

4 Pay Administration

410 Pay Administration Policy for Nonbargaining Unit Employees

411 General

411.1 Scope

This subchapter establishes the conditions and procedures for setting salaries of Postal Service nonbargaining career and noncareer employees in supervisory, professional, technical, clerical, administrative, and managerial positions in the EAS Salary Schedule and applies to all employees *except* the following:

- a. Employees covered by collective bargaining agreements (except when assigned to nonbargaining positions).
- b. Executives assigned to the Postal Career Executive Service (PCES).

411.2 Objectives

The principal objectives of Postal Service compensation policies are:

- a. To provide compensation for Postal Service work comparable to compensation paid for comparable levels of work in the private sector of the U.S. economy.
- b. To provide compensation that will attract, motivate, and retain qualified and capable personnel.
- c. To provide adequate and reasonable differentials in rates of pay between employees in the clerk and carrier grades in the line work force and supervisory and other managerial personnel.
- d. To provide for effective administration of salary expenditures.
- e. To provide for recognition of and reward for differences in individual ability and performance.
- f. To provide uniform methods for establishing and applying salary rates to employment, placement, promotion, and other changes in the status of employees.

411.3 **Responsibility**

411.31 **Assignment of Positions**

Under the authority of the Senior Assistant Postmaster General, Human Resources (SAPMG/HR), the Headquarters Office of Organizational Requirements (OOR) has the responsibility for determining the appropriate dollar range and salary grade for each position covered by subchapter 410.

411.32 **Policy and Procedural Changes**

Recommendations concerning compensation policy and procedural matters are developed and evaluated by OOR under the direction of the Assistant Postmaster General for Employee Relations (APMG/ER) for submission to the SAPMG/HR. These recommendations relate to such topics as the following:

- a. The merit pay program.
- b. General salary increases, including any changes in the minimum and maximum rates of salary schedules.
- c. Changes in benefit plans.

411.33 **Determination of Salaries**

411.331 **Responsibility of Appointing Officer**

The appointing officer has the primary responsibility for setting salaries of employees in nonbargaining positions according to the policies contained in this subchapter.

411.332 **Approval Required**

In all cases, the appointing officer's superior must approve the salaries set by the appointing officer. Exceptions to the policies contained in this subchapter require approval by the SAPMG/HR or designee.

411.333 **EAS A–E Postmaster Rates**

A–E postmasters are paid at hourly rates for less than a 40-hour week (see Rate Schedule F). For changes between A–E postmaster and full time positions, these hourly rates are first converted to full-time annual salaries using the following equation:

$$\text{Full-Time Annual Salary} = \text{Hourly Rate} \times 2080.$$

411.334 **Cost-of-Living Adjustment**

In addition to their basic salary, certain nonbargaining unit employees are eligible for a semi-annual cost-of-living adjustment (COLA) as follows:

- a. The COLA is calculated at 1 cent per hour for each full 0.4 of a point increase in the Consumer Price Index (National Consumer Price Index for Urban Wage Earners and Clerical Workers). It is paid to the extent that total salary with COLA does not exceed the maximum basic salary for Grade EAS-26. The effective dates of these semi-annual adjustments are the second full pay period after the release of each March and September index. The "CPI Base Month," over which

increases are measured in each fiscal year, is that of the March preceding the start of the fiscal year.

- b. Employees excluded from the COLA are as follows:
 - (1) PCES Employees.
 - (2) EAS employees earning basic salaries which are equal to or greater than the maximum basic salary for Grade EAS-26.
 - (3) Career nonbargaining employees in special rate schedules in which COLA is not applied, e.g., participants in Structured Development Programs.
 - (4) Noncareer employees.
- c. The cost-of-living adjustment is not a part of the fixed basic rate for retirement and life insurance purposes. Basic Salary + COLA = Base Salary.
- d. When an individual's base salary reaches a level equal to or greater than EAS Grade 26 maximum basic salary, any subsequent increase to basic salary will reduce the COLA by an equivalent amount until the COLA reaches zero.
- e. The hourly COLA for EAS A–E postmasters is equal to the annual COLA granted to a full time EAS-11 postmaster divided by 2080 hours.

411.4 **Payment Procedures for Post Office Space**

411.41 **Lease Agreement**

411.411 **Basis for Payment**

A postmaster who has a lease agreement is reimbursed on the basis of actual lease rates for the location and not on the basis of the postmaster's salary grade.

411.412 **Newly Appointed Postmaster**

Postmasters who are newly appointed as EAS A–E or EAS-11 (a) are paid under standard lease agreements for the space they provide and (b) receive equipment from the Postal Service supply system.

411.413 **Conversion to Rental Allowance**

Conversion from the lease agreement system to the rental allowance system is not permitted.

411.42 **Rental Allowance**

411.421 **Allowance Amounts**

The rental allowance for EAS A–E postmasters who furnish quarters and equipment covers rent, fuel, light, and equipment. The rental allowance maximums for these post offices are fixed as follows:

| Post Office Service Hour Category | Annual Rental Allowance |
|---|----------------------------|
| A | \$ 342.75 |
| B | 514.05 |
| C | 685.50 |
| D | 856.80 |
| E | 1,028.10 |

411.422 **Change in Allowance**

If the salary grade of a postmaster (who receives an allowance) is increased, the rental allowance is not increased. If, however, the grade of the postmaster is decreased, the allowance is reduced to the amount shown in 411.421 for the new (lower) grade.

411.423 **Manner of Payment**

Normally, payment of rental allowance is made at the same time and in the same manner as payment for basic compensation. (See also ELM 411.424 and 411.425.)

