

## 420 Wage Administration Policy for Bargaining Unit Employees

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### 421 General Principles and Terms

#### 421.1 Scope

This subchapter establishes the conditions and procedures for setting the wages for Postal Service employees covered by collective bargaining agreements.

**Note:**

- a. *Consistency With Agreements.* It is not the intent of these instructions to amend or conflict with the provisions of the collective bargaining agreements negotiated between the Postal Service and the officially recognized labor unions. The applicable provisions of a collective bargaining agreement control in the event of any conflict with this subchapter.
- b. *Categorization of Bargaining Units.* [Exhibit 421.7](#) provides a categorization of bargaining unit employees.
- c. *Employee Classifications.* Employee classifications for bargaining unit employees appear in 432.111.

#### 421.2 Objectives

The principal objectives of the wage administration policies are:

- a. To provide uniform compensation rules and practices consistent with the provisions of the bargaining unit agreements for the establishment of wage rates for employment, reassignment, promotion, and other changes in the pay status of bargaining unit employees.
- b. To provide for the effective administration of wage expenditures.

#### 421.3 Responsibilities

##### 421.31 Assigning Positions to Salary Schedules

The executive vice president of Human Resources is responsible for determining the appropriate salary schedule for each position covered in 420.

**Note:**

- a. A position is the aggregate of all the current duties and responsibilities contained in a work assignment. These duties and responsibilities are to be performed during an employee's full working schedule, as normally reflected in the authorized position description.
- b. The procedures for authorizing and ranking bargaining unit positions appear in 230 and 240.

- c. Each bargaining unit position is assigned to one of the authorized salary schedules, based upon the established categories listed in [Exhibit 421.7](#).

#### 421.32 **Setting Wages**

The appointing official has primary responsibility for setting the wage of an employee according to the guidelines for the appropriate salary schedule (see 422.12). Higher level approval is required when appropriate or when specified (see 422.514 and 422.714).

#### 421.4 **Definitions**

##### 421.41 **Appointments**

The types of appointments are as follows:

- a. *Career appointment* — a new hire for an appointment without time limit requiring the completion of a probationary period that confers full employee benefits and privileges. The term applies to (a) new employees, (b) former employees who are being reinstated, (c) employees transferring from federal agencies, and (d) current Postal Service employees who choose to transfer to or from the rural carrier craft.
- b. *Temporary/casual appointment* — a new hire for a time-limited appointment; does not apply to bargaining unit employees.
- c. *Appointment to additional position* — applies to cases of dual employment, as described in 422.15, when an existing employee is appointed up to three additional positions.

##### 421.42 **Assignments**

The types of assignments are as follows:

- a. *Permanent assignment* — simply called *assignment*; a set of specific duties at a specified location in a specified schedule related to an employee's position description. For postal police officers, an individual preferred schedule consists of a desired tour and nonscheduled days at a work facility.
- b. *Temporary assignment* — the assignment of an employee for a short period of time to perform duties and responsibilities other than those specifically contained in his or her position description when a formal personnel action is not required.
  - (1) Employees assigned to higher level duties may receive higher level pay (see 422.14).
  - (2) Employees other than rural carriers assigned to lower level duties continue to receive their regular pay. In the rural carrier craft, compensation is dependant upon the evaluated route hours or length of the assigned route.
  - (3) For postal police officers, temporary assignment is a transfer to another schedule (tour and days off) or work facility.

#### 421.43 **Change Actions**

The types of change actions are as follows:

- a. *Promotion* — the permanent assignment 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 [Exhibit 418.1](#)) in another schedule.
- b. *Reassignment* — the permanent assignment or relocation of an employee (a) to another established position with the same grade in the same schedule or (b) to a position with an equivalent grade (see [Exhibit 418.1](#)) in another schedule, also called *lateral assignment* or simply *lateral*. For postal police officers, reassignment is a permanent transfer to another work facility.
- c. *Demotion* — the permanent assignment due to unsatisfactory performance of an employee (a) to an established position with a lower grade in the same schedule or (b) to a position with a lower than equivalent grade (see [Exhibit 418.1](#)) in another schedule, also called *disciplinary reduction*.
- d. *Voluntary reduction* — the permanent assignment at the request of the employee (a) to an established position with a lower grade in the same schedule or (b) to a position with a lower than equivalent grade (see [Exhibit 418.1](#)) in another schedule.
- e. *Management action reduction* — the permanent, nondisciplinary, and involuntary, assignment of an employee for reasons such as changes in job ranking criteria and job elimination (a) to an established position with a lower grade in the same schedule or (b) to a position with a lower than equivalent grade (see [Exhibit 418.1](#)) in another schedule. Rate retention provisions apply in cases of this type of reduction (see 421.5).

#### 421.44 **Terms**

The wage terms are as follows:

- a. *Basic wage* — the annual, daily, or hourly rate of pay provided by the applicable salary schedule for the employee's assigned position.
- b. *Compensation* — the same as an employee's basic wage plus special pay.
- c. *Special pay* — pay and allowances for additional and premium hours. See 430 for special pay provisions, which include the following:
  - (1) Overtime pay (see 434.1).
  - (2) Night differential (see 434.2).
  - (3) Sunday premium (see 434.3).
  - (4) Holiday worked pay (see 434.5).
  - (5) Out-of-schedule overtime (see 434.6).
  - (6) Information service center on-call pay (see collective bargaining agreement).
  - (7) Territorial cost-of-living allowance — TCOLA (see 439).

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- d. *Grade* — the numerical salary standing and salary range in the salary schedule assigned to a position; also called *salary grade*.
- e. *Equivalent grade* — the grade in one salary schedule that is most similar in salary range to the grade in another salary schedule whether bargaining or nonbargaining (see [Exhibit 418.1](#)). (See 418 for wage adjustment rules for assignments to a different salary schedule.)
- f. *Step* — the number or letter assigned to specific wage rates within a grade of a salary schedule. Maximum step is the highest schedule step for a position.
- g. *Salary standing* — the step rate or percentile with respect to the appropriate salary schedule.
- h. *Red-circle amount* — the dollar portion of an employee's salary that is in excess of the maximum salary of the grade and that results from the saved rate provisions described in 421.52.
- i. *Promotion* — an increase in an employee's pay grade, within a rate schedule or as a result of a movement to a different rate schedule, determined to be a promotion by [Exhibit 418.1](#).
- j. *Repromotion* — a promotion to a grade equivalent to that originally held before reduction in grade occurred (see 421.5).
- k. *Interim promotion* — a promotion to a grade lower than a grade held before reduction in grade (see 422.123).
- l. *Reduction in grade* — a voluntary or involuntary change to lower or lower than equivalent level.

421.45 **Wage Increases**

The types of wage increases are as follows:

- a. *General increase* — an across-the-board wage increase in the step rate or salary range that applies to all employees within the specified category.
- b. *Step increase* — an increase that represents advancement from one step to the next within a specific grade of a position dependent on satisfying certain waiting period criteria (see 422.13); also called *periodic step increase*. To be eligible for a step increase, occupational health nurses and postal police officers must in addition satisfy certain performance criteria (see 422.53 and 422.83).

*Most prevalent step* is the dollar amount determined by calculating the most frequently occurring incremental amount between steps within a grade level, known in mathematics as the *mode*. When two amounts occur the same number of times, the higher of the two amounts is designated as the *most prevalent step*. In the unusual circumstance in which there are multiple most prevalent steps (multiple modes), the most prevalent step chosen is the most similar to historical precedent.

- c. *Equivalent increase* — any increase other than a general increase, a quality step increase, or an incentive award that results in a total increase equal to or greater than the most prevalent step in the salary range for the employee's position and grade. The following is applicable:
  - (1) When moving between salary schedules, there may be an equivalent increase if the total amount of an increase exceeds the most prevalent step in the salary range for the employee's former position.
  - (2) A new waiting period begins on the effective date of an equivalent increase, except as described in 422.123(a)(4) for repromotions and in 422.125 for reduction in grade.
- d. *Quality step increase* — an increase in addition to a periodic step increase granted on or before expiration of required waiting periods in recognition of extra competence (see 475.3).
- e. *Cost-of-living adjustment (COLA)* — a general increase based on increases in the consumer price index (CPI) over a base month as specified by collective bargaining agreements.

#### 421.5 **Rate Retention Provisions**

##### 421.51 **Protected Rate**

##### 421.511 **Explanation**

An individual employee who is assigned to a lower grade position has a protected rate (i.e., continues to be paid the wage he or she received in the previous higher grade position, as detailed in 421.512, below, augmented by any general increases granted (see also 422.113)), for a specified period of 2 calendar years provided all of the following conditions are satisfied:

- a. The employee is serving under a career appointment.
- b. Reduction in salary standing is not disciplinary (for personal cause) or voluntary (at the request of the employee).
- c. The employee served for 2 continuous years immediately preceding the effective date of reduction in a position with a salary standing higher than that to which reduced.
- d. Salary in the higher salary standing was not derived from a temporary appointment or temporary assignment.
- e. Reduction in salary standing is not caused by a reduction in force due to lack of funds imposed on the Postal Service by outside authority or curtailment of work. For this purpose, curtailment of work does not include reduction in revenue unit category of any Post Office or reduction in route mileage on a rural route.
- f. Employee's performance of work was satisfactory at all times during such period of 2 calendar years.

