office time credit for Carrier Pickup Requests received, *column 21*
26. Weekly office time credit for processing Change of Address Cards, *column 11*
27. Weekly office time credit for Markups, *column 13*
28. Weekly office time credit for PS Form 3982 PARS Labels, *column 12*
29. Weekly office time credit for PS Form 3821, Clearance Receipts, completed daily, *column 14*
30. Weekly office time credit for Return Receipts only for those accountable items delivered by way of the PS Form 3883, Firm Delivery Book (applicable to "L" routes only), *column 26*
31. Weekly office time credit for Loading Vehicle (weekly average of actual time spent during mail count), *column 16*
32. Weekly office time credit for Other Suitable Allowance (weekly average of actual time spent on safety/service talks and other daily/weekly recurring duties authorized by management), *column 17*
33. Weekly office time credit for Withdrawing Mail, if authorized in the office. All routes performing Withdrawal duties are automatically credited with 30 minutes per week for this function.
34. Weekly office time credit for DPS Flats, only routes without a government vehicle, *column 5*

|                 |                                 |                   |                   |                                     |                     |                                |                    |                           |                              |  |
|-----------------|---------------------------------|-------------------|-------------------|-------------------------------------|---------------------|--------------------------------|--------------------|---------------------------|------------------------------|--|
| ROUTE TIME DATA | DPS Letters                     | DPS Flats         | Parcels           | Miles                               | Boxes               | Dismount Allowance             | Dismount Distance  | Reload / Unload           | Non-Signature Scans          |  |
|                 | (35)                            | (36)              | (37)              | (38)                                | (39)                | (40)                           | (41)               | (42)                      | (43)                         |  |
|                 | Accountable Mail Signature Item | COD's Customs Due | M.O. Applications | Parcels Accepted (ordinary/insured) | Reg & Cert Accepted | NDCBU CollComp & Parcel Locker | Locked Pouch Stops | Carrier Pickup Items Time | Carrier Pickup Requests Time |  |
|                 | (44)                            | (45)              | (46)              | (47)                                | (48)                | (49)                           | (50)               | (51)                      | (52)                         |  |

35. Weekly route time credit for DPS Letters, *column 3*
36. Weekly route time credit for DPS Flats, only routes with government vehicle, *column 5*
37. Weekly route time credit for Parcels Accepted (Ordinary, Insured, COD), *column 23*
38. Weekly route time credit for miles travelled on the route, official route length from latest PS Form 4003 multiplied by 12.0
39. Weekly route time credit for all active boxes on the route, sum of regular and central. "L" routes receive 1.82 minutes for a regular box and 1.00 minute for a central box. A non-"L" route receives 2.00 minutes for a regular box and 1.00 minute for a central box.
40. Weekly route time credit for the number of Authorized Dismounts, *column 18*
41. Weekly route time credit for the Authorized Dismount Distance, *column 19*
42. Weekly route time credit for the Reload/Unload function. All routes are automatically credited with 18 minutes per week for this function.
43. Weekly route time credit for Non-Signature Scan items, *column 15*
44. Weekly route time credit for Accountable Mail (Registered, Certified, Numbered Insured, Signature Confirmation, Express Mail) received for delivery, *column 8*
45. Weekly route time credit for CODs, Customs Due (Rec'd for delivery), *column 9*
46. Weekly route time credit for Money Order applications received on the route, *column 25*
47. Weekly route time credit for Parcels Accepted (Ordinary, Insured, COD), *column 23*
48. Weekly route time credit for Accountable Mail (Registered, Certified, Numbered Insured, Signature Confirmation, Express Mail) received for delivery, *column 8*
49. Weekly route time credit for NDCBU/CBU Collection Compartments and Parcel Lockers. All routes receive 1.00 minute/week for NDCBU/CBU Collection Compartments and 2.00 minutes/week for Parcel Lockers.
50. Weekly route time credit for Locked Pouch Stops: number of Locked Pouch stops times 30 minutes
51. Weekly route time credit for Carrier Pickup items, *column 22*
52. Weekly route time credit for Carrier Pickup Requests received, *column 21*

|        | Time (in hours and minutes) |        |            | Volume Factor | Route Length (Miles) | Regular Boxes   | Centralized Boxes | Total Boxes      | Rotato Relief            |  |
|--------|-----------------------------|--------|------------|---------------|----------------------|-----------------|-------------------|------------------|--------------------------|--|
|        | Standards                   | Actual | Aux Assist |               |                      |                 |                   |                  |                          |  |
| Office | (53)                        | (56)   | (59)       | (61)          | (62)                 | (63)            | (64)              | (65)             | (66)                     |  |
| Route  | (54)                        | (57)   | (60)       | Wait & Count  | Vehicle Stops        | Families Served | USPS Vehicle Used | Weekly Dismounts | Weekly Dismount Distance |  |
| Total  | (55)                        | (58)   |            | (67)          | (68)                 | (69)            | (70)              | (71)             | (72)                     |  |

53. This represents the standard hours for the office functions of the route, in hours and minutes, based upon the data collected during the mail count and recorded on the PS Form 4241.
54. This represents the standard hours for the route functions of the route, in hours and minutes, based upon the data collected during the mail count and recorded on the PS Form 4241.
55. The total standard hours of the route, sum of 53 and 54.