411.424 **Absent Postmaster**

When a postmaster is absent on approved leave without pay, the allowance will continue to be paid to the postmaster — not to the person performing the duties of the postmaster.

411.425 **Vacant Postmaster Position**

When a postmaster's position is vacant and the facilities are still used by the Postal Service, claims for payment must be filed with the St. Louis Postal Data Center. Note that:

- a. If the facilities are furnished by the former postmaster (or estate), the allowance will continue to be paid to the former postmaster (or estate) until a new postmaster is appointed. A lease agreement will then be negotiated.
- b. If the person performing the duties of postmaster provides the facilities, the allowance for the salary grade of the post office is paid to the person performing the postmaster duties.

411.426 **Conversion to Lease Agreement**

A postmaster receiving rental allowance is permitted to convert to the lease agreement system at any time. If the rental allowance is to be discontinued, the change is effective on the date of the lease agreement.

412 New Appointment

412.1 Career Appointment

A new employee hired into the EAS schedule is paid the minimum salary for the grade of the position to which hired except:

- a. *Exceptional Qualifications.* If the appointing official determines that the person has exceptional qualifications, the starting salary may be set up to the 25th percentile or step 3 of the grade, provided the individual does not receive an increase in salary of more than 30 percent or \$5,000 per year, whichever is greater, over the salary of the previous position held outside the Postal Service.
- b. *Trial Period.* If the appointing officer determines that a newly hired person should first serve a trial period, the salary may be set not more than 10 percent below the minimum of the range for the grade. To determine whether to retain or separate the employee, the employee's performance must be reviewed prior to the expiration date of her or his 6-month probationary period. Note that:
 - (1) If the employee is retained, the salary must be increased to the minimum of the grade within 12 months from date of hire. This salary increase is *not* a merit or step increase.
 - (2) The date for consideration for a merit or step increase is a minimum of 12 months from the date the employee is placed at the minimum rate for the grade.
 - (3) If the employee is separated, the action must occur prior to the expiration of the probationary period.
- c. *Reinstatement or Transfer.* The appointing officer may, when more favorable to the employee, set the salary of a former or current federal civilian or former Postal Service employee who is being given a Postal Service career appointment, at a point between the minimum and the highest basic compensation (augmented by any general increase since the date of separation) the employee previously received, raised to the next higher step. However, the salary may not be in excess of the maximum rate of the grade for the assigned position.

412.2 Noncareer Appointment

A noncareer employee is hired in accordance with the provisions in 419.

413 Promotion to Nonbargaining Positions

413.1 Definition

The permanent assignment, with or without relocation, of an employee (a) to an established position having a higher grade than the position to which the employee was previously assigned in the same schedule or (b) to a position with a higher than equivalent grade (see 418.1) in another schedule. (See also 415.112c and 415.112d.)

413.2 **Promotion Increase**

413.21 **EAS Employees**

EAS employees are granted a promotional increase of up to 10 percent in basic pay for a one-grade promotion and up to 15 percent for a two or more grade promotion. In determining the amount of the increase, consideration must be given to the employee's salary history and job performance within the prior year. Note that:

- a. The total of promotion and merit increases to basic salary in the preceding 52-week period cannot exceed 15 percent of the employee's basic salary at the beginning of the 52-week period.
- b. The new salary cannot be below the minimum or exceed the maximum of the new grade.
- c. A promotion increase of less than 8 percent, except to bring a salary to the maximum of the new grade or as provided in 413.21a and b above, must be approved by the Field Division General Manager/Postmaster for field employees, the RPMG for regional office employees, or by the SAPMG/HR (or designee) for employees of Headquarters and related units.
- d. If a proposed increase falls between steps of the new grade, the salary is increased further to the next higher step even if this exceeds the maximum authorized percentage increase.
- e. A new waiting period for merit consideration is established based on the date of promotion for an employee who is promoted to a position at EAS-19 or below and whose total promotion salary adjustment is equal to or greater than a step interval in the employee's former grade. Temporary service in the higher grade — even if immediately prior to the promotion — is not creditable to the waiting period.

413.22 **Bargaining Unit Employees**

413.221 A bargaining unit employee permanently assigned to a higher than equivalent grade in the EAS schedule receives an adjustment to base salary equal to 5 percent of base salary. If the new grade is in the step process and the new base salary falls between 2 base salary steps of the new grade, it is advanced to the next higher step. It may not be below the minimum or exceed the maximum of the new grade.

413.222 In all cases, the bargaining unit COLA is terminated and the nonbargaining COLA is added to the adjusted basic salary. See 411.334.

413.3 **Considerations**

Situations which supplement the definitions and salary rules for promotion to or within the EAS schedule are stated below:

- a. *Employee With Rate Retention.* When an employee who has rate retention (see 415.112) is assigned to a different position, the assignment is not a promotion unless it is to a position with a grade or grade equivalent higher than the grade on which the rate retention was established.

- b. *Employee Below Minimum Rate.* An employee hired below the minimum rate (see 412.1b) is not eligible for promotion until placed in at least the minimum rate of the grade for which hired.
- c. *Change in Duties and/or Responsibilities.* When, through the job evaluation process (JEP) or job ranking standards/guidelines, an employee's position is upgraded because of additional duties and/or increased responsibilities, the promotion rules in 413.2 apply.
Note: Changes to the grades of postmaster and supervisor positions at grade EAS-A–E through EAS-22 associate offices are made pursuant to the Workload Service Credit System (WSCS) and the Supervisory Workload Credit System (SWCS), respectively.
Note: All A–E postmasters are in the same grade, EAS-A–E; therefore, a change from one A–E service-hour category to another does not result in a change in grade. (See 414.31.)
- d. *Change in Job Evaluation Criteria.* When an employee's position is upgraded as a result of revisions to the JEP or job ranking standards/guidelines, the normal promotion rules above do not apply. In such instances, instructions regarding the pay of affected employees will be issued by the Office of Organizational Requirements.