##### 421.512 **Rate Determination**

The basic wage of an employee entitled to a protected rate is *the lowest* of the following:

- a. The employee's basic wage at the time of reduction.

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- b. An amount that is 25 percent more than the maximum basic wage for the new grade (i.e., the grade to which reduced).
- c. The basic wage in the *lowest* salary standing that the employee held during the 2 years immediately preceding reduction in salary standing, augmented by each step increase he or she would have earned in such salary standing.

**Note:** For rural carriers serving evaluated routes, the existing basic wage includes additional heavy duty compensation up to 40 hours.

421.513 **Duration**

An employee who is entitled to a protected rate retains the protected rate, augmented by general increases, for 2 calendar years from the effective date of the protected rate. If, before the 2 years expires the employee is again reduced in salary standing, the following applies:

- a. A new protected rate period of 2 calendar years begins.
- b. The new protected rate is redetermined according to the rule in 421.512 in relation to the salary standing following the latest reduction.

421.514 **Termination**

Rate protection ceases at the beginning of the pay period following a determination that an employee is no longer entitled to protection for any one of the following reasons:

- a. A break in service of 1 workday or more.
- b. Reduction to a lower salary standing (1) for disciplinary reasons or (2) at employee's own request.
- c. Promotion (or other advancement) of an employee to a higher grade in the same rate schedule, or to a position with a higher than equivalent grade in another rate schedule that includes a maximum wage equal to or above the protected rate. For the protected rate special pay status to terminate in this circumstance, the employee must be first slotted to the appropriate step in the new grade that represents a wage equal to or above that protected by the special pay status.
- d. Change in compensation of the employee to a basic wage equal to or higher than the protected rate for any reason other than by a general increase.

421.515 **Effect on Other Compensation**

Rate protection affects other compensation as follows:

- a. *Promotion Rules.* In applying the promotion rules, the former basic wage is the basic wage the employee would have received except for the protected rate.
- b. *Rural Routes.* Equipment maintenance allowances on rural routes are paid in relation to the documented route to which the carrier is assigned.

421.516 **Documentation**

PS Form 50, *Notification of Personnel Action*, is used to notify an employee who is changed to a lower grade or salary standing of entitlement to rate

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retention. The PS Form 50 contains under the Remarks section a reference to 421.5 explaining the amount and duration of the rate retention. The PS Form 50 is also used to notify an employee of the expiration of the rate retention status.

**421.517 Step Increases**

An employee with a protected rate continues to receive step increases in the grade to which the employee is reduced. However, under no circumstances can receipt of these step increases cause the employee's wage to exceed the maximum step of the lower grade.

**421.52 Saved Rate****421.521 Explanation**

Employees with a saved rate will continue to be paid the wage they received in the previous higher grade position, augmented by any general increases occurring while the saved rate is in effect. A saved rate differs from a protected rate in that it continues for an indefinite period, subject to the conditions explained below (see 421.522 through 421.526) and occurs in several different circumstances, as follows:

- a. An employee is given a *permanent, nondisciplinary, and involuntary* assignment to a lower grade due to a management action such as a change in job ranking criteria affecting more than one position under the same job description. In this case, *saved rate* means that the employee continues to receive the wage of the higher grade position.
- b. Management action effects a general increase that, when added to an employee's wage, produces a wage above the maximum rate for the grade. In this case, *saved rate* means that the amount of the general increase is added to the employee's wage and the employee continues to receive the new wage even though it is above the maximum for the grade.
- c. An employee accepts a job offer based on his or her limitations due to an injury on duty (see 546.143e).

**421.522 Red-Circle Amount**

The *red-circle amount* is the dollar portion of an employee's salary that is in excess of the maximum salary of the grade. An employee continues to receive a red-circle amount as long as he or she is in saved rate status. Note the following:

- a. Red-circle amount results from saved rate only. It does *not* result from protected rate.
- b. If an employee who receives a red-circle amount (under section C, Special Rule, Pay System for Employees, covered by the collective bargaining agreement of November 18, 1970) is subsequently promoted and later returned to the former position, the red-circle amount is restored.

**421.523 Duration**

Employees retain the saved rate for as long as they hold a position in the same or higher grade for which the maximum schedule rate is below the saved rate.

**421.524 Termination**

Saved rate is terminated for any of the following reasons:

- a. A break in service of 1 workday or more.
- b. Demotion or voluntary reduction.
- c. Promotion (or other advancement) of an employee to a higher grade in the same rate schedule, or to a position with a higher than equivalent grade in another rate schedule, which has a maximum wage equal to or above the saved rate. For the saved rate special pay status to terminate in this circumstance, the employee must be first slotted to the appropriate step in the new grade that represents a wage equal to or above that saved by the special pay status. See 421.525.
- d. Change in compensation of the employee to a basic wage equal to or higher than the saved rate for any reason other than by a general increase.

**421.525 Effect on Promotion**

If an employee with a saved rate is placed into a different position, the placement is compared to those in [Exhibit 418.1](#), Equivalent Grades, to determine whether or not the placement action is a promotion, change to lower level, or lateral reassignment. If the action is a promotion and the employee's saved wage exceeds the maximum of the new grade, then the saved rate special pay status continues following the promotion. However, if the promotion is to a higher grade in the same rate schedule, or to a position with a higher than equivalent grade in another rate schedule that includes a maximum wage equal to or above the saved rate, the employee is slotted to the appropriate step in the new grade, and the saved rate special pay status terminates.

**421.526 Documentation**

PS Form 50 is used to notify an employee of a saved rate status.

**421.53 Saved Grade****421.531 Explanation**

Saved grade provisions can be invoked only in accordance with the applicable collective bargaining agreement. Decisions to disapprove saved grade are subject to review through the grievance and arbitration process. Saved grade must be approved by area Human Resources managers or their designees. Saved grade applies to all bargaining unit employees *except* the following:

- a. Employees in Operating Services Division at Headquarters and the Merrifield Engineering Support Center (APWU) (see 422.7).
- b. Employees under the National Postal Professional Nurses' (NPPN) Agreement (see 422.5).
- c. Employees under the Fraternal Order of Police, National Labor Council (FOP-NLC) Agreement (see 422.8).



421.532 **Duration and Termination**

The saved grade will be in effect for an indefinite period of time subject to the conditions below:

- a. To continue to receive a saved grade, an employee must bid or apply for all vacant jobs in the saved grade for which he or she is qualified.
- b. If the employee fails to bid or apply, the employee loses the saved grade status immediately.
- c. The Information Service Centers collective bargaining agreement requires that, in order to retain the saved grade, employees bid or apply for reassignment to their former grade or to any position at a grade between that of their former grade and present grade.

421.533 **Step Increases**

An employee with a saved grade continues to receive step increases in the saved grade. However, under no circumstances, can these step increases exceed the maximum step of the saved grade (see 421.45b).

421.6 **Changes in Compensation Following Review or Audit**

A review or audit of a position may result in a change in compensation if a decision is made to change the evaluation of the position or its identification. The compensation change occurs at the beginning of the pay period following the date of the decision.

421.7 **Rate Schedule Summary and References**

[Exhibit 421.7](#), *Rate Schedule Summary and References*, outlines the rate schedule codes (RSCs) for the categories and subcategories of bargaining unit employees, their salary schedule acronyms, and their grade ranges. It also provides references to ELM sections with appropriate exhibits and explanations.

421.8 **Calculation Methods**

421.81 **Exhibit 421.81, Higher Level Pay**

[Exhibit 421.81](#), *Higher Level Pay*, provides calculation methods to use in computing higher level pay.

421.82 **Exhibit 421.82, Promotional Increases**

[Exhibit 421.82](#), *Promotional Increases*, provides calculation methods to use in computing promotional increases.

421.82

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Exhibit 421.7

**Rate Schedule Summary and References**

Effective November 20, 1999

<b>Rate Schedule Code (RSC)</b>	<b>Salary Schedule</b>	<b>Salary Schedule Acronym</b>	<b>Range</b>	<b>ELM 420 Reference</b>
C CB	Mail Equipment Shops/Material Distribution Center	MESC-1 MESC-2	Grades 1–11	422.1
G	Postal Nurses	PNS	Grade 1	422.5
K	Operating Services Division	OSD	Grades 1–9	422.7
M	Mail Handlers	MH	Grades 4–6	422.3
N	Information Technology/Accounting Service Centers	IT/ASC	Grades 6–23	422.6
P PB	Postal Service	PS-1 PS-2	Grades 1–11	422.1
Q	City Carriers	CC	Grades 1–2	422.2
	Rural Carrier			422.4
R	Evaluated	RC	Hours 12–48	
R	Mileage	RCS	Miles 6–140	
R	Substitute Rural Carrier	RSCR	6-Day: Hours 12–48 5½-Day: Hours 41–46 5-Day: Hours 40–48	
B	Rural Auxiliary	RAUX	Grade 5	422.4
B	Rural Carrier Associate	RCA		
B	Rural Carrier Relief	RCR		
T	Tool and Die Shop	TDS	Grades 4–11	422.9
Y	Postal Police Officers	PPO	Grade 6	422.8

Exhibit 421.81

**Higher Level Pay**

Effective November 20, 1999

[Reserved]

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421.82

Exhibit 421.82

**Promotional Increase**

Effective November 20, 1999

**Note:** Use this chart in conjunction with [Exhibit 418.1](#), Equivalent Grades, to determine whether or not a change represents an equivalent grade or a higher grade.