56. This represents the actual hours used during the mail count to complete the office portion of the route, in hours and minutes, based upon the entries made by the carrier(s) on the PS Form 4240 and recorded by the manager on the PS Form 4241.
57. This represents the actual hours used during the mail count to complete the route portion of the route, in hours and minutes, based upon the entries made by the carrier(s) on the PS Form 4240 and recorded by the manager on the PS Form 4241.
58. The total of the actual time used to complete all route duties, sum of 56 and 57.
59. This figure represents Auxiliary Assistance provided to the carrier (in the office) during the mail count.
60. This figure represents Auxiliary Assistance provided to the carrier (on the route) during the mail count.
61. This figure represents the Volume Only Factor, a very important number to remember. Each route is different. The Volume Only Factor represents the average weekly time, in minutes and hundredths, spent handling mail volume. Routes with a high volume of mail will receive a higher Volume Only Factor than routes with a low volume of mail. See PO-603, section 543 for an explanation of computing the Volume Only Factor.  
As an example, assume the Volume Only Factor of 1.64. It is not an "L" route. A non"L" route receives 2.0 minutes per regular box and 1.0 minute per central delivery box. Every new regular box added to this route will mean 3.64 (1.64 + 2.00) minutes are added toward a 1-hour interim adjustment. Every central delivery box added to this route will mean 2.64 (1.64 + 1.00) minutes are added toward a 1-hour adjustment. If this were an "L" route, the Volume Only Factor is added to 1.82 for a regular box and 1.0 for a central delivery box. Conversely, boxes subtracted will result in this amount of time being deducted. By taking the time value of each box, such as 3.64 for regular boxes and 2.64 for central delivery boxes for this non "L" route example and dividing that figure into 60 minutes (for a one-hour interim adjustment), a carrier can readily calculate the number of boxes needed for a one-hour interim adjustment.
62. This figure represents the official route length (miles) from latest PS Form 4003.
63. This figure represents the number of active regular boxes as of the last day of the mail count.
64. This figure represents the number of active central delivery boxes as of the last day of the mail count.
65. Total number of active deliveries , sum of 63 and 64.
66. Indicates if the carrier has opted for a rotating relief day.
67. The total amount of Waiting and Counting time recorded during the mail count, PS Form 4239, columns 29 & 30
68. Vehicle stops, the minimum number of stops necessary to serve all boxes on the route as of the last day of mail count.
69. This figure represents the number of families served as of the last day of mail count.
70. "Y" or "N" to indicate Yes or No if a USPS vehicle is assigned to the route. The figure shown after a "Y" indicates the weekly time credit associated with the assigned USPS vehicle.
71. This figure represents the number of weekly dismounts such as businesses, hardship deliveries, Central Delivery dismounts, etc. This figure can represent any specified number of times per week depending on the situation, such as schools or businesses that may be closed on Saturday.
72. This figure represents the weekly dismount distance measured in feet.

| Route No. | Name | Employee ID | Desig. | Step | Salary | FLSA | Eval Hours | EMA  | Locked Pouch Monetary | Protected Salary | Guaranteed Salary |
|-----------|------|-------------|--------|------|--------|------|------------|------|-----------------------|------------------|-------------------|
| (73)      | (74) | (75)        | (76)   | (77) | (78)   | (79) | (80)       | (81) | (82)                  | (83)             | (84)              |
| (85)      |      |             |        |      |        |      |            |      |                       |                  |                   |

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73. This represents the official route number and classification, i.e.: A, H, J, K or LA, LH, LJ, LK and the three digit number of the route. The "L" designates that the route is a high density route of 12 or more boxes per mile. An "A" designates that it is an Auxiliary route.
74. The assigned carrier's name.
75. The assigned carrier's Employee ID Number.
76. The assigned carrier's designation, i.e., regular carrier-71, RCA on vacant regular route-74, RCA on Auxiliary route-79.
77. The attained salary step of the assigned carrier.
78. The annual salary of the assigned carrier.
79. The FLSA code of the assigned carrier. Generally "B" or "A" for regular carriers, "P" for leave replacements. FLSA code explanation in the National Agreement (EL-902), Article 9.2.A and F-21, Time and Attendance handbook, section 546.
80. This figure represents the evaluated hours of the route taken from National Agreement (EL-902), Article 9.2.C.6. The "V" appearing after the evaluated hours is a holdover from an MOU in 1978; it simply means that the route cannot be converted to an RCS (mileage) route and is not relevant in today's environment.
81. This figure represents the daily Equipment Maintenance Allowance (EMA) a carrier receives when they utilize a privately-owned vehicle to deliver the route. A "G" in front of the EMA amount indicates that the route has a government vehicle assigned; an "E" indicates a private vehicle.
82. This figure represents the Lock Pouch monetary allowance, if applicable.
83. This figure represents the Protected Salary status of the assigned carrier, if applicable.
- 1) If a carrier's route is reduced and the carrier is entitled to the guaranteed salary established at the beginning of the guarantee year based upon the national agreement, the carrier may also be entitled to salary protection for the remainder of the 2 calendar years. The guaranteed salary is set at the employee's step at the beginning of the guarantee year and is entitled to all Contractual Increases. If the route was reduced for the benefit of the Postal Service and if the carrier qualifies for salary protection, refer to ELM 421.51 and 421.511 and F-21, Time and Attendance Handbook, section 568.
  - 2) A carrier who was injured on duty and returns to work on limited duty for an extended period of time is entitled to the salary at the date of injury/disability evaluation. To ensure the salary will be correct, personnel must process a SF 50 with a special salary code E and the evaluated hours or miles. The employee's salary will not be affected by changes in route evaluation. When the carrier returns to full duty, process an SF 50 to remove special salary code E. Refer to F-21, Time and Attendance Handbook, section 569.
84. This figure represents the guaranteed annual salary of the assigned carrier.
- The guaranteed salary for the respective route is the annual salary, attained step, in effect at the beginning of the guarantee period. The period continues for 52 consecutive weeks beginning and ending with pay periods. This salary must not be for less than 35 hours and cannot exceed the salary for 40 hours. The guarantee of compensation differs for each route evaluation between 35 and 40 hours.