413.4 **A–E Postmasters**

When a postmaster in an EAS A–E post office is promoted to a position in a grade higher than the A–E postmaster grade, the postmaster's hourly rate is converted to the full-time annual salary equivalent to that hourly rate (see 411.333) and then further adjusted in accordance with the promotion procedures in 413.2. (For a change from one A–E postmaster position to another, see 414.31.)

414 **Reassignment to Nonbargaining Positions**

414.1 **Definition**

The permanent change, with or without relocation, of an employee to an established EAS position from a position with the same or equivalent grade.

Note: For changes between pay schedules, see 418.1.

414.2 **Rate Adjustment**

414.21 **Nonbargaining Employees**

414.211 An EAS employee's salary is not changed as a result of reassignment within the EAS schedule.

414.212 The employee's anniversary date, if any, is retained.

414.22 **Bargaining Unit Employees**

414.221 Bargaining unit employees continue to receive their former base salary. The salary is adjusted to the EAS base salary for the next higher step if it falls

between two steps. The new salary may not be below the minimum or above the maximum for the new position.

- 414.222 If the person is reassigned to an EAS-19 or below position and does not receive an equivalent increase at the time of the reassignment:
- a. Creditable service in the former position toward a step increase is maintained. The employee may be granted a step increase 52 weeks after the last step or other equivalent increase in the former position.
 - b. If the employee has served 52 weeks or more in the maximum step for the former position and the employee's performance has been satisfactory, the salary will be advanced immediately one step in the position to which assigned, provided this results in a salary at or below the maximum.

414.3 **EAS A–E Postmasters**

- 414.31 When an A–E postmaster is reassigned to another A–E post office with a different number of service hours, or when the service-hour category of an A–E post office is changed pursuant to the Workload Service Credit System (WSCS), the postmaster's basic hourly rate remains the same as before, regardless of the number of service hours.
- 414.32 When an employee is reassigned to an A–E postmaster position from a position in a grade equivalent to the grade for A–E postmasters, the following applies:
- a. The employee is placed (a) at minimum of the hourly rate range for A–E postmasters, or (b) at the discretion of the appointing official, up to the highest basic compensation the employee has received, adjusted for general increases, that does not exceed the rate for the maximum of the hourly rate range for A–E postmasters.
 - b. If previously full-time, the employee's former annual salary is divided by 2080 hours. The resultant hourly rate is used to place the employee in the hourly rate range for A–E postmasters as provided in 414.32a.

415 **Change to Lower EAS Grade**

415.1 **Management-Initiated Changes to Lower EAS Grade**

415.11 **Voluntary Management-Initiated Change (Nondisciplinary) to Lower EAS Grade**

415.111 **Definition**

The permanent assignment, with or without relocation, by management-initiated action and when a demotion is not involved, of an EAS employee who has become unassigned as provided in 354 and who voluntarily accepts the assignment to an established EAS position with a lower grade as provided in 354.233a. A management-initiated change to a lower grade can be either an individual action affecting a single employee or a general action that affects an entire class or group of employees.

415.112 **Rate Retention**

- a. *Full-Time Position.* Except as provided in b and c below, an employee who becomes unassigned as provided in 354 continues to be paid the annual salary received in the higher grade as a retained rate, subject to 415.112d even though the employee may be reduced further in grade at a later date.
 - (1) *Saved Grade.* Nonbargaining employees may be granted saved grade only when such action is expressly authorized by the SAPMG/HR. This is normally done only when large numbers of employees become unassigned within a short time frame as a result of general actions having servicewide impact, e.g., realignments, changes affecting all employees with the same occupational codes, etc. The terms and conditions pertaining to saved grade are issued when it is authorized.
 - (2) *Saved Rate.*
 - (a) Although immediately reduced in grade, if the salary of a nonbargaining employee who becomes unassigned (as provided in 354) and who voluntarily accepts a management-initiated change to a lower nonbargaining grade was above the maximum for the lower grade, the employee continues to receive, as a saved rate, the annual salary received in the higher grade. This saved rate continues until it is terminated as specified in 415.112d even though the employee may be further reduced in grade at a later date.
 - (b) If the employee's salary was at the maximum for the lower grade, the employee continues at that rate and rate retention is terminated.
 - (c) If the employee's salary in the higher grade was below the maximum for the lower grade, the employee is assigned to the same relative percentile point or step (adjusted to the next higher step, if between two steps) in the lower grade as the employee's salary was in the higher grade (see 415.112d(3)). The date for the employee's next merit increase remains unchanged from that of the higher grade, at which time the assigned salary in the lower grade is increased by the amount of the merit increase until the dollar value of the assigned salary surpasses the employee's saved rate, thus terminating the rate retention. If the saved rate of an employee in the step process is then between steps, it is advanced to the next higher step.
- b. *Part-Time Position*
 - (1) Except as provided in c. below, when a nonbargaining unit employee who becomes unassigned (as provided in 354) is voluntarily changed by management-initiated action from a full time or part-time nonbargaining unit position to a *lower grade* part-time nonbargaining unit position with fewer established hours of service, the employee continues for 104 weeks to receive the

annual equivalent of the rate in effect prior to the change. The employee continues indefinitely to receive the hourly rate in effect prior to the change. Both of these provisions are subject to 415.112d. (Note: A change from one A–E postmaster position to another is a reassignment (see 414.31).

