

Processing Base Hour Changes

When processing a base hour change on Form 4003 with time accumulated (plus or minus) toward the next 1-hour change, follow these procedures only when it is necessary to rebuild the time accumulation.

Base hour changes will eliminate any time accumulated toward a 1-hour change.

* Complete and process Form 4003 as a future action (effective date must be the first day of the next pay period).

* Enter the appropriate base hours, including the new hours and minutes, in the Base (hour) Change block.

* in all other fields, enter the Miles (New Length), regular Boxes, centralized Boxes, Weekly Dismounts, Weekly Dismount Distance, Converted to centralized box data, etc., as they were with the last count or Form 4003 with a 1-hour change.

* The following pay period complete a second Form 4003 with the same effective date as the first Form 4003 with the base hour change (that was processed for future action). This is now a current pay period action. Include on this Form 4003 the combined total of all Miles (new Length), Regular Boxes, Centralized Boxes, etc., that was recorded on the first Form 4003 (before the base hour change), which accounted for the hours and minutes accumulated toward the next 1-hour change. Do not enter a base hour change on this Form 4003.

* If the above is a retroactive action or cannot be processed timely, send the Form 4003 with all of the above information to the Minneapolis Postal Data Center. Resubmit all previous Form 4003's that were completed and processed toward the accumulation of the hours and minutes.

---Dept. of the Controller, 11-12-87.

Base Hour Changes & Route Adjustments

Q. A major route adjustment is being completed in my office. The other routes were all overburdened and are having 10-12 hours taken off their routes. Although my route is only a K-45, due to its location relative to other routes and some other factor, management is taking one street off my route resulting in a loss of 54 minutes. My supervisor says this will be a base hour change for my route just as it will be for the others. Since the change is less than 60 minutes, is my supervisor correct?

A. Your supervisor is incorrect. A loss or gain of time caused by a route adjustment accumulates time credits toward a one hour change. Since the adjustments on the other routes meet or exceed one hour, base hour changes will go into effect immediately; however, in your case the 54 minutes will be accumulated and will cause a base hour change only when the accumulated total loss equals one hour or more.

Base Hour Changes & Route Remeasurements

Q. Due to a question about the accuracy of my route's length, management conducted a re-measurement and found the true mileage to be four miles more than was previously reported. Although I am in agreement with the new mileage figure, my supervisor and I have a dispute regarding what to do with the additional four miles. She says the 48 minutes (four miles times 12 minutes) will be accumulated toward a future 60 minute interim adjustment and cannot be made retroactive. I believe the 48 minutes should be an immediate base hour change and, furthermore, it should be retroactive to when the error actually occurred eight months ago. Which of us is correct?

A. Both of you are partially correct. The additional four miles should be an immediate base hour change but it cannot be made effective retroactively. This is applicable whether the re-measurement results in a mileage total that is less or more than the previous total. (Ref.: Step 4 Decision #E7R-2D-C 13328, dated January 25, 1990, Pasadena, MD) & [Handbook M-38, Section 623-625]

"Bank Time" Towards a 1-hour Adjustment

"Bank Time" is a term used to define the time accumulated on a route as a result of adding new boxes, miles, etc. to the route. This time is accumulated each time a PS Form 4003 is submitted with new data. This accumulated time is printed on the bottom of the PS Form 4241-A until the route accumulates an additional one hour of time. At that time an interim adjustment is triggered in the route's evaluation. The "bank" disappears each time an interim adjustment becomes effective, or when the route undergoes a mail count.

Question: How do I know how much time I have accumulated toward the next one-hour adjustment?

Answer: Carriers whose routes were recently counted will receive a new PS Form 4241-A. These routes will no longer have any "bank" time as a result of the mail count. At this time routes that were not counted will have to refer to the most recent PS Form 4241-A received prior to the base hour change to see the "bank" time. A copy of this form should be in the route book at the carrier's case. Carrier's are encouraged to keep track of their own copy of this form at home.

Question: Will I receive an updated PS Form 4241-A, which will show the amount of time accumulated toward my next one-hour adjustment?

Answer: Carriers whose routes were recently counted should have received an updated PS Form 4241-A as a result of the mail count. There is currently discussion being held as to the possibility of providing those carriers whose routes were not being counted, an updated PS Form 4241-A, once the mail count has been properly processed. (Ref.: NRLC Mag. 11/11/00)