The salary cannot be reduced below the guaranteed salary set forth at the beginning of the guarantee period. The employee's step is locked and step increases earned after the guarantee salary does not affect the guaranteed salary. The salary may be adjusted upward, except that any compensation paid above 40 hours is not considered guaranteed annual wages. Adjustments in compensation may be made upward or downward, between 40- and 48-hour levels, without affecting the annual guarantee. However, the salary cannot be reduced below the 40-hour compensation level during the guarantee period.

Refer to National Agreement (EL-902), Article 9.2.A and F-21, Time and Attendance Handbook, section 542.

85. This section often has messages referring to the amount of "banked time" or time accumulated toward the next compensation change; also would indicate whether the route has a high option classification and what that classification would be, i.e., High J-46, Low K-42.



# Appendix

|   |                             |                                 |                                     |                     |                                 |                    |                           |             |                       |  |                   |
|---|-----------------------------|---------------------------------|-------------------------------------|---------------------|---------------------------------|--------------------|---------------------------|-------------|-----------------------|--|-------------------|
| <b>U.S. Postal Service</b><br><b>RURAL ROUTE EVALUATION</b>   |                             |                                 |                                     |                     |                                 |                    |                           |             |                       | Effective <b>(2)</b><br>For PP <b>(3)</b><br>DATE PROCESSED <b>(6)</b> |                   |
| DIS <b>(4)</b> Post Office, State and Zip+4 Code <b>(7)</b> Finance No. <b>(8)</b> Date of Count <b>(9)</b> |                             |                                 |                                     |                     |                                 |                    |                           |             |                       | Date of Count <b>(9)</b>   |                   |
| <b>OFFICE TIME DATA</b>   |                             |                                 |                                     |                     |                                 |                    |                           |             |                       |  |                   |
| Letters   | Sector Segment Letters      | Flats                           | Parcels                             | Boxholders          | COO's Customs Due               | Strapping          | Stamps                    |             |                       |  |                   |
| <b>(10)</b>   | <b>(11)</b>                 | <b>(12)</b>                     | <b>(13)</b>                         | <b>(14)</b>         | <b>(15)</b>                     | <b>(16)</b>        | <b>(17)</b>               |             |                       |  |                   |
| M.O. Applications   | Collected Letters and Flats | Accountable Mail Signature Item | Accepted Parcels (ordinary/insured) | Postage Dues        | Personal & Misc                 | IMD Scanner        | Carrier Pickup Requests   |             |                       |  |                   |
| <b>(18)</b>   | <b>(19)</b>                 | <b>(20)</b>                     | <b>(21)</b>                         | <b>(22)</b>         | <b>(23)</b>                     | <b>(24)</b>        | <b>(25)</b>               |             |                       |  |                   |
| Change of Address   | Markups                     | 3982 PARS Labels                | Forms 3821 Completed                | Return Receipts     | Loading                         | Other Suitable     | Withdrawal                |             |                       |  |                   |
| <b>(26)</b>   | <b>(27)</b>                 | <b>(28)</b>                     | <b>(29)</b>                         | <b>(30)</b>         | <b>(31)</b>                     | <b>(32)</b>        | <b>(33)</b>               |             |                       |  |                   |
| DPS Letters   | DPS Flats                   | Parcels                         | Miles                               | Boxes               | Dismount Allowance              | Dismount Distance  | Reboard / Unload          |             |                       |  |                   |
| <b>(35)</b>   | <b>(36)</b>                 | <b>(37)</b>                     | <b>(38)</b>                         | <b>(39)</b>         | <b>(40)</b>                     | <b>(41)</b>        | <b>(42)</b>               |             |                       |  |                   |
| Accountable Mail Signature Item   | COO's Customs Due           | M.O. Applications               | Parcels Accepted (ordinary/insured) | Reg & Cert Accepted | NDCBU Coll/Comp & Parcel Locker | Locked Pouch Stops | Carrier Pickup Items Time |             |                       |  |                   |
| <b>(44)</b>   | <b>(45)</b>                 | <b>(46)</b>                     | <b>(47)</b>                         | <b>(48)</b>         | <b>(49)</b>                     | <b>(50)</b>        | <b>(51)</b>               |             |                       |  |                   |
| <b>ROUTE TIME DATA</b>  |                             |                                 |                                     |                     |                                 |                    |                           |             |                       |  |                   |
| Time (in hours and minutes)   |                             |                                 |                                     |                     |                                 |                    |                           |             |                       |  |                   |
| Standards   | Actual                      |                                 |                                     |                     |                                 |                    |                           |             |                       |  |                   |
| <b>(53)</b>   | <b>(56)</b>                 |                                 |                                     |                     |                                 |                    |                           |             |                       |  |                   |
| Office  | Aux Assist                  |                                 |                                     |                     |                                 |                    |                           |             |                       |  |                   |
| <b>(54)</b>   | <b>(59)</b>                 |                                 |                                     |                     |                                 |                    |                           |             |                       |  |                   |
| Route   | Wait & Count                |                                 |                                     |                     |                                 |                    |                           |             |                       |  |                   |
| <b>(55)</b>   | <b>(60)</b>                 |                                 |                                     |                     |                                 |                    |                           |             |                       |  |                   |
| Total   | Volume Factor               | Route Length (Miles)            | Regular Boxes                       | Centralized Boxes   | Total Boxes                     | Rotated Relief     |                           |             |                       |  |                   |
| <b>(58)</b>   | <b>(61)</b>                 | <b>(62)</b>                     | <b>(63)</b>                         | <b>(64)</b>         | <b>(65)</b>                     | <b>(66)</b>        |                           |             |                       |  |                   |
| <b>Summary</b>  |                             |                                 |                                     |                     |                                 |                    |                           |             |                       |  |                   |
| Route No.   | Name                        | Employee ID                     | Desig.                              | Step                | Salary                          | FLSA               | Eval Hours                | EMA         | Locked Pouch Monetary | Protected Salary   | Guaranteed Salary |
| <b>(73)</b>   | <b>(74)</b>                 | <b>(75)</b>                     | <b>(76)</b>                         | <b>(77)</b>         | <b>(78)</b>                     | <b>(79)</b>        | <b>(80)</b>               | <b>(81)</b> | <b>(82)</b>           | <b>(83)</b>  | <b>(84)</b>       |
| <b>(85)</b>   |                             |                                 |                                     |                     |                                 |                    |                           |             |                       |  |                   |