- (2) If the employee's former position was full time, after a period of 104 weeks the former annual salary is converted to an hourly rate as follows:

$$\frac{\text{Old Annual Salary}}{\text{Old Service Hours}} = \text{Hourly Rate}$$

- (3) The hourly rate, as determined above, becomes the retained hourly rate which continues indefinitely regardless of the assigned hours of service in the future, subject to 415.112d.
 - (4) However, if this hourly rate falls between two steps in the hourly rate schedule for the lower grade, the hourly rate is advanced to the next higher step, and the retained rate is discontinued.
 - (5) When a part-time employee with a retained rate is reduced further in grade within 104 weeks of the previous reduction, the hourly rate in effect prior to the first reduction continues for the balance of the initial 104-week period. It is then adjusted in accordance with (2) above to the annual rate applicable to the assigned hours of the first reduction for the balance of the second 104-week period. The salary is then further adjusted to compensate for the assigned hours of service of the final position.
- c. *Associate Office Positions.* Changes to the grades of postmaster and supervisor positions at grade EAS-A–E through EAS-22 associate offices are made pursuant to the Workload Service Credit System (WSCS) and the Supervisory Workload Credit System (SWCS), respectively. (Note: All A–E postmasters are in the same grade, EAS-A–E; therefore, a change from one A–E service-hour category to another does not result in a change in grade. See 414.31.)
 - d. *Effect on Promotion.* If an employee who has a retained rate is assigned to a different position, the assignment is not a promotion for purposes of pay adjustment unless the assignment is to a position with a grade higher than the grade on which the retained rate was established. On such a reassignment, the employee is placed at a salary in the new grade equal to the existing salary and the retained rate continues. However, if the reassignment is to a position in the grade from which the retained rate was established, the existing salary is adjusted to the next higher step, if appropriate, and the retained rate is terminated.

e. *Termination of Grade and/or Rate Retention*

- (1) *Reason for Terminating.* A saved grade and/or retained rate ceases at the beginning of the pay period following a determination that the employee is no longer entitled to saved grade and/or rate retention for any one of the following reasons:
 - (a) A break in service of 1 workday or more.
 - (b) A demotion or employee-initiated change to a lower grade position.
 - (c) A promotion or assignment change to a rate in a grade or range equal to or above the saved grade and/or retained rate.
 - (d) A change in compensation of the employee, for any reason, to a rate equal to or higher than the retained rate.
 - (e) The employee refuses a reasonable assignment to a higher grade position.
 - (f) A change from nonbargaining to a bargaining unit schedule.

Note: This terminates nonbargaining saved grade and/or saved salary; however, an eligible employee may continue to receive rate retention subject to bargaining unit rules.
- (2) *Salary Adjustment.* When a retained rate is terminated for the reason described in (1)(b) or (c) above, the employee's salary is reduced to that which would be in effect if it had been reduced by the initial action to the same relative percentile point (adjusted to the next higher step, if between two steps) in the new grade as the former salary was in the previous grade.
- (3) *Same Relative Percentile Point.* An employee's salary which is reduced to the same relative percentile point by a change to a lower grade is calculated in the following manner:
 - (a) Subtract the minimum of the higher grade from the employee's salary.
 - (b) Subtract the higher grade minimum from the higher grade maximum.
 - (c) Divide a. by b. to determine the percentile point of the employee's salary in the higher grade.
 - (d) Subtract the lower grade minimum from the lower grade maximum and multiply the difference by the percentile point determined in c.
 - (e) Add the result determined in d. to the lower grade minimum. This sum is the salary in the lower grade which is at the same relative percentile point as the salary in the higher grade.

415.12 **Involuntary Management-Initiated Changes to Lower EAS Grade**

415.121 **Disciplinary (Demotion)**

- a. *Definition.* The permanent assignment, with or without relocation, due to unsatisfactory performance, of an employee to an established position with a lower grade in the same schedule or lower than equivalent grade in another schedule.
- b. *Salary Adjustment.* The salary for an employee demoted to *or within* the EAS schedule is reduced as follows:
 - (1) The new salary is set at the same relative percentile point (adjusted to the next higher step, if between two steps) in the new grade as the former salary was in the previous grade. See 415.112d(3).
 - (2) In no case may the salary be set above the maximum for the new grade or above the employee's salary before the demotion.
 - (3) If the demoted employee has a retained rate, the rate retention is terminated at the time of demotion.
 - (4) Creditable service toward a merit adjustment in the higher grade position is *not* retained, and the employee begins a new waiting period for a merit adjustment in the lower grade.

415.122 **Nondisciplinary**

Instructions regarding the salary of an employee who is involuntarily changed to a lower level in accordance with 354.235 will be provided by the APMG/ER on a case-by-case basis.

415.2 **Employee-Initiated Change to Lower Nonbargaining Grade**

415.21 **Definition**

The permanent assignment, with or without relocation, solely by personal request and with management approval, of an employee to an established position with a lower or lower-than-equivalent grade than (a) the grade of the employee's current position or (b) if the employee has become unassigned as provided in 354, the grade of the highest grade position offered the employee pursuant to the placement procedures in 354.