From Rate Schedule	To Rate Schedule													
	C – Mail Equip. Shops/Material Distribution Center (MESC-1)	CB – Mail Equipment Shops/Material Distribution Center (MESC-2)*	E– Executive & Administrative (EAS)	F – A–E Postmasters (A–E)**	G – Postal Nurses (PNS)	K – HQ Operating Service (OSD)	M – Mail Handlers (MH)	N – Information Technology/Accounting Service Centers (IT/ASC)	P – Postal Service (PS-1)	PB – Postal Service (PS-2)*	Q – City Carriers (CC)	R – Rural Carriers (RC)***	T – Tool & Die Shop (TDS)	Y – Postal Police Officers (PPO)
C – Mail Equipment Shops/Material Distribution Center (MESC-1)	–	9	2	–	1	1	1	1	–	9	1	3	1	1
CB – Mail Equipment Shops/Material Distribution Center (MESC–2)*	–	5	2	–	7	7	7	7	–	5	7	3	7	7
E – Executive & Administrative (EAS)	–	8	6	6	8	8	8	8	–	8	8	3	8	8
F – A–E Postmasters (A–E)**	–	8	6	–	8	8	8	8	–	8	8	3	8	8
G – Postal Nurses (PNS)	–	9	2	–	–	1	1	1	–	9	1	–	1	1
K – HQ Operating Service (OSD)	–	1	2	–	1	1	1	1	–	1	1	3	1	1
M – Mail Handlers (MH)	–	9	2	–	1	1	1	1	–	9	1	3	1	1
N – Information Technology/Accounting Service Centers (IT/ASC)	–	1	2	–	1	1	1	1	–	1	1	3	1	1
P – Postal Service (PS–1)	–	9	2	–	1	1	1	1	–	9	1	3	1	1
PB – Postal Service (PS–2)*	–	5	2	–	7	7	7	7	–	5	7	3	7	7
Q – City Carriers (CC)	–	9	2	–	1	1	1	1	–	9	1	3	1	1
R – Rural Carriers (RC)***	–	9	2	–	1	1	1	1	–	9	1	–	1	1
T – Tool & Die Shop (TDS)	–	8	2	–	8	8	8	8	–	8	8	3	4	8
Y – Postal Police Officers (PPO)	–	1	2	–	1	1	1	1	–	1	1	–	1	–

\* New schedules effective 11/20/1999 for all new hires and promotions from within and from other rate schedules.

\*\* For A-E postmasters promoted to full-time positions, first adjust the current wage to the full-time equivalent rate. For EAS employees promoted to A-E postmasters, compute the full-time equivalent rate per item number 7 in step 3 below, and convert to the A-E rate using the appropriate hours for the office.

\*\*\* Rural carriers promoted into a different salary schedule are converted first to the wage for a 40-hour evaluated route, attained step, before applying the applicable promotional increase.

**Wage Adjustment Calculations — To use this chart:**

**Step 1.** In the vertical list on the left side, locate the rate schedule of the employee's position before the change action.

**Step 2.** On the same line, cross over to the rate schedule of the position into which the employee is being assigned.

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**Step 3.** Use the number found in that cell to choose from the following:

Number in Cell Above	Calculation Method to Use
1.	To current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if between two steps. If the employee is promoted to a bargaining unit grade previously held (.i.e. repromotion), refer to 422.123(a)(4).
2.	To the current full-time salary, add 5 percent. If the result is below the minimum or above the maximum of the new grade, the new salary is adjusted to fit within the range.
3.	Place at Step A all new regular rural carriers appointed from other schedules unless they were on Postal Service rolls before August 7, 1991. In that case, place instead at Step C.
4.	Assign the Incumbent Rate of the new position to employees promoted from the Incumbent Rate of the former position. For employees at less than the Incumbent Rate to the current full-time salary, add 2 percent for a one-grade promotion, and 3 percent increase for a two or more grade promotion.
5.	Use the PS and MESC Schedule 2 to Schedule 2 Promotion Chart. Note, however, that the bargaining unit repromotion rule does not apply to promotions within Schedule 2 (see Exhibit 422.123b).
6.	To the current full-time salary, add up to 8 percent. The new salary may not be below the minimum or exceed the maximum for the new grade.
7.	To the current full-time salary, add 2 step increments of the current grade. Advance this amount to the next higher salary step in the new grade if between two steps. If the employee is promoted to a bargaining unit grade previously held, place the salary and the next step the same as if the employee had remained in that grade.
8.	To the current full-time salary, add 5 percent. Advance this amount to the next higher salary step in the new grade if between two steps. If the employee is promoted to a bargaining unit previously held (.i.e., repromotion), place the salary and next step date the same as if the employee had remained in that grade.
9.	Use the PS and MESC Schedule 1 to Schedule 2 Promotion Chart. <b>Note:</b> the bargaining unit repromotion rule does not apply to promotions to or within Schedule 2 (see Exhibit 422.123a).

## 422 **Salary Schedules Covered by Specific Agreements**

### 422.1 **Postal Service and Mail Equipment Shops/Material Distribution Center Salary Schedules**

#### 422.11 **Salary System**

##### 422.111 **Salary Schedules**

The relevant salary schedules are as follows:

- a. The Postal Service (PS) Schedule applies to clerks, vehicle service drivers, and post office maintenance service and vehicle maintenance employees. The PS schedule consists of PS Grades 1 through 11.
- b. The Mail Equipment Shops/Material Distribution Center (MESC) Schedule applies to bargaining unit employees in the mail equipment shops and the material distribution center. The MESC schedule consists of MESC Grades 1 through 11.

##### 422.112 **Basis of Rates**

Rates are established as follows:

- a. *Annual Rates for Full-Time Employees.* The basic annual salaries for the grades and steps of the schedule are established for full-time employees on the basis of a work schedule of 2080 hours per annum.
- b. *Hourly Rates for Part-Time Employees.* The basic hourly rates of the schedule are determined as follows:
  - (1) For part-time regular schedule employees, divide the appropriate annual rate by 2,080 hours.
  - (2) For part-time flexible schedule employees, divide the appropriate annual rate by 2,000 hours.

##### 422.113 **Cost-of-Living Adjustment**

Bargaining unit employees receive cost-of-living (COLA) as specified by their applicable collective bargaining agreement (see 421.45e).

##### 422.114 **Setting Wages**

The appointing officer has primary responsibility for setting wages of employees according to the guidelines in 422.1.

##### 422.115 **Employee Classifications**

The bargaining unit classifications in 432.111 that apply are:

- a. Full-time regular.
- b. Part-time regular.
- c. Part-time flexible.

422.12 **Change Action Pay Rules**422.121 **Career Appointment**

An employee new to the Postal Service hired with a career appointment is to be paid the rate for the first step of the grade of the position for which hired, except as specified below:

- a. *Reinstatement.* A former Postal Service employee is to be paid the rate for the first step of the grade of the position for which hired. However, for exceptional circumstances, as authorized by the district Human Resources manager, a former Postal Service employee may be placed in the first step that is less than one full step above the highest former basic wage (augmented by any general increases since the date of separation) — provided the new basic wage does not exceed the maximum step of the grade.
- b. *Congressional Service.* A new employee who has 2 or more years of service in the legislative branch and was paid by either house of Congress may be placed in the first step that does not exceed the highest previous basic wage (augmented by statutory pay increases).
- c. *Transfer of Function.* If a Postal Service installation assumes the function of a federal agency, the employee who performed the function may be transferred with the function. If so, the employee is placed in the first step that is less than one full step above the pretransfer basic wage — provided the basic wage does not exceed the maximum of the grade.
- d. *Veterans' Preference Eligible.* An employee whose service seniority is established pursuant to the appropriate entrance register standing (i.e., a veterans' preference eligible) is placed in the step attained by the lower eligible with the same anniversary date for step increases as the lower eligible. (See also Handbook EL-312, *Employment and Placement*.)
- e. *Hiring Into the Rural Carrier Craft.* A new employee to the Postal Service, or an existing employee hired since August 7, 1991, who transfers into the rural carrier craft, is given a new appointment and placed into Step A in the rural carrier pay schedule (RSC R or B). An existing Postal Service employee who has been on the rolls before August 7, 1991, who decides to transfer to the rural carrier craft is placed at Step C in the rural carrier pay schedule.
- f. *Hiring Into PS (RSC PB) and MESC (RSC CB) Schedule 2.* All employees new to the Postal Service are hired into the entry step of Schedule 2. All reinstated former employees are hired into the entry step of Schedule 2 or, at the discretion of the district Human Resources manager, into a higher Schedule 2 step that is less than one full step above the highest former basic salary (augmented by any general increases since the date of separation), providing the new basic salary does not exceed the maximum salary.

422.122 **Additional Appointment**

If an employee is appointed to an additional position, the compensation for the position is determined according to the rules for career appointment in 422.121 above. (See 422.15 for additional information about dual employment.)