INTERIM ADJUST DIS [Redacted] U.S. Postal Service For PP 23-11  
 Effective 10-22-11 DATE PROCESSED 12/13/11

| RURAL ROUTE EVALUATION                       |                             |                                 |                                     |                      |                                 |                    |                           |                          |                       |                  |                              |
|--|-----------------------------|---------------------------------|-------------------------------------|----------------------|---------------------------------|--------------------|---------------------------|--------------------------|-----------------------|------------------|------------------------------|
| Finance No. [Redacted]                       |                             |                                 |                                     |                      |                                 |                    |                           |                          |                       | Date of Count    |                              |
| Post Office, State and Zip+4 Code [Redacted] |                             |                                 |                                     |                      |                                 |                    |                           |                          |                       |                  |                              |
| OFFICE TIME DATA                             |                             |                                 |                                     |                      |                                 |                    |                           |                          |                       |                  |                              |
| Letters                                      | Sector Segment Letters      | Flats                           | Parcels                             | Boxholders           | COO's Customs Due               | Strapping          | Stamps                    |                          |                       |                  |                              |
| MO Applications                              | Collected Letters and Flats | Accountable Mail Signature Item | Accepted Parcels (ordinary/insured) | Postage Due's        | Personal & Misc                 | IMD Scanner        | Carrier Pickup Requests   |                          |                       |                  |                              |
| Change of Address                            | Markups                     | 3982 FARS Labels                | Forms 3821 Completed                | Return Receipts      | Loading                         | Other Suitable     | Withdrawing               |                          |                       |                  | DPS Flats                    |
| DPS Letters                                  | DPS Flats                   | Parcels                         | Miles                               | Boxes                | Discount Allowance              | Discount Distance  | Reload / Unload           |                          |                       |                  | Non-Signature Scans          |
| Accountable Mail Signature Item              | COO's Customs Due           | M.O. Applications               | Parcels Accepted (ordinary/insured) | Reg & Cart Accepted  | NDCBU Coll/Comp & Parcel Locker | Locked Pouch Stops | Carrier Pickup Items Time |                          |                       |                  | Carrier Pickup Requests Time |
| ROUTE TIME DATA                              |                             |                                 |                                     |                      |                                 |                    |                           |                          |                       |                  |                              |
| Time (in hours and minutes)                  |                             |                                 |                                     |                      |                                 |                    |                           |                          |                       |                  |                              |
| Standards                                    | Actual                      | Aux Assist                      | Volume Factor                       | Route Length (Miles) | Regular Boxes                   | Centralized Boxes  | Total Boxes               | Rotate Relief            |                       |                  |                              |
| Office                                       |                             |                                 | 1.90                                | 30.10                | 448                             | 182                | 630                       | N                        |                       |                  |                              |
| Route  |                             |                                 | Wait & Count                        | Vehicle Stops        | Families Served                 | USPS Vehicle Used  | Weekly Discounts          | Weekly Discount Distance |                       |                  |                              |
| Total  | 46:49                       |                                 |                                     | 448                  |                                 |                    | 42                        | 3432                     |                       |                  |                              |
| Route No.                                    | Name                        | Employee ID                     | Desig.                              | Step                 | Salary                          | FLSA               | Eval Hours                | EMA                      | Locked Pouch Monetary | Projected Salary | Guaranteed Salary            |
| L J 070                                      | [Redacted]                  | [Redacted]                      | 71                                  | 03                   | 54,020                          | B                  | J43V                      | G 31.70                  |                       |                  | 48,555                       |