415.22 **Salary Adjustment**

The salary of an employee who voluntarily requests a change to a lower grade is immediately reduced as follows:

- a. The basic salary is set at the same relative percentile point (adjusted to the next higher step, if between two steps) in the new grade as the former salary was in the previous grade. See 415.112e(3).
- b. In no case may the base salary be set above the maximum for the new grade or above the employee's base salary immediately before the change in assignment.
- c. If the employee has a retained rate, the rate retention is terminated at the time of employee-initiated change in assignment.

- d. If the lower grade is EAS-19 or below, creditable service in the former position toward a step increase is treated as in 414.222.

416 Merit Pay Program

416.1 Merit Performance Evaluation Program

Management evaluates the performance of each EAS employee on a regular basis. As a result of this evaluation process, an eligible employee may be granted a merit salary increase and/or lump sum payment, as appropriate. Details of the administration of this program are issued, when necessary, as Management Instructions or as articles in the Postal Bulletin.

416.2 General Provisions for Merit Pay Adjustment

416.21 Eligibility Requirements

Eligibility for a merit pay adjustment is based on four conditions. An employee must have:

- a. Received an appointment that is not "Time Limited."
- b. Received a merit performance evaluation warranting a merit adjustment as provided in the applicable merit matrix.
- c. Completed the required waiting period of 52 weeks (step process only).
- d. Not received an equivalent increase (see 416.22) during the waiting period (step process only).

Note: A new waiting period starts with receipt of a step increase or other equivalent increase received as a result of an individual personnel action.

416.22 Equivalent Increase

An amount equal to or greater than (1) the difference between the step an employee has attained in an assigned position and the next higher step of the grade for the assigned position or (2) 3 percent of an EAS-20 or above employee's salary range. A quality step increase (which is applicable to bargaining unit employees only) is an incentive award — not an equivalent increase.

416.23 Creditable Service

416.231 Postal

Except as provided in 416.232 and 415.233, employees may earn creditable service toward a merit pay adjustment only for time they are on Postal Service rolls. Such credit earned during a previous period of postal employment is retained by an employee who is reinstated within 52 weeks of the date of separation, provided an equivalent increase (416.22) is not received at the time of reinstatement. Prior service under a casual or temporary appointment is not creditable toward a merit pay adjustment.

416.232 **Military**

Employees who are returned to postal duty following a separation or leave for military duty will receive credit for such period of military duty as if duty with the Postal Service has been continuous. For the purpose of calculating their rates of pay upon return to duty, it will be assumed these employees have earned average ("Good") performance ratings if duty with the Postal Service had been continuous.

416.233 **Injury Compensation**

An employee who is on official absence due to an injury that is considered compensable under the rules of the Office of Workers' Compensation Programs (OWCP) receives credit for such period of absence as if duty with the Postal Service had been continuous, provided the employee has fully overcome disability upon her or his reinstatement to the former or equivalent position. For the purpose of calculating their rates of pay upon return to duty, it will be assumed these employees have earned average ("Good") performance ratings if duty with the Postal Service had been continuous. See 546 for details and special provisions applicable to employees with compensable disabilities which are partially overcome.

416.24 **Leave Without Pay (LWOP)**

If, during a waiting period, an employee has been on LWOP for the equivalent of 13 weeks or more in total, not including time on military furlough or on the rolls of the OWCP, the scheduled date for the employee's next step increase is deferred as follows:

| Total Weeks LWOP | Pay Periods Deferred |
|--------------------|--|
| 0 to less than 13 | No deferment |
| 13 to less than 26 | 7 |
| 26 to less than 40 | 13 |
| 40 to less than 52 | 20 |
| 52 | 26 |
| More than 52 | One pay period for each 2 weeks of LWOP |

416.25 **Simultaneous Personnel Actions**

When a merit increase and a personnel action are scheduled for the same effective date, the merit increase is granted first and then the personnel action is effected in accordance with the applicable pay rules. When a general pay adjustment is to be made effective, other personnel actions are processed prior to making the general pay adjustments unless otherwise instructed by the SAPMG/HR.

416.3 **Association Officials**

416.31 **Salary Increase**

An employee who is placed on LWOP to devote full-time service as an elected national officer of a recognized organization of supervisory or other managerial personnel is credited with step merit or regular merit increases to basic salary but not merit lump sums as if continuing in a pay status as follows:

- a. If within the step portion of the EAS salary schedule, the employee is credited with a one-step increase.
- b. If within the nonstep portion of the EAS salary schedule, the employee is credited with a percentage increase equal to the average percentage increase for her or his grade. The amount of this percentage increase is determined by the Employee Relations Department and transmitted to the appropriate regions for action.
- c. The employee's adjusted salary may not exceed the maximum of the range for his or her grade.

416.32 **Effective Date of Increase**

A merit increase is effective the date it would be if the employee were in a duty status. (See 562.264 for contributions into the retirement plan.)

417 **Temporary Assignment to Nonbargaining Positions
(Career Employees)**

417.1 **Definitions**

417.11 **Temporary Assignment**

The placement of a career employee in another established position which is vacant, or from which the incumbent is absent from duty, to perform duties and responsibilities other than those specifically set forth in employee's position description, and when the employee is not awarded the position on a regular basis.

417.12 **Pay Schedule**

The salary of a career employee who is temporarily assigned to an EAS position is based on the career EAS schedule.

417.2 **Rates of Pay**

417.21 **Lower Grade**

Employees who are temporarily assigned to perform duties of a lower grade continue to receive their existing base salary.