422.123 **Promotion Rules**

**Note:** See 421.43a and 421.44i for definition of *promotion*, and consult [Exhibit 418.1, Equivalent Grades](#), to determine whether or not a personnel action represents a promotion.

Rules are as follows:

a. *Basic Rules.* The basic rules are as follows:

(1) *Promotion From PS or MESC Schedule 1.* For this promotion:

- (a) To a position in PS (RSC PB) or MESC (RSC CB) Schedule 2: Assign the proper step in Schedule 2 by referring to [Exhibit 422.123a](#). A new step waiting period begins on the effective date of the promotion.
- (b) To a position in EAS (RSC E): Add 5 percent to the current full-time salary. If the result is below the minimum or above the maximum of the new grade, the new salary is adjusted to fit within this range.

**Note:** Promotions to FLSA-exempt EAS-15 to EAS-18 positions that supervise two or more full-time equivalent bargaining unit employees are instead given a supervisory differential adjustment, as described in 413.21(d).

**Note:** For promotion from this schedule to a nonbargaining schedule, see 413.

- (c) To a position in PNS (RSC G), OSD (RSC K), MH (RSC M), IT/ASC (RSC N), CC (RSC Q), TDS (RSC T), or PPO (RSC Y): To the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromoted), in which case see 422.123(a)(4).

(2) *Promotion From PS Schedule 2.* For this promotion:

- (a) To a position in the PS (RSC PB) or MESC (RSC CB) Schedule 2: Assign the proper step in the new grade by referring to [Exhibit 422.123b](#). A new step waiting period begins on effective date of the promotion.
- (b) To a position in EAS (RSC E): Add 5 percent to the current full-time salary. If the result is below the minimum or above the maximum of the new grade, adjust the new salary to fit within this range.

**Note:** Promotions to FLSA-exempt EAS-15 to EAS 18 positions that supervise two or more full-time equivalent

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bargaining unit employees are instead given a supervisory differential adjustment, as described in 413.21(d).

**Note:** For promotion from this schedule to a nonbargaining schedule, see 413.

- (c) To a position in PNS (RSC G), OSD (RSC K), MH (RSC M), IT/ASC (RSC N), CC (RSC Q), TDS (RSC T), or PPO (RSC Y): To the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromoted), in which case see 422.123(a)(4).
- (3) *Promotion From Other Rate Schedules To PS Schedule 2.* For this promotion:
  - (a) From PPO (RSC Y), IT/ASC (RSC N), or OSD (RSC K): To the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromoted), in which case see 422.123(a)(4).
  - (b) From PS (RSC P) or MESC (RSC C) Schedule 1, PNS (RSC G), MH (RSC M), CC (RSC Q), or RC (RSC R or B): Assign the proper step by referring to [Exhibit 422.123a](#). A new step waiting period begins on the effective date of the promotion.
  - (c) From EAS (RSC E), Postmaster (A-E) or TDS (RSC T): To the current full-time salary, add 5 percent. Advance this amount to the next higher salary step in the new grade if the calculated amount falls between two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromoted), in which case see 422.123(a)(4).
  - (d) From PS (RSC PB) or MESC (RSC CB) Schedule 2: Assign the proper step in the new grade by referring to [Exhibit 422.123b](#). A new step waiting period begins on the effective date of the promotion.
- (4) *Repromotion.* An employee is repromoted if he or she is promoted to a bargaining unit grade previously held, or to one equivalent to the one previously held, before a change to lower level, as defined further under 421.5. When a repromotion occurs,



the employee is assigned to the step in the repromoted grade, or its equivalent, with waiting period credit toward the next step date as if he or she had remained continuously in that previously held grade.

**Note:** Effective November 20, 1999, and later, the repromotion rule stated above *does not apply* to employees promoted within or into the PS or MESC Schedule 2. The repromotion rule *does*, however, apply to employees promoted to other rate schedules.

- (5) *Promotion Pay Anomaly.* No employee is at any time compensated less as a consequence of a promotion than that employee would have been if the employee had not been promoted but, instead, advanced in step increments in the lower grade by fulfilling the waiting time requirements necessary for step increases. This rule includes employees who were promoted to a higher grade and subsequently reassigned to their former grade. If, during any pay period following the promotion, the employee's basic wage is less than the employee would have received for that pay period if the employee had not been promoted, the difference is paid to the employee in a lump sum payment.

**Note:** The promotion pay anomaly policy described above *does not apply* to employees promoted into (or within) the PS (RSC PB) and MESC (RSC CB) Schedule 2, or to PS or MESC employees promoted into other rate schedules.

b. *Supplemental Rules.* The supplemental rules are as follows:

- (1) *Maximum Step.* An employee is placed into the maximum step for the new grade if there is no other step below the maximum step that provides the increase specified in 422.123a above.
- (2) *Above Maximum Step.* An employee's existing basic wage is retained if it exceeds the maximum step of the new grade.
- (3) *Protected Rate.* This paragraph applies the rules in 422.123a to an employee whose rate of pay is protected under the provisions of 421.51, as follows:
  - (a) *Promotion or Interim Promotion to Grade With Maximum Wage Below the Protected Rate.* If an employee with a protected rate of pay receives an interim promotion to a grade that includes a maximum wage below the protected rate, the rate protection continues.
  - (b) *Promotion or Interim Promotion to Grade With Maximum Wage Equal To, or Above, the Protected Rate.* If an employee with a protected rate receives an interim promotion to a grade that includes a maximum wage equal to or above the protected rate, the employee is slotted to the step in the new grade that represents the same or higher wage protected by the special pay status. To determine the appropriate pay schedule step during slotting, only the protected rate of pay is considered (no

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promotion increase should be added). After the employee is slotted to the appropriate step, the rate protection terminates.

- (c) *Repromotion.* If an employee with a protected rate receives a repromotion, the rate protection terminates and the appropriate step is assigned in accordance with 422.124a(4).
- (4) *Saved Rate.* This paragraph applies the rules in 422.123a to an employee whose rate of pay is saved under the provisions of 421.52, as follows:
  - (a) *Promotion or Interim Promotion to Grade With Maximum Wage Below the Saved Rate.* If an employee with a saved rate of pay receives an interim promotion to a grade which includes a maximum wage below the saved rate, the saved rate continues.
  - (b) *Promotion or Interim Promotion to Grade With Maximum Wage Equal To, or Above, the Saved Rate.* If an employee with a protected rate receives an interim promotion to a grade which includes a maximum wage equal to or above the saved rate, the employee is slotted to the step in the new grade that represents the same or higher wage saved by the special pay status. To determine the appropriate pay schedule step during slotting, only the saved rate of pay is considered (no promotion increase should be added). After the employee is slotted to the appropriate step, the saved rate terminates.
  - (c) *Repromotion.* If an employee with a protected rate receives a repromotion, the saved rate terminates and the appropriate step is assigned in accordance with 422.124a(4).
- (5) *Saved Grade.* In applying the rules in 422.123a to an employee whose grade is protected under the provisions of 421.53, the employee does not receive a promotional increase unless the promotion is to a position with a grade higher than the saved grade.
- (6) *Rule Choice.* When the wage would be more favorable to the employee, the district Human Resources manager may determine an employee's wage under rules for career appointment in 422.121 instead of under the rules for promotion increases.
- (7) *Exclusions.* Salary received under limited appointments cannot be used as the highest previous salary when determining the employee's new salary.

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Exhibit 422.123a

**Promotion Chart — PS Schedule 1 to PS Schedule 2**

(For promotions to PS Schedule 2 from PS Schedule 1 and from other rate schedules)

Effective November 20, 1999

**How to use this chart:**

1. Choose the "From Grade" table that represents the employee's current grade and step.
2. In the "To Grade" section of that table, find the row which represents the grade to which the employee is being promoted.
3. Move to the right along that row until you reach the cell directly under the employee's current step in the "From Grade" row.
4. The letter in that cell represents the step the employee should be assigned to in the new grade after the promotion action.