\* TIME ACCUMULATED TOWARD NEXT COMPENSATION CHANGE +00 HR. 26 MIN.

NOTE: The figures shown in Office Time Data and Route Time Data sections represent the number of minutes allowable under the daily time standards for a one week period. These minutes were developed from the mail count data on Forms 4241. If Locked Pouch Monetary allowance is authorized, the time shown for Locked Pouch Stops is not included in the Standard Time shown.

PS Form 4241-A, February 2010

INTERIM ADJUST DIS [Redacted] U.S. Postal Service **RURAL ROUTE EVALUATION** Effective 11-06-10 For PP 24-10  
 Finance No. [Redacted] BASE HR DATE PROCESSED 11/16/10  
 Post Office, State and Zip+4 Code [Redacted] Seasonal Route Date of Count

| OFFICE TIME DATA                |                             |                                 |                                     |                      |                                 |                    |                           |                              |                       |                  |                   |
|---------------------------------|-----------------------------|---------------------------------|-------------------------------------|----------------------|---------------------------------|--------------------|---------------------------|------------------------------|-----------------------|------------------|-------------------|
| Letters                         | Sector Segment Letters      | Flats                           | Parcels                             | Boxholders           | COB's Customs Due               | Strapping          | Stamps                    | SEASONAL ROUTE               |                       |                  |                   |
| M.O. Applications               | Collected Letters and Flats | Accountable Mail Signature Item | Accepted Parcels (ordinary/insured) | Postage Dues         | Personal & Misc                 | IMO Scanner        | Carrier Pickup Requests   |                              |                       |                  |                   |
| Change of Address               | Markups                     | 3982 PARS Labels                | Forms 3821 Completed                | Return Receipts      | Loading                         | Other Suitable     | Withdrawal                | DPS Flats                    |                       |                  |                   |
| DPS Letters                     | DPS Flats                   | Parcels                         | Miles                               | Boxes                | Dismount Allowance              | Dismount Distance  | Reload / Unload           | Non-Signature Scans          |                       |                  |                   |
| Accountable Mail Signature Item | COB's Customs Due           | M.O. Applications               | Parcels-Accepted (ordinary/insured) | Flag & Cart Accepted | NDCBU Coll/Comp & Parcel Locker | Locked Pouch Stops | Carrier Pickup Items Time | Carrier Pickup Requests Time |                       |                  |                   |
| Time (in hours and minutes)     |                             |                                 |                                     |                      |                                 |                    |                           |                              |                       |                  |                   |
| Standards                       | Actual                      | Aux Assist                      | Volume Factor                       | Route Length (Miles) | Regular Boxes                   | Centralized Boxes  | Total Boxes               | Rotate Relief                |                       |                  |                   |
|                                 |                             |                                 | 2.08                                | 38.00                | 710                             | 19                 | 729                       | N                            |                       |                  |                   |
|                                 |                             |                                 | Wait & Count                        | Vehicle Stops        | Families Served                 | USPS Vehicle Used  | Weekly Dismounts          | Weekly Dismount Distance     |                       |                  |                   |
| Total                           | 59:11                       |                                 |                                     | 611                  |                                 |                    | 52                        | 18881                        |                       |                  |                   |
| Route No.                       | Name                        | Employee ID                     | Desig.                              | Step                 | Salary                          | FLSA               | Eval Hours                | EMA                          | Locked Pouch Monetary | Protected Salary | Guaranteed Salary |
| L K 005                         | [Redacted]                  | [Redacted]                      | 71                                  | 12                   | 67,679                          | B                  | K48V                      | E 29.70                      |                       |                  | 52,061            |

\* TIME ACCUMULATED TOWARD NEXT COMPENSATION CHANGE +00 HR. 00 MIN.

NOTE: The figures shown in Office Time Data and Route Time Data sections represent the number of minutes allowable under the daily time standards for a one week period. These minutes were developed from the mail count data on Forms 4241. \* Locked Pouch Monetary allowance is authorized, the time shown for Locked Pouch Stops is not included in the Standard Time shown.