417.22 **Same or Equivalent Grade**

Employees who are temporarily assigned to perform duties of the same grade or of an equivalent grade (418.1) continue to receive their existing base salaries.

417.23 **Higher Grade**

417.231 **General Requirement**

An employee who is temporarily assigned to a higher grade position must be assigned the primary or *core* duties and be directed to assume the major responsibilities of the higher grade position to be eligible for higher level pay under the conditions of this section.

417.232 **Employee With Rate Retention**

When an employee who has rate retention is assigned to a different position, it is not considered a higher level assignment unless that position is at a grade higher than the grade on which the rate retention was established.

417.233 **Eligibility**

An employee whose temporary assignment meets the conditions described in 417.234 is eligible for higher level pay when temporarily assigned to an authorized established EAS position in a higher grade than that of the position to which permanently assigned, *except* as follows:

- a. Employees temporarily assigned to PCES positions.
- b. Employees in developmental programs the Management Instructions for which provide that participants do not receive higher level pay.

417.234 **Conditions**

a. *EAS Employees*

- (1) *Field Installations.* Higher level pay is authorized to eligible EAS employees who are temporarily assigned to higher level EAS positions in field installations for all such service beginning with the first full tour of 8 hours or more and continuing for the duration of the assignment.
- (2) *Headquarters Installations.* Normally, when EAS employees are temporarily assigned to higher level positions at Headquarters or related units, they are entitled to higher level pay beginning on the 31st calendar day, i.e., higher level pay normally is not authorized during the first 30 calendar days of such an assignment. (Note: Different employees are not to be assigned consecutively to the same vacancy solely to avoid the higher level pay requirements.) Higher level pay is authorized to an EAS employee temporarily assigned as a first-line supervisor of *bargaining unit* employees at Headquarters or related units after the supervisory position has been vacant, or the incumbent has been absent, for three or more continuous weeks, beginning with the first full working tour or more and continuing for the duration of the assignment. Immediate higher level pay is authorized for an eligible employee who is temporarily assigned as an ad hoc EEO Counselor, ad hoc EEO Investigator, ad hoc

Counselor/Investigator, or ad hoc Affirmative Action Program Coordinator provided the employee has completed the training certificate requirements, the assignment is scheduled in advance and approved by the employee's immediate supervisor, and the higher level service is performed in increments of one hour or more.

- b. *Bargaining Unit Employees.* Bargaining unit employees are authorized higher level pay for all time worked on higher level assignments.

417.235 **Payment Amount**

(See Exhibit 417.235) Higher level pay is calculated as follows:

- a. *Within the EAS Schedule.* The employee receives an increase to basic salary equal to 8 percent of the minimum basic rate for the position in which higher level service is performed. (See 417.236 for payment factors.)
- b. *From Bargaining to Nonbargaining Schedule.* The employee receives an increase in base salary (including bargaining unit COLA) equivalent to that which would be granted if the employee were to be promoted to the detail position.

417.236 **Payment Factors**

- a. *Maximum Rate.* Total higher level compensation may not exceed the maximum salary rate of the higher level position in which such service is performed, or the employee's existing basic salary if above the maximum of the range for the higher grade.
- b. *Holiday Pay.* An employee is eligible for higher level pay for a holiday as follows:
 - (1) *Holiday Not Worked.* The employee receives holiday leave pay for the holiday at the rate of the higher level position, provided the employee received the higher level pay for both the full workday preceding the holiday and the full workday following the holiday.
 - (2) *Holiday Worked.* The employee is paid at the rate of the higher level position for work in the higher level position on a holiday.
- c. *Annual, Sick, Holiday, or Other Paid Leave During Higher Level Service*
 - (1) Except as provided in (2) below, when full-time employees are absent on approved annual, sick, or other paid leave falling within a period of temporary assignment to a higher level position, they receive leave pay at the rate for the higher level position provided they receive higher level pay for both the full workday immediately preceding and the full workday immediately following the period of absence.
 - (2) If a second person is assigned to replace the absent employee, the original temporary higher level assignment is cancelled and the absent employee has no entitlement to higher level pay for the parts of the leave period during which she or he is replaced.

Exhibit 417.235
Higher Level Pay

| From Rate Schedule | To Rate Schedule | | | | | | | | | |
|--|------------------------------|---|---------|------------|---------------------------|-------------------|------------------|--------|--------------------|----------------------------|
| | A – Mail Trans. Equip. Shops | C – Mail Equip. Shops & Area Supply Centers | E – EAS | G – Nurses | K – HQ Operating Services | M – Mail Handlers | N – Data Centers | P – PS | R – Rural Carriers | Y – Postal Police Officers |
| A – Mail Transportation Equipment Shops | | 1 | 2 | 1 | 1 | 1 | 1 | 1 | | 1 |
| C – Mail Equipment Shops & Area Supply Centers | 1 | | 2 | 1 | 1 | 1 | 1 | 1 | | 1 |
| E – EAS 1–19 | 1 | 1 | 3 | 1 | 1 | 1 | 1 | 1 | | 1 |
| E – EAS 20 & above | | | 3 | | | | 2 | | | |
| F – A–E Postmasters ¹ | 1 | 1 | 3 | 1 | 1 | 1 | 1 | 1 | | 1 |
| G – Nurses | 1 | 1 | 2 | | 1 | 1 | 1 | 1 | | 1 |
| K – HQ Operating Services | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | | 1 |
| M – Mail Handlers | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | | 1 |
| N – Data Centers | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | | 1 |
| P – PS | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | | 1 |
| R – Rural Carriers ² | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | | 1 |
| Y – Postal Police Officers | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | | 1 |

¹ For A–E Postmaster assigned to full-time position, first adjust the current base salary to the full-time equivalent base salary.