		Step																	
From Grade	1	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	2	BB	D	F	I	I	M	M	M	M	N	N	N	O	O	O	O	O	—
	3	BB	B	E	G	I	L	L	L	L	M	M	M	M	N	N	N	N	—
	4	A	B	C	E	H	L	L	L	L	L	L	L	L	M	M	M	M	—
	5	A	B	B	E	E	K	K	K	K	K	K	K	K	L	L	L	L	—
	6	A	A	A	B	F	G	K	K	K	K	K	K	K	K	K	K	K	—
	7	A	A	A	A	F	G	G	G	G	J	J	J	J	J	J	J	J	—
	8	D	D	D	D	D	D	D	D	D	D	D	D	H	H	H	H	H	—
	9	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	H	—
	10	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	—
	11	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	—

		Step																	
From Grade	2	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	3	BB	D	F	H	I	L	M	M	M	M	N	N	N	O	O	O	O	—
	4	A	B	E	E	H	L	L	L	L	L	L	M	M	M	N	N	N	—
	5	A	B	B	E	H	K	K	K	K	K	L	L	L	L	M	M	M	—
	6	A	A	A	B	F	K	K	K	K	K	K	K	K	K	K	L	L	—
	7	A	A	A	A	F	G	G	J	J	J	J	J	J	J	J	J	J	—
	8	D	D	D	D	D	D	D	D	D	H	H	H	H	H	H	H	H	—
	9	D	D	D	D	D	D	D	D	D	D	D	D	D	H	H	H	H	—
	10	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	—
	11	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	—

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		Step																	
From Grade	3	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	4	A	B	E	H	I	L	L	L	M	M	M	N	N	N	N	O	O	—
	5	A	B	B	E	H	K	K	K	K	L	L	L	M	M	N	N	N	—
	6	A	A	B	B	F	K	K	K	K	K	K	K	L	L	L	M	M	—
	7	A	A	A	B	F	J	J	J	J	J	J	J	J	K	K	K	L	—
	8	D	D	D	D	D	D	H	H	H	H	H	H	H	H	H	H	H	—
	9	D	D	D	D	D	D	D	D	D	D	H	H	H	H	H	H	H	—
	10	D	D	D	D	D	D	D	D	D	D	D	D	D	H	H	H	H	—
	11	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	—

		Step																	
From Grade	4	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	5	—	—	C	F	H	K	L	L	L	M	M	N	N	N	N	O	O	—
	6	—	—	B	F	F	K	K	K	K	K	L	L	L	M	M	M	N	—
	7	—	—	A	C	F	J	J	J	J	J	K	K	K	L	L	M	M	—
	8	—	—	D	D	D	H	H	H	H	H	H	H	H	I	I	I	J	—
	9	—	—	D	D	D	D	D	H	H	H	H	H	H	H	H	H	H	—
	10	—	—	D	D	D	D	D	D	D	D	H	H	H	H	H	H	H	—
	11	—	—	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	—

		Step																	
From Grade	5	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	6	—	—	B	F	G	K	K	L	L	L	M	M	N	N	N	O	O	—
	7	—	—	B	F	G	J	J	J	J	K	K	L	L	M	M	M	N	—
	8	—	—	D	D	D	H	H	H	H	H	I	I	I	J	K	K	K	—
	9	—	—	D	D	D	H	H	H	H	H	H	H	H	I	I	I	J	—
	10	—	—	D	D	D	D	D	H	H	H	H	H	H	H	H	H	H	—
	11	—	—	D	D	D	D	D	D	D	D	D	D	D	E	E	F	F	—

		Step																	
From Grade	6	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	7	—	—	F	F	G	J	K	K	L	L	M	M	N	N	N	O	O	—
	8	—	—	D	D	D	H	H	H	H	I	I	J	K	K	L	L	M	—
	9	—	—	D	D	D	H	H	H	H	H	I	I	I	J	K	K	K	—
	10	—	—	D	D	D	H	H	H	H	H	H	H	H	I	I	I	J	—
	11	—	—	D	D	D	D	D	D	D	E	E	E	F	F	G	G	H	—

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		Step																	
From Grade	7	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	8	—	—	D	D	H	H	I	I	J	K	K	L	M	M	M	N	O	—
	9	—	—	D	D	D	H	H	H	H	I	I	J	K	K	L	L	M	—
	10	—	—	D	D	D	H	H	H	H	H	I	I	I	J	K	K	K	—
	11	—	—	D	D	D	D	D	E	E	F	F	G	G	H	H	I	I	—
		Step																	
From Grade	8	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	9	—	—	—	—	E	H	I	I	J	K	K	L	M	M	M	N	O	P
	10	—	—	—	—	E	H	H	H	H	I	I	J	K	K	L	L	M	N
	11	—	—	—	—	D	E	F	F	G	G	H	H	I	J	J	K	K	L
		Step																	
From Grade	9	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	10	—	—	—	—	E	H	I	I	J	K	K	L	M	M	M	N	O	P
	11	—	—	—	—	D	F	G	G	H	H	I	J	J	K	K	L	M	N
		Step																	
From Grade	10	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	11	—	—	—	—	D	H	H	I	I	J	K	K	L	M	M	N	O	P

Exhibit 422.123b

**Promotion Chart — PS Schedule 2 to PS Schedule 2**

(For promotions within the P-2 and MESC-2 Schedules)

Effective November 20, 1999

**How to use this chart:**

1. Choose the "From Grade" table that represents the employee's current grade and step.
2. In the "To Grade" section of that table, find the row which represents the grade to which the employee is being promoted.
3. Move to the right along that row until you reach the cell directly under the employee's current step in the "From Grade" row.
4. The letter in that cell represents the step the employee should be assigned to in the new grade after the promotion action.

		Step																	
From Grade	1	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	2	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	—
	3	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	—
	4	A	A	A	A	A	C	D	E	F	G	H	I	J	K	L	M	O	—
	5	A	A	A	A	A	A	B	C	D	E	F	H	I	J	K	L	N	—
	6	A	A	A	A	A	A	A	A	B	C	D	F	G	H	I	K	L	—
	7	A	A	A	A	A	A	A	A	A	B	C	E	F	G	H	I	K	—
	8	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	E	G	—
	9	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	F	—
	10	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	—
	11	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	—

		Step																	
From Grade	2	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	3	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	—
	4	A	A	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	—
	5	A	A	A	A	A	B	C	D	E	F	H	I	J	K	L	M	O	—
	6	A	A	A	A	A	A	A	B	C	E	F	G	H	I	K	L	M	—
	7	A	A	A	A	A	A	A	A	B	C	E	F	G	H	I	J	L	—
	8	D	D	D	D	D	D	D	D	D	D	D	D	D	D	E	G	H	—
	9	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	E	G	—
	10	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	E	—
	11	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	—

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		Step																	
From Grade	3	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	4	A	A	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	—
	5	A	A	A	A	B	C	D	E	G	H	I	J	K	L	M	N	O	—
	6	A	A	A	A	A	A	B	C	E	F	G	H	I	K	L	M	N	—
	7	A	A	A	A	A	A	A	B	D	E	F	G	H	I	J	L	M	—
	8	D	D	D	D	D	D	D	D	D	D	D	D	D	E	G	H	J	—
	9	D	D	D	D	D	D	D	D	D	D	D	D	D	D	E	G	H	—
	10	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	E	F	—
11	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	E	—	

		Step																	
From Grade	4	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	5	—	—	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	—
	6	—	—	A	A	B	C	D	E	F	G	H	J	K	L	M	N	O	—
	7	—	—	A	A	A	B	C	D	E	F	G	H	I	J	L	M	N	—
	8	—	—	D	D	D	D	D	D	D	D	D	D	E	G	H	J	K	—
	9	—	—	D	D	D	D	D	D	D	D	D	D	D	E	G	H	I	—
	10	—	—	D	D	D	D	D	D	D	D	D	D	D	D	E	F	H	—
	11	—	—	D	D	D	D	D	D	D	D	D	D	D	D	D	E	F	—

		Step																	
From Grade	5	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	6	—	—	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	—
	7	—	—	A	A	B	D	E	F	G	H	I	J	K	L	M	N	O	—
	8	—	—	D	D	D	D	D	D	D	D	D	F	G	H	J	K	M	—
	9	—	—	D	D	D	D	D	D	D	D	D	D	E	G	H	I	K	—
	10	—	—	D	D	D	D	D	D	D	D	D	D	D	E	F	H	I	—
	11	—	—	D	D	D	D	D	D	D	D	D	D	D	D	E	F	G	—

		Step																	
From Grade	6	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	7	—	—	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	—
	8	—	—	D	D	D	D	D	D	D	E	F	H	I	J	L	M	N	—
	9	—	—	D	D	D	D	D	D	D	D	E	F	G	H	J	K	L	—
	10	—	—	D	D	D	D	D	D	D	D	D	F	G	H	I	J	—	—
	11	—	—	D	D	D	D	D	D	D	D	D	D	D	E	F	G	H	—

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		Step																	
From Grade	7	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	8	—	—	D	D	D	D	D	D	E	G	H	I	K	L	M	N	O	—
	9	—	—	D	D	D	D	D	D	D	E	F	H	I	J	K	M	N	—
	10	—	—	D	D	D	D	D	D	D	D	E	F	G	H	J	K	L	—
	11	—	—	D	D	D	D	D	D	D	D	D	D	F	G	H	I	J	—

		Step																	
From Grade	8	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	9	—	—	—	—	—	D	E	F	G	H	I	J	K	L	M	N	O	P
	10	—	—	—	—	—	D	D	E	F	G	H	I	J	K	K	L	M	N
	11	—	—	—	—	—	D	D	D	E	E	F	G	H	I	J	J	K	L

		Step																	
From Grade	9	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	10	—	—	—	—	—	D	E	F	G	H	I	J	K	L	M	N	O	P
	11	—	—	—	—	—	D	D	E	F	G	H	I	J	K	K	L	M	N

		Step																	
From Grade	10	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	11	—	—	—	—	—	D	E	F	G	H	I	J	K	L	M	N	O	P



422.124 **Reassignment Rules**

An employee's step, next step date, and salary are not changed as a result of reassignment. (See 421.43b for definition of *reassignment*.) The following provisions apply:

- a. A change from a *part-time position* (flexible or regular) to a *full-time position* (or reverse) in the same grade is a reassignment — not a promotion; the employee retains the step attained and the existing basic annual salary including any red-circle amount.
- b. A part-time regular employee must be converted to a part-time flexible before becoming a full-time regular unless that bargaining unit craft does not have an employee classification of part-time flexible.
- c. For reassignments to equivalent grades in another bargaining unit (see [Exhibit 418.1](#)), the following provisions apply:
  - (1) *When an employee is reassigned to an equivalent grade in another rate schedule not formerly held*, the employee's current salary is moved to the equivalent grade in the new schedule. If the current salary falls between two steps of the new grade, the new salary is set at the higher of the two steps. However, the new salary may not be set below the minimum nor above the maximum of the new grade.
  - (2) *When an employee is reassigned to an equivalent grade formerly held in another rate schedule*, the employee is returned to the formerly held grade as if service had been uninterrupted since the last time held.
  - (3) Career Postal Service employees reassigned to a rural carrier position are assigned to the appropriate step in the Rural Carrier schedule in accordance with Article 9 of the USPS-NRLCA National Agreement.
  - (4) Creditable service in the former position is maintained toward a step increase unless the employee's salary is increased with this reassignment by at least one most prevalent step in the former grade. When a most prevalent step is received, a new step waiting period commences on the effective date of the reassignment.
- d. For PS and MESC employees, reassignments are handled as follows:
  - (1) *Within the PS or MESC Schedules*. An employee reassigned within the PS or MESC Schedules is reassigned to the same grade and into PS (RSC PB) and MESC (RSC CB) Schedule 2. The next step date is not changed following a reassignment.
  - (2) *From Other Rate Schedules To a Grade in the PS (RSC PB) and MESC (RSC CB) Schedule 2 Not Formerly Held*. The employee is assigned the step in Schedule 2 that is equal to his or her current salary. If the salary falls between two steps, the employee is assigned to the next higher step. The next step date is not changed following a reassignment. If the reassignment results in an equivalent increase (i.e., a dollar amount greater than or equal to the most prevalent step in the former grade, or as specified in 421.45c), a new step waiting period begins on the effective date of the reassignment.

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- (3) *From Other Rate Schedules To a Grade in the PS (RSC PB) and MESC (RSC CB) Schedule 2 Formerly Held.* The employee is assigned to the appropriate step in Schedule 2 and to the next step date, as if service has been continuous in the grade.
- (4) *From the PS and MESC Schedules To a Grade in Another Rate Schedule Not Formerly Held.* The employee is assigned the step in that rate schedule that is equal to his or her current salary. If the salary falls between two steps, the employee is assigned to the next higher step. The next step date is not changed following a reassignment.
- (5) *From the PS and MESC Schedules To a Grade in Another Rate Schedule Formerly Held.* The employee is assigned to the appropriate step in that rate schedule, and the next step date as if service had been continuous in the grade.

422.125 **Reductions in Grade**

The following provisions apply.

- a. *General.* Reductions in grade include voluntary changes to lower level, management-initiated changes to lower level, and demotions.
- b. *Step and Step Date Assignment.* Assignments are made as follows:
  - (1) *To Former Lower Grade.* The employee is assigned to the step and next step date as if service had been uninterrupted in the lower grade.
  - (2) *To New Lower Grade.* The employee is assigned (1) to the step and next step date in the lower grade as if all postal service had been in the lower grade or (2) to any higher step in the lower grade that is less than one full step above the basic wage the employee held in the higher grade, provided compensation does not exceed the maximum for the grade. In the latter case, partial credit toward the next step increase earned since the date of the last equivalent increase is retained.
  - (3) *Additional Rules for PS and MESC Employees.* Reductions in grade, whether or not formerly held, are handled as follows:
    - (a) *Reductions Within the PS and MESC Schedules.* Employees in PS (RSC P & PB) and MESC (RSC C & CB) Schedules 1 and 2 are assigned the step and next step date in the lower grade in Schedule 2 as if all service has been in the lower grade.
    - (b) *From Other Rate Schedules Into the PS (RSC PB) and MESC (RSC CB) Schedule 2.* Employees are assigned the step and next step date in the lower grade in Schedule 2 as if all service has been in the lower grade.

- (c) *From the PS (RSC P & PB) and MESC (RSC C & CB) Schedules 1 and 2 To Other Rate Schedules.* Reduction in grade rules for the bargaining unit into which the employee is transferred are applied.
- c. *Rate Retention.* Rate retention provisions do *not* apply to changes to a lower grade that are voluntary or disciplinary. However, they do apply in nondisciplinary management reductions, as follows (also see 421.511 and 421.512 for application):
  - (1) *Protected Rate.* The employee continues to receive the wage he or she received in the higher grade for 2 calendar years (1) if the grade of the position is reduced due to a management action such as a change in job ranking criteria that affects the grade of *only one* position and (2) if the employee occupied the position at the higher grade for 2 consecutive years preceding the effective date of the reduction. (See also 421.51.)
  - (2) *Saved Rate.* For saved rate:
    - (a) An employee has a saved rate resulting in a red-circle amount if the grade of his or her position is reduced due to a management action such as a change in job ranking criteria that affects the grade of *more than one* position under the same job description.
    - (b) If an employee who receives a red-circle amount is subsequently promoted and later returned to the former position through no fault of his or her own, the red-circle amount is restored. (See also 421.52.)
  - (3) *Saved Grade.* A bargaining unit employee is entitled to saved grade if he or she is assigned to a lower grade position because of a management action that eliminates the position (e.g., job elimination due to technological and mechanization changes). (See also 421.53.)

#### 422.13 Step Increases

#### 422.131 Eligibility Requirements

Eligibility for a *periodic* step increase is based on three conditions. An employee must have:

- a. Received and currently be serving under a career appointment.
- b. Not received an equivalent increase (see 421.45c) during the waiting period.
- c. Completed the required waiting period according to the step increase waiting period table, [Exhibit 422.13](#).

In addition to the periodic step increase, employees may be considered for a quality step increase (see 475.3).

Exhibit 422.13 (p.1)

**Bargaining Unit Step Increase Waiting Periods**

(All waiting periods shown are expressed in weeks.)

**Postal Service (PS 1) & Mail Equipment Shops/Material Distribution Center (MESC 1) Schedule 1**

RSC P & C	Steps (From – To)																	
	BB-AA	AA-A	A-B	B-C	C-D	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O	O-P	Yrs.
Grades 1–3	44	96	96	88	88	44	44	44	44	44	44	34	34	26	26	24	—	15.8
Grades 4–7	—	—	96	96	44	44	44	44	44	44	44	34	34	26	26	24	—	12.4
Grades 8–10	—	—	—	—	52	44	44	44	44	44	44	34	34	26	26	24	30	9.4

*Current as of Spring 2003.***Postal Service (PS 2) & Mail Equipment Shops/Material Distribution Center (MESC 2) Schedule 2**

RSC PB & CB	Steps (From – To)																	
	BB–AA	AA–A	A–B	B–C	C–D	D–E	E–F	F–G	G–H	H–I	I–J	J–K	K–L	L–M	M–N	N–O	O–P	Yrs.
Grades 1–3	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44	—	13.5
Grades 4–7	—	—	36	36	36	36	36	36	36	36	36	36	36	36	36	36	—	9.7
Grades 8–11	—	—	—	—	—	30	30	30	30	30	30	30	30	30	30	30	30	6.9

*Current as of Spring 2003.***Mail Handlers (MH) Schedule**

RSC M	Steps (From – To)														
	A–B	B–C	C–D	D–E	E–F	F–G	G–H	H–I	I–J	J–K	K–L	L–M	M–N	N–O	Yrs.
Grades 4–7	96	96	44	44	44	44	44	44	44	34	34	26	26	24	12.4

*Current as of Spring 2003.***Rural Carrier Evaluated (RC) Schedule**

RSC R	Steps (From – To)														Yrs.
	A-B	B-C	C-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	
Grade 1	96	96	44	44	44	44	44	44	44	34	34	26	26	24	12.4

*Current as of Spring 2003.***Rural Carrier Auxiliary (RAUX) Schedule**

RSC B	Steps (From – To)														Yrs.
	A-B	B-C	C-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	
Grade 5	96	96	44	44	44	44	44	44	44	34	34	26	26	24	12.4

*Current as of Spring 2003.***Postal Police Officers (PPO) Schedule**

RSC Y	Steps (From – To)																		Yrs.
	1–2	2–3	3–4	4–5	5–6	6–7	7–8	8–9	9–10	10–11	11–12	12–13	13–14	14–15	15–16	16–17	17–18	18–19	
Grade 6	86	48	40	40	40	40	40	40	40	40	32	32	32	32	32	32	32	32	13.7

*Current as of Spring 2003.*

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Exhibit 422.13 (p.2)

**Bargaining Unit Step Increase Waiting Periods**

(All waiting periods shown are expressed in weeks.)