NATIONAL COUNT Effective 10-22-11 For PP 23-11

DIS DATE PROCESSED 10/18/11

Post Office, State and zip+4 Code Date of Count SEP 17, 2011 THRU SEP 30, 2011

**RURAL ROUTE EVALUATION**

Finance No. [REDACTED]

| OFFICE TIME DATA                |                                 |                   |                                     |                      |                      |                                     |                                     |                          |                          |                  |                   |
|---------------------------------|---------------------------------|-------------------|-------------------------------------|----------------------|----------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|------------------|-------------------|
| Letters                         | Section Segment Letters         | Flats             | Parcels                             | Boxholders           | Boxholders           | Parcels                             | Parcels                             | Parcels                  | Parcels                  |                  |                   |
| 40.18                           | Collected Letters and Flats     | 145.35            | 48.12                               | 4.00                 | Postage Dues         | 48.12                               | 48.12                               | 4.00                     | 48.12                    |                  |                   |
| M.O. Applications               | Accountable Mail Signature Item | 34.50             | 3.00                                | 1.00                 | Return Receipts      | 3.00                                | 3.00                                | 1.00                     | 3.00                     |                  |                   |
| Change of Address               | 3882 PARS Labels                | 1.00              | 12.00                               |                      | Forms 3821 Completed | 12.00                               | 12.00                               |                          | 12.00                    |                  |                   |
| DPS Letters                     | DPS Flats                       | 24.13             | Parcels                             | Boxes                | Boxes                | Miles                               | Miles                               | Boxes                    | Boxes                    |                  |                   |
| 300.78                          | 40.02                           | 24.13             | 536.40                              | 1018.24              | 1018.24              | 536.40                              | 536.40                              | 1018.24                  | 1018.24                  |                  |                   |
| Accountable Mail Signature Item | COD's Customs Dues              | M.O. Applications | Parcels Accepted (ordinary/insured) | Reg & Cert Accepted  | Reg & Cert Accepted  | Parcels Accepted (ordinary/insured) | Parcels Accepted (ordinary/insured) | Reg & Cert Accepted      | Reg & Cert Accepted      |                  |                   |
| 119.58                          |                                 |                   | 3.00                                |                      |                      | 3.00                                | 3.00                                |                          |                          |                  |                   |
| ROUTE TIME DATA                 |                                 |                   |                                     |                      |                      |                                     |                                     |                          |                          |                  |                   |
| Time (in hours and minutes)     |                                 |                   |                                     |                      |                      |                                     |                                     |                          |                          |                  |                   |
| Standards                       | Actual                          | Aux Assist        | Volume Factor                       | Route Length (Miles) | Regular Boxes        | Centralized Boxes                   | Total Boxes                         | Rotate Relief            | Rotate Relief            |                  |                   |
| Office                          | 9:04                            | 15:31             | :00                                 | 44.70                | 432                  | 232                                 | 664                                 | N                        | N                        |                  |                   |
| Route                           | 37:24                           | 31:52             | :00                                 | Vehicle Stops        | Families Served      | USPS Vehicle Used                   | Weekly Dismounts                    | Weekly Dismount Distance | Weekly Dismount Distance |                  |                   |
| Total                           | 46:28                           | 47:23             |                                     | 442                  | 611                  | Y 36.07                             | 69                                  | 7854                     | 7854                     |                  |                   |
| Route No.                       | Name                            | Employee ID       | Desig.                              | Step                 | Salary               | FLSA                                | Eval Hours                          | EMA                      | Locked Pouch Monetary    | Projected Salary | Guaranteed Salary |
| LJ 003                          | [REDACTED]                      | [REDACTED]        | 71                                  | 12                   | 57,914               | B                                   | J43V                                | G 33.00                  |                          |                  | 52,061            |

CLASSIFICATION HIGH H-46 LOW J-43

NOTE: The figures shown in Office Time Data and Route Time Data segments represent the number of minutes allowable under the daily time standards for a one week period. These minutes were developed from the mail count data on Forms 4241. If Locked Pouch Monetary allowance is authorized, the time shown for Locked Pouch Stops is not included in the Standard Time shown.

PS Form 4241-A, February 2010





U.S. Postal Service

**OFFICIAL RURAL ROUTE DESCRIPTION**

Postmaster will complete this part. See instructions for completion on reverse of Part 3.