² Rural Carriers who are detailed into a different salary schedule are converted first to the salary for a 40-hour evaluated route, attained step, before applying the higher level increase.

SALARY ADJUSTMENT

- To the full-time base salary, add 2 times the most prevalent step increment of the current grade (add 3 times for a detail to a position 3 or more grades higher). Advance this amount to the next higher base salary step in the new grade if between two steps.
- Add 5 percent to the current base salary. Advance this amount to the next higher base salary step in the higher grade if between two steps.
- Add 8 percent of the higher grade's minimum basic salary to the current full-time base salary. Do not advance this amount to the next higher step.

Higher level pay may not be less than the H/L min. or exceed the H/L max., unless the permanent salary is already above the H/L max. In that case the permanent salary is paid during the H/L assignment. The permanent COLA is paid during the H/L assignment in all cases. The basic salary may remain off step during the H/L assignment.

- d. *Determination of FLSA Status.* An employee's FLSA status during a temporary assignment is based on the FLSA status of the position to which assigned. See 444.313 to determine an employee's eligibility for overtime and other premiums when, due to temporary assignment(s), both FLSA exempt and nonexempt work are performed in a single workweek.

417.3 **Postmaster Positions**

417.31 **Officer-in-Charge (OIC)**

417.311 **Definition**

The temporary assignment of a career employee to act as postmaster during which the accountability of postmaster *is* transferred to the employee.

417.312 **Basis for Rate of Pay**

The salary of a career employee temporarily assigned to a post office as OIC is based on the grade of the post office to which he or she is assigned and is determined in accordance with the provisions of 417.2.

417.32 **Postal Operations Administrator (POA)**

417.321 **Definition**

The temporary assignment of a career employee to act as postmaster during which the accountability of postmaster is *not* transferred to the employee.

417.322 **Basis for Rate of Pay**

The salary of a career employee who is temporarily assigned to a post office as POA is based on the grade which is two grades below the grade for the office and is determined as provided in 417.2.

418 **Assignment to a Different Salary Schedule (see Exhibit 418)**

418.1 **Equivalent Grades**

When an employee is reassigned, promoted, or otherwise permanently or temporarily changed to a position in another salary schedule, see Exhibit 418.1 for grades that are equivalent for pay purposes. If the employee has a retained rate, the grade on which the retained rate is based is used to determine grade equivalence and appropriate salary action.

418.2 **Changes Between Nonbargaining Schedules**

Changes between EAS and PCES salary schedules are made in accordance with the provisions of the Postal Career Executive Service Program. Changes between other nonbargaining schedules are made in accordance with 410.

418.3 **Changes From Nonbargaining to Bargaining Schedules**

Changes of nonbargaining employees to bargaining unit positions are made in accordance with 420 and any applicable collective-bargaining agreement.

Exhibit 418
Promotional Increase

| From Rate Schedule | To Rate Schedule | | | | | | | | | | |
|--|------------------------------|---|---------|------------|---------------------------|-------------------|------------------|--------|--------------------|---------------------|----------------------------|
| | A – Mail Trans. Equip. Shops | C – Mail Equip. Shops & Area Supply Centers | E – EAS | G – Nurses | K – HQ Operating Services | M – Mail Handlers | N – Data Centers | P – PS | R – Rural Carriers | T – Tool & Die Shop | Y – Postal Police Officers |
| A – Mail Transportation Equipment Shops | | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 3 | 1 | 1 |
| C – Mail Equipment Shops & Area Supply Centers | 1 | | 2 | 1 | 1 | 1 | 1 | 1 | 3 | 1 | 1 |
| E – EAS 1–19 | 1 | 1 | 4 | 1 | 1 | 1 | 1 | 1 | 3 | 1 | 1 |
| E – EAS 20 & above | | | 4 | | | | 2 | | | | |
| F – A–E Postmasters ¹ | 1 | 1 | 4 | 1 | 1 | 1 | 1 | 1 | 3 | 1 | 1 |
| G – Nurses | 1 | 1 | 2 | | 1 | 1 | 1 | 1 | | 1 | 1 |
| K – HQ Operating Services | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 3 | 1 | 1 |
| M – Mail Handlers | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 3 | 1 | 1 |
| N – Data Centers | 1 | 1 | 2 | | | 1 | 1 | 1 | 3 | 1 | 1 |
| P – PS | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 3 | 1 | 1 |
| R – Rural Carriers ² | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | | 1 | 1 |
| T – Tool & Die Shop | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 3 | 1 | 1 |
| Y – Postal Police Officers | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | | 1 | 1 |

¹ For A–E postmaster promoted to full-time position first adjust the current salary to the full-time equivalent rate.

² Rural carriers who are promoted into a different salary schedule are converted first to the salary for a 40-hour evaluated route, attained step, before applying the promotion increase.

SALARY ADJUSTMENT

- To the full-time basic salary, add 2 times the most prevalent step increment of the current grade (add 3 times for a three or more grade promotion). Advance this amount to the next higher basic salary step in the new grade if between two steps.
- Add 5 percent to the current base salary. Advance this amount to the next higher base salary step in the new grade if between two steps.
- All new regular rural carriers appointed from other schedules begin at step B.
- Add up to 10 percent of the current full-time basic salary for a one grade promotion or up to 15 percent for a two or more grade promotion. Advance this amount to the next higher basic salary step in the new grade if between two steps.