**Postal Nurses (PNS) Schedule**

RSC G	Steps (From – To)														Yrs.
	1–2	2–3	3–4	4–5	5–6	6–7	7–8	8–9	9–10	10–11	11–12	12–13	13–14	14–15	
<b>Grade 1</b>	52	44	44	44	44	44	44	44	44	44	44	44	44	44	12.0

*Current as of Spring 2003.***Operating Services Division, Headquarters & Facilities Services Section, Merrifield, VA**

RSC K	Steps (From – To)															Yrs.
	AA–A	A–B	B–C	C–D	D–E	E–F	F–G	G–H	H–I	I–J	J–K	K–L	L–M	M–N	N–O	
<b>Grades 1–3</b>	96	96	88	88	44	44	44	44	44	44	34	34	26	26	24	14.9
<b>Grades 4</b>	—	96	96	88	44	44	44	44	44	44	34	34	26	26	24	13.2
<b>Grades 5–7</b>	—	96	96	44	44	44	44	44	44	44	34	34	26	26	24	12.4
<b>Grades 8–9</b>	—	—	—	52	44	44	44	44	44	44	34	34	26	26	24	8.8

*Current as of Spring 2003.***Information Technology/Accounting Service Centers (IT/ASC) Schedule**

RSC K	Steps (From – To)																Yrs.
	A–B	B–C	C–D	D–E	E–F	F–G	G–H	H–I	I–J	J–K	K–L	L–M	M–N	N–O	O–P	P–Q	
<b>Grades 6–10</b>	96	96	44	52	52	52	52	52	52	52	—	—	—	—	—	—	11.5
<b>Grades 11</b>	—	96	44	52	52	52	52	52	52	52	—	—	—	—	—	—	9.7
<b>Grades 12</b>	—	—	—	52	52	52	52	52	52	52	52	—	—	—	—	—	8.0
<b>Grades 13</b>	—	—	—	52	52	52	52	52	52	52	52	52	—	—	—	—	9.0
<b>Grades 14–16</b>	—	—	—	52	52	52	52	52	52	52	52	52	52	—	—	—	10.0
<b>Grades 17–23</b>	—	—	—	52	52	52	52	52	52	52	52	52	52	52	52	52	13.0

*Current as of Spring 2003.***City Carriers (CC) Schedule**

RSC Q	Steps (From – To)														Yrs.
	A–B	B–C	C–D	D–E	E–F	F–G	G–H	H–I	I–J	J–K	K–L	L–M	M–N	N–O	
<b>Grades 1–2</b>	96	96	44	44	44	44	44	44	44	34	34	26	26	24	12.4

*Current as of Spring 2003.*

**422.132 Creditable Service**

The following provisions apply:

- a. *Postal Service.* Except as provided in this section, credit for advancement for step increases may be earned only by career employees in pay status on the rolls of the Postal Service. For computing creditable service, the following applies:
  - (1) *Service Week.* In computing the required waiting period, each full service week beginning at 12:01 a.m. Saturday and ending at 12 midnight the following Friday is creditable.
  - (2) *Leave Without Pay (LWOP).* Periods of LWOP of less than 13 weeks for which no step deferment is made are included with paid service in computing the waiting period of service (see 422.133).
  - (3) *Prior Service.* Employees reinstated or reemployed to a career position within 52 weeks of separation are allowed credit (not in excess of 52 weeks) for prior service provided:
    - (a) An equivalent increase was not received at the time of reinstatement or reemployment.
    - (b) The prior service was not under a casual or temporary appointment.
- b. *Military Duty.* An employee who returns to postal duty following a separation or leave for military duty receives credit for the period of military duty as if duty with the Postal Service had been continuous (see 517).
- c. *Injury Compensation.* An employee on official absence due to an injury compensable under rules of the Office of Workers' Compensation Programs (OWCP) receives credit for the period of absence as if duty with the Postal Service had been continuous.
- d. *Union Officials.* Employees on LWOP to devote full or part-time to a union signatory to a collective bargaining agreement with the Postal Service are to be credited with step increases as if they had been in a pay status (see 514).

**422.133 Leave Without Pay**

The following provisions apply:

- a. When an employee has been on LWOP for 13 weeks or more during the waiting period for receipt of a periodic step increase and has not been on military furlough, on the rolls of the Office of Workers' Compensation Programs, or on official union business, 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

- b. For periods of LWOP that encompass an entire pay period, the full charge of 80 hours is applied. For partial pay periods, absence from scheduled service on a day is counted as 1 calendar day. Only whole days of LWOP are counted. Fractional days on which the employee has work hours or paid leave and takes LWOP are not counted in calculating the total LWOP.

422.134 **Simultaneous Personnel Actions**

If an employee is eligible for a step increase in the assigned position and is being reassigned or promoted to another position on the same date:

- a. The actions are effected simultaneously in a manner that provides maximum benefit to the employee.
- b. If the assignment change involves an increase in compensation that is greater than the increase an employee could obtain by a step increase in the former position, the employee is given the step increase before compensation is adjusted to the appropriate step in the new position.

422.14 **Higher Level Assignments**

422.141 **Definitions**

A *higher level assignment* is a temporary assignment to a ranked higher grade position, whether or not such position has been authorized at the installation. The subcategories of such an assignment are:

- a. *Short-term temporary assignment* — an assignment in which an employee has been on a temporary assignment to a higher level position for a period of 29 consecutive workdays or less at the time he or she takes any annual or sick leave. The temporary assignment must be resumed upon return to work. All short-term assignments are automatically canceled if replacements are required for employees temporarily assigned to higher level positions.
- b. *Long-term temporary assignment* — an assignment in which an employee has been on temporary assignment to the higher level position for a period of 30 consecutive workdays or longer before he or she takes any annual or sick leave. The temporary assignment must be resumed upon return to work.

422.142 **Written Management Order**

Any employee, except one of those covered in 432.2, who is temporarily assigned to higher level work is given PS Form 1723, *Assignment Order*, stating beginning and approximate termination and directing the employee to perform the duties of the higher level position. The written order is accepted as authorization for higher grade pay. The failure of management to give a written order is not grounds for denial of higher level pay if the employee was otherwise directed to perform the duties of the higher level position.

422.143 **Rate of Pay**

Rates are as follows:

- a. *Part-Time Flexible Employees.* A part-time flexible employee remains a part-time flexible employee while temporarily assigned to a higher level position. The employee neither has nor acquires a regular work

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schedule and is paid at the part-time flexible hourly rate for the higher level position.

- b. *Regular Employees.* Rules for pay for temporary higher level work depend on the factors below:
  - (1) *Assignment in PS Schedule.* A PS employee who is temporarily assigned to higher level work in the PS schedule is paid at the higher level for time actually spent on such job. The employee's higher level rate is determined as if he or she had been promoted to the position. (See promotion rules in 422.123.)
  - (2) *Assignment to Other Schedule.* The rate of pay for service in a higher grade position in other than the PS Schedule is determined in accordance with promotion rules for the salary schedule in which the higher level position is placed. (See rules for assignment to a different salary schedule in 410.)
  - (3) *Service in Several Positions.* If higher level service is performed in more than one position in a pay period, the appropriate rate for each wage level is determined and paid in accordance with the actual time worked at each level.
  - (4) *Annual and Sick Leave Pay.* Leave pay for employees temporarily assigned to a higher level position depends on the term of the assignment as follows:
    - (a) *Short-Term Temporary Assignments* (see 422.141a). These employees, except those covered by 422.8, are entitled to approved annual and sick leave paid at the higher level rate for a period *not to exceed 3 days* for each occurrence, provided that they are not replaced while on leave and that they resume the assignment upon returning to work.
    - (b) *Long-Term Temporary Assignments* (see 422.141b). These employees are entitled to approved annual and sick leave paid at the higher level rate for the full period of leave provided that they resume the assignment upon returning to work.
  - (5) *Holiday Leave Pay.* Full-time employees are paid for the holiday at the rate of the higher level, provided that they perform higher level service both on the workday preceding and on the workday following the holiday. Otherwise, the employee is paid for the holiday at the rate appropriate for his or her regular position.
  - (6) *Holiday Worked Pay.* If an employee performs authorized service at the higher grade on a holiday, the employee is paid at the rate for the higher grade position, in addition to holiday leave pay.

422.144 **Adjustments and Increases**

Adjustments and increases are made as follows:

- a. *Step Increase Credit.* An employee temporarily assigned to a higher grade bargaining unit position is entitled to credit toward the next step increase for service in the higher grade with higher grade pay that is continuous to the date of any subsequent promotion.



- b. *Effect on Promotion.* If subsequently promoted, the employee's salary is reviewed to ensure application of the appropriate promotion rule and credit for continuous service at the higher grade if the higher level service is continuous to the time of promotion to the higher grade. (See 422.123 for promotion rules.)

422.145 **Benefits**

The following benefits apply:

- a. *Terminal Leave Payments.* Terminal leave payments resulting from death are paid at the higher grade for any employee, except one of those covered by 422.9, who is temporarily assigned to a higher grade position on his or her last day in a duty status.
- b. *Retirement Deductions.* Retirement deductions are determined from the basic annual salary and any additional basic higher level pay the employee is receiving for the pay period.
- c. *Continuation of Pay (Injury Compensation).* An employee who is eligible for continuation of pay as a result of an injury on duty and who is serving in a higher level position when injured will receive such payments at the higher level rate.

422.15 **Dual (Multiple) Employment**

422.151 **Explanation**

Dual or multiple employment means that a current employee is appointed to an additional position or a new employee is appointed to two or more positions at the same time.

422.152 **Salary Determination**

The appropriate compensation for each new position is determined under the rules relating to appointments (see 422.121).