|  |  |  |                          |               |                   |                                     |  |                     |           |                |        |
|--|--|--|--------------------------|---------------|-------------------|-------------------------------------|--|---------------------|-----------|----------------|--------|
| Post Office                              |  | *New Base Hour (Standard Hour) Change Required |                          |               |                   |                                     |  |                     |           |                |        |
|  |  | Adjustment                                     |                          |               | Coll/Comp         |                                     |  | Consolidation*      |           |                |        |
|  |  | Convert to Reg.                                |                          |               | Discontinued      |                                     |  | New Route*          |           |                |        |
|  |  | Extension                                      |                          |               | Locked Pouch      |                                     |  | Detour*             |           |                |        |
| State and ZIP+4 Code                     |  | Option Election                                |                          |               | Parcel Locker     |                                     |  | Seasonal Route*     |           |                |        |
|  |  | Remeasured                                     |                          |               | Vehicle Data      |                                     |  | Hardship*           |           |                |        |
| Finance No.                              |  | Route No.                                      |                          | New Length    |                   | Converted to centralized boxes only |  |                     | NDCBU     | Parcel Locker  | Option |
|  |  |  |                          |               |                   | Weekly Dismounts                    | Weekly Dismount Distance   | Converted Reg Boxes | Coll/Comp |                |        |
| Locked Pouch No.                         |  | Weekly Dismounts                               | Weekly Dismount Distance | Regular Boxes | Centralized Boxes | Stops                               | Base Change  | Vehicle Data        |           | Effective Date |        |
|  |  | Avg dly. wt.                                   |                          |               |                   |                                     |  | EMA                 |           |                |        |
|  |  |  |                          |               |                   |                                     |  | OEMA                |           |                |        |
|  |  |  |                          |               |                   |                                     |  | Govt. Veh.          |           |                |        |
| Name of Carrier                          |  |  |                          | Approved By   |                   |                                     |  | Date                |           |                |        |
| PS Form 4003, August 1993 (computerized) |  |  |                          |               |                   |                                     |  |                     |           |                |        |
| Line                                     | Briefly describe the line of travel from the Post Office and return. |  |                          |               | Miles             | Line                                | Briefly describe the line of travel from the Post Office and return. |                     |           |                |        |
| 1  |  |  |                          |               |                   | 49                                  |  |                     |           |                |        |
| 2  |  |  |                          |               |                   | 50                                  |  |                     |           |                |        |
| 3  |  |  |                          |               |                   | 51                                  |  |                     |           |                |        |
| 4  |  |  |                          |               |                   | 52                                  |  |                     |           |                |        |
| 5  |  |  |                          |               |                   | 53                                  |  |                     |           |                |        |
| 6  |  |  |                          |               |                   | 54                                  |  |                     |           |                |        |
| 7  |  |  |                          |               |                   | 55                                  |  |                     |           |                |        |
| 8  |  |  |                          |               |                   | 56                                  |  |                     |           |                |        |
| 9  |  |  |                          |               |                   | 57                                  |  |                     |           |                |        |
| 10                                       |  |  |                          |               |                   | 58                                  |  |                     |           |                |        |
| 11                                       |  |  |                          |               |                   | 59                                  |  |                     |           |                |        |
| 12                                       |  |  |                          |               |                   | 60                                  |  |                     |           |                |        |
| 13                                       |  |  |                          |               |                   | 61                                  |  |                     |           |                |        |
| 14                                       |  |  |                          |               |                   | 62                                  |  |                     |           |                |        |
| 15                                       |  |  |                          |               |                   | 63                                  |  |                     |           |                |        |
| 16                                       |  |  |                          |               |                   | 64                                  |  |                     |           |                |        |
| 17                                       |  |  |                          |               |                   | 65                                  |  |                     |           |                |        |
| 18                                       |  |  |                          |               |                   | 66                                  |  |                     |           |                |        |
| 19                                       |  |  |                          |               |                   | 67                                  |  |                     |           |                |        |
| 20                                       |  |  |                          |               |                   | 68                                  |  |                     |           |                |        |
| 21                                       |  |  |                          |               |                   | 69                                  |  |                     |           |                |        |
| 22                                       |  |  |                          |               |                   | 70                                  |  |                     |           |                |        |
| 23                                       |  |  |                          |               |                   | 71                                  |  |                     |           |                |        |
| 24                                       |  |  |                          |               |                   | 72                                  |  |                     |           |                |        |
| 25                                       |  |  |                          |               |                   | 73                                  |  |                     |           |                |        |
| 26                                       |  |  |                          |               |                   | 74                                  |  |                     |           |                |        |
| 27                                       |  |  |                          |               |                   | 75                                  |  |                     |           |                |        |
| 28                                       |  |  |                          |               |                   | 76                                  |  |                     |           |                |        |
| 29                                       |  |  |                          |               |                   | 77                                  |  |                     |           |                |        |
| 30                                       |  |  |                          |               |                   | 78                                  |  |                     |           |                |        |
| 31                                       |  |  |                          |               |                   | 79                                  |  |                     |           |                |        |
| 32                                       |  |  |                          |               |                   | 80                                  |  |                     |           |                |        |
| 33                                       |  |  |                          |               |                   | 81                                  |  |                     |           |                |        |
| 34                                       |  |  |                          |               |                   | 82                                  |  |                     |           |                |        |
| 35                                       |  |  |                          |               |                   | 83                                  |  |                     |           |                |        |
| 36                                       |  |  |                          |               |                   | 84                                  |  |                     |           |                |        |
| 37                                       |  |  |                          |               |                   | 85                                  |  |                     |           |                |        |
| 38                                       |  |  |                          |               |                   | 86                                  |  |                     |           |                |        |
| 39                                       |  |  |                          |               |                   | 87                                  |  |                     |           |                |        |
| 40                                       |  |  |                          |               |                   | 88                                  |  |                     |           |                |        |
| 41                                       |  |  |                          |               |                   | 89                                  |  |                     |           |                |        |
| 42                                       |  |  |                          |               |                   | 90                                  |  |                     |           |                |        |
| 43                                       |  |  |                          |               |                   | 91                                  |  |                     |           |                |        |
| 44                                       |  |  |                          |               |                   | 92                                  |  |                     |           |                |        |
| 45                                       |  |  |                          |               |                   | 93                                  |  |                     |           |                |        |
| 46                                       |  |  |                          |               |                   | 94                                  |  |                     |           |                |        |
| 47                                       |  |  |                          |               |                   | 95                                  |  |                     |           |                |        |
|  |  |  |                          |               |                   | <b>TOTAL OFFICIAL ROUTE MILEAGE</b> |  |                     |           |                |        |