THE NEW SALARY MAY NOT BE BELOW THE MINIMUM OR EXCEED THE MAXIMUM FOR THE NEW GRADE.

Pay Administration
Pay Administration Policy for Nonbargaining Unit Employees

418.3

Exhibit 418.1

Equivalent Grades

| A – Mail Transport Equipment Centers | B – Rural Auxiliary | C – Mail Equipment Centers & Area Supply Centers | E – EAS | F – A-E Postmasters | G – Nurses | K – HQ Oper. Services | M – Mail Handlers | N – Data Centers | P – PS | R – Rural Carriers | T – Tool & Die Shop | Y – Postal Police Officers |
|---|---------------------|--|---------|---------------------|------------|--------------------------|-------------------|------------------|--------|--------------------|---------------------|-------------------------------|
| | | | 1-4 | | | | | | | | | |
| | | | 5 | A-E | | | | | | | | |
| | | | 6 | | | | | | | | | |
| | | | | | | 1 | | | | | | |
| | | | 7 | | | 2 | | | | | | |
| 1 | | 1 | 8 | | | | | | 1 | | | |
| 2 | | 2 | 9 | | | 3 | | | 2 | | | |
| 3 | 3 | 3 | | | | 4 | 3 | | 3 | | | |
| 4 | | 4 | 10 | | | 5 | 4 | 6,7,8 | 4 | | 4 | |
| 5 | 5 | 5 | 11 | | X | 6 | 5 | 9,10 | 5 | X | | 1 |
| 6 | | 6 | 12 | | | 7 | 6 | 11,12 | 6 | | 6 | 2 |
| 7 | | 7 | | | | | | 13 | 7 | | 7 | |
| 8 | | 8 | 13 | | | 8 | | 14 | 8 | | 8 | |
| 9 | | 9 | 14 | | | 9 | | 15 | 9 | | 9 | |
| 10 | | 10 | 15 | | | | | 16 | 10 | | | |
| | | | 16 | | | | | 17 | | | | |
| | | | 17 | | | | | 18 | | | | |
| | | | 18 | | | | | 19 | | | | |
| | | | 19 | | | | | 20 | | | | |
| | | | 20 | | | | | 21 | | | | |
| | | | 21 | | | | | 22 | | | | |
| | | | 22 | | | | | | | | | |
| | | | 23 | | | | | | | | | |
| | | | 24 | | | | | | | | | |
| | | | 25 | | | | | | | | | |

X Single-level schedule**To use the chart:**

- Locate the Salary Schedule and grade to the employee's position prior to the change action.
- Cross over to the Salary Schedule into which the employee is being assigned.
- The change is
 - A reassignment, if the new grade is on the same line as the previous grade.
 - To a lower level, if the new grade is on a lower line than the previous grade.
 - A promotion, if the new grade is on a higher line than the previous grade. The number of lines on the chart between the old grade and the new grade is considered to be the number of grades increase for the purpose of calculating the promotional increase and new salary.

418.4 **Changes From Bargaining to Nonbargaining Schedules**

Changes of bargaining unit employees to nonbargaining positions are made in accordance with 410.

419 **Supplemental (Noncareer) Workforce**

419.1 **Assignments**

419.11 **Casual Employee**

419.111 **Definition**

Casual employees are nonbargaining, noncareer employees with limited term appointments. These employees are employed as a supplemental workforce, as described in collective-bargaining agreements, to perform duties assigned to bargaining unit positions.

419.112 **Salary Grade**

Appointments of casuals are made to the position of Casual, Occupation Code 5201-1001, at grade EAS-7 in the Noncareer Temporary Rate (NTR) Schedule or as otherwise authorized by the SAPMG/HR.

419.12 **Noncareer Rural Carriers**

419.121 **Definition**

Noncareer rural carriers are employed as a supplemental workforce to perform duties assigned to the rural carrier bargaining unit.

419.122 **Salary Grade**

Noncareer rural carriers are appointed and paid as provided in the NRLCA Agreement.

419.13 **Temporary Employee**

419.131 **Definition**

Temporary employees, including Officers-in-Charge (OICs) appointed from outside the Postal Service, are nonbargaining, noncareer employees who perform duties assigned to nonbargaining positions.

419.132 **Salary Grades**

Prior to hiring a temporary employee, the installation head or other appointing official should carefully assess operational needs of the office and determine the EAS grade for the types of work to be performed. Based on this determination, the temporary employee is hired at that grade in the Noncareer Temporary Rate Schedule.

419.14 **Postmaster Relief/Leave Replacements (PMRs)**

419.141 **Definition**

A PMR is a noncareer hourly rate employee who performs as a relief or leave replacement during the absence of a postmaster in an EAS-15 or below post office.

419.142 **Salary Grades**

PMRs are employed at the Noncareer Temporary Rate Schedule grades indicated below:

| Authorized PM Grade (EAS) | PMR Occupational Code | PMR Grade (NTR) |
|---------------------------|-----------------------|-----------------|
| 15 | 2305-6115 | 13 |
| 13 | 2305-6113 | 11 |
| 11 | 2305-6111 | 9 |
| A–E | 2305-6100 | 3 |

419.2 **COLA**

Employees in the supplemental work force are *not* entitled to a cost-of-living allowance (COLA).

419.3 **Service Credit for Step Increases**

Time served is *not* creditable toward step increases, i.e., upon conversion to a career position. The employee begins earning creditable service for step increases, when applicable, but does *not* receive credit for prior service in the supplemental workforce.