PS Form 4003

## TABLE OF EVALUATED HOURS FOR RURAL ROUTES

### H Routes (No Relief Day) Total Hours and Minutes per Week

| <i>Standard Hours</i> | <i>Evaluated Hours</i> |
|-----------------------|------------------------|
| 40:30 to 41:29        | 41 hours               |
| 41:30 to 42:29        | 42 hours               |
| 42:30 to 43:29        | 43 hours               |
| 43:30 to 44:29        | 44 hours               |
| 44:30 to 45:29        | 45 hours               |
| 45:30 to 46:29        | 46 hours               |

### J Routes (Relief Day Every Other Week) Total Hours and Minutes per Week

| <i>Standard Hours</i> | <i>Evaluated Hours</i> |
|-----------------------|------------------------|
| 44:11 to 45:15        | 41 hours               |
| 45:16 to 46:21        | 42 hours               |
| 46:22 to 47:27        | 43 hours               |
| 47:28 to 48:32        | 44 hours               |
| 48:33 to 49:37        | 45 hours               |
| 49:38 to 50:43        | 46 hours               |

### K Routes (Relief Day Each Week) Total Hours and Minutes per Week

| <i>Standard Hours</i> | <i>Evaluated Hours</i> |
|-----------------------|------------------------|
| 47:24 to 48:35        | 40 hours               |
| 48:36 to 49:47        | 41 hours               |
| 49:48 to 50:59        | 42 hours               |
| 51:00 to 52:11        | 43 hours               |
| 52:12 to 53:23        | 44 hours               |
| 53:24 to 54:35        | 45 hours               |
| 54:36 to 55:47        | 46 hours               |
| 55:48 to 56:59        | 47 hours*              |
| 57:00 to 57:36        | 48 hours*              |

*\*Normally, these categories should only be used as interim classifications pending route adjustments.*

**TABLE OF EVALUATED HOURS FOR AUXILIARY ROUTES**  
**Standard Hours and Minutes per Week**

| <i>Standard Hours</i> | <i>Evaluated Hours</i> |
|-----------------------|------------------------|
| 11:30 to 12:29        | 12 Hours               |
| 12:30 to 13:29        | 13 Hours               |
| 13:30 to 14:29        | 14 Hours               |
| 14:30 to 15:29        | 15 Hours               |
| 15:30 to 16:29        | 16 Hours               |
| 16:30 to 17:29        | 17 Hours               |
| 17:30 to 18:29        | 18 Hours               |
| 18:30 to 19:29        | 19 Hours               |
| 19:30 to 20:29        | 20 Hours               |
| 20:30 to 21:29        | 21 Hours               |
| 21:30 to 22:29        | 22 Hours               |
| 22:30 to 23:29        | 23 Hours               |
| 23:30 to 24:29        | 24 Hours               |
| 24:30 to 25:29        | 25 Hours               |
| 25:30 to 26:29        | 26 Hours               |
| 26:30 to 27:29        | 27 Hours               |
| 27:30 to 28:29        | 28 Hours               |
| 28:30 to 29:29        | 29 Hours               |
| 29:30 to 30:29        | 30 Hours               |
| 30:30 to 31:29        | 31 Hours               |
| 31:30 to 32:29        | 32 Hours               |
| 32:30 to 33:29        | 33 Hours               |
| 33:30 to 34:29        | 34 Hours               |
| 34:30 to 35:29        | 35 Hours               |
| 35:30 to 36:29        | 36 Hours               |
| 36:30 to 37:29        | 37 Hours               |
| 37:30 to 38:29        | 38 Hours               |
| 38:30 to 39:29        | 39 Hours*              |
| 39:30 to 40:29        | 40 Hours*              |
| 40:30 to 41:29        | 41 Hours*              |
| 41:30 to 42:29        | 42 Hours*              |
| 42:30 to 43:29        | 43 Hours*              |
| 43:30 to 44:29        | 44 Hours*              |
| 44:30 to 45:29        | 45 Hours*              |
| 45:30 to 46:29        | 46 Hours*              |
| 46:30 to 47:29        | 47 Hours*              |
| 47:30 to 48:29        | 48 Hours*              |
| 48:30 to 49:29        | 49 Hours*              |
| 49:30 to 50:29        | 50 Hours*              |
| 50:30 to 51:29        | 51 Hours*              |
| 51:30 to 52:29        | 52 Hours*              |
| 52:30 to 53:29        | 53 Hours*              |
| 53:30 to 54:29        | 54 Hours*              |
| 54:30 to 55:29        | 55 Hours*              |
| 55:30 to 56:29        | 56 Hours*              |
| 56:30 and Over        | 57 Hours*              |

*\*Normally, these categories should only be used as interim classifications pending conversion to a regular route.*