422.153 **Documentation**

Separate personnel actions are effected for each position, with an estimate of the work hours to be spent in each position and compensation specified in advance for the employee's attention.

422.154 **Step Increases**

Periodic step increases for separate positions are earned separately:

- a. If dual employment is accomplished on the same day or if the employee does not receive an equivalent increase when appointed to an additional position, creditable service toward step increases in the first position is also creditable toward step increases in the subsequent positions. In these cases, the anniversary dates for step increases in all positions are the same.
- b. If an employee receives an equivalent increase when appointed to an additional position, step increases are earned separately for each position on the basis of time served in each position. Receipt of the equivalent increase in one position does not start a new waiting period in the other position.

**422.155 Leave**

The appropriate rate of compensation for annual and sick leave when taken from two or more positions in different salary grades is determined from the PS Form 50 affecting the assignment as follows:

- a. An employee assigned for 50 percent or more of the time to the higher grade work is paid for leave at the higher grade rate of pay.
- b. An employee assigned to the lower grade work for more than 50 percent of the time is paid for leave at the lower grade rate of pay.
- c. If less than 50 percent of the time is spent in any one grade, the employee is paid for leave at the rate for the intermediate grade. The annual rate of compensation for annual or sick leave taken in one position is determined from the salary grade for that position.

**422.156 Reassignment**

When an employee serving in two or more part-time positions is changed to a full-time annual rate position in the same grade as one of the occupied positions, the step is determined according to 422.124. Compensation received in unaffected additional positions may not be used as highest previous compensation in calculating the new wage.

**422.157 Promotion**

When an employee is promoted to a position in a grade above the highest grade to which appointed, compensation of the highest grade is used in establishing the step according to 422.123.

**422.16 Change From Rural Carrier Schedules**

For all changes other than those covered by 546, a career rural carrier's wage is converted to that of the attained step in the 40-hour evaluated salary schedule. Following this conversion, the applicable procedures in 422.1 apply.

**422.2 City Carrier Schedule**

The provisions of 422.1 cited below are made applicable to this salary schedule by reference.

**422.21 Salary System****422.211 Salary Schedule**

The City Carrier (CC) Schedule consists of Grades 1 and 2.

**422.212 Basis of Rates**

See 422.112.

**422.213 Cost-of-Living Adjustments**

See 422.113.

**422.214 Setting Wages**

See 422.114.

**422.215 Employee Classifications**

See 422.115.

422.22 **Change Action Pay Rules**

422.221 **Career Appointment**

See 422.121.

422.222 **Additional Appointment**

See 422.122.

422.223 **Promotion**

**Note:** See 421.43a and 421.44i for definition of *promotion*, and consult [Exhibit 418.1](#), Equivalent Grades, to determine whether or not a personnel action represents a promotion.

Rules are as follows:

a. *Basic Rules.* The basic rules are as follows:

(1) *Promotion Within This Schedule.* For this promotion:

- (a) The employee receives a promotional increase equal to two times the most prevalent step in the former grade for a promotion of one or two grades (three times for a promotion of three or more grades). Add this increase to the employee's former basic wage and slot the employee to the closest step in the new grade. If the increased salary falls between two steps of the new grade, place the employee at the next higher step. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
- (b) No employee is at any time compensated less as a consequence of a promotion than that employee would have been if the employee had not been promoted but, instead, advanced in step increments in the lower grade by fulfilling the waiting time requirements necessary for step increases. This rule includes employees who were promoted to a higher grade and subsequently reassigned to their former grade. If, during any pay period following the promotion, the employee's basic wage is less than the employee would have received for that pay period if the employee had not been promoted, the difference is paid to the employee in a lump sum payment.

(2) *Promotion To This Schedule From Other Rate Schedules.* For this promotion:

- (a) From PS (RSC PB) Schedule 2, see 422.123a(2).
- (b) From EAS (RSC E), A-E Postmasters (RSC F), and TDS (RSC T), to the current full-time salary, add 5 percent. Advance this amount to the next higher salary step in the new grade if the calculated amount falls between two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).

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- (c) From PNS (RSC G), OSD (RSC K), MH, (RSC M), IT/ASC (RSC N), PS (RSC P) or MESC (RSC C) Schedule 1, RC (RSC R) and PPO (RSC Y), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
- (3) *Promotion From This Schedule To Other Rate Schedules.* For this promotion:
  - (a) To PNS (RSC G), OSD (RSC K), MH (RSC M), IT/ASC (RSC N), TDS (RSC Y) and PPO (RSC Y), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
  - (b) To EAS (RSC E), to the current full-time salary, add 5 percent. If the result is below the minimum or above the maximum of the new grade, the new salary is adjusted to fit within this range.  
**Note:** For promotion from this schedule to a nonbargaining schedule, see also 413.
  - (c) To PS or MESC Schedule 2 (RSC PB & CB), assign the proper step by referring to [Exhibit 422.123a](#). A new step waiting period begins on the effective date of the promotion.
  - (d) To RC (RSC R), see 422.422a(2).

**Note:** See also [Exhibit 421.82](#).

- b. *Supplementary Rules.* See 422.123b.

422.224 **Reassignment**

See 422.124.

422.225 **Reductions in Grade**

See 422.125.

422.23 **Step Increases**422.231 **Eligibility Requirements**

See 422.131 and [Exhibit 422.13](#).

422.232 **Creditable Service**

See 422.132.

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422.233 **Leave Without Pay**

See 422.133.

422.234 **Simultaneous Personnel Actions**

See 422.134.

422.24 **Higher Level Assignments**

See 422.14.

422.241 **Definitions**

See 422.141.

422.242 **Written Management Order**

See 422.142.

422.243 **Rate of Pay**

See 422.143.

422.244 **Adjustments and Increases**

See. 422.144.

422.245 **Benefits**

See 422.145.

422.25 **Dual (Multiple) Employment**

[Reserved]

422.26 **Change From Rural Carrier Schedules**

See 422.16.

422.3 **Mail Handlers Schedule**

The provisions of 422.1 and 422.2 cited below are made applicable to this salary schedule by reference.

422.31 **Salary System**422.311 **Salary Schedule**

The Mail Handlers (MH) Schedule consists of Grades 4 through 6.

422.312 **Basis of Rates**

See 422.112.

422.313 **Cost-of-Living**

See 422.113.

422.314 **Setting Wages**

See 422.114.

422.315 **Employee Classifications**

See 422.115.

**422.32 Change Action Pay Rules****422.321 Career Appointment**

See 422.121.

**422.322 Additional Appointment**

See 422.122.

**422.323 Promotion**

**Note:** See 421.43a and 421.44i for definition of *promotion*, and consult [Exhibit 418.1](#), *Equivalent Grades*, to determine whether or not a personnel action represents a promotion.

Rules are as follows:

a. *Basic Rules.* The basic rules are as follows:

(1) *Promotion Within This Schedule.* For this promotion:

- (a) The employee receives a promotional increase equal to two times the most prevalent step in the former grade for a promotion of one or two grades (three times for a promotion of three or more grades). Add this increase to the employee's former basic salary and slot the employee to the closest step in the new grade. If the increased salary falls between two steps of the new grade, place the employee at the next higher step. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
- (b) No employee is at any time compensated less as a consequence of a promotion than that employee would have been if the employee had not been promoted but, instead, advanced in step increments in the lower grade by fulfilling the waiting time requirements necessary for step increases. This rule includes employees who were promoted to a higher grade and subsequently reassigned to their former grade. If, during any pay period following the promotion, the employee's basic salary is less than the employee would have received for that pay period if the employee had not been promoted, the difference is paid to the employee in a lump sum payment.

(2) *Promotion To This Schedule From Other Rate Schedules.* For this promotion:

- (a) From PS (RSC PB) Schedule 2, see 422.123a(2).
- (b) From EAS (RSC E), A-E Postmasters (RSC F), and TDS (RSC T), to the current full-time salary, add 5 percent. Advance this amount to the next higher salary step in the new grade if the calculated amount falls between two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).

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- (c) From PNS (RSC G), OSD (RSC K), CC, (RSC Q), IT/ASC (RSC N), PS (RSC P) or MESC (RSC C) Schedule 1, RC (RSC R) and PPO (RSC Y), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
- (3) *Promotion From This Schedule To Other Rate Schedules.* For this promotion:
  - (a) To PNS (RSC G), OSD (RSC K), CC (RSC Q), IT/ASC (RSC N), TDS (RSC Y) and PPO (RSC Y), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
  - (b) To EAS (RSC E), to the current full-time salary, add 5 percent. If the result is below the minimum or above the maximum of the new grade, the new salary is adjusted to fit within this range.  
**Note:** For promotion from this schedule to a nonbargaining schedule, see also 413.
  - (c) To PS (RSC PB) or MESC (RSC CB) Schedule 2, assign the proper step by referring to Exhibit 422.123a. A new step waiting period begins on the effective date of the promotion.
  - (d) To RC (RSC R), see 422.422a(2).

**Note:** See also [Exhibit 421.82](#).

- b. *Supplementary Rules.* See 422.123b

422.324 **Reassignment**

See 422.124.

422.325 **Reduction in Grade**

See 422.125.

422.33 **Step Increases**

422.331 **Eligibility Requirements**

See 422.131 and [Exhibit 422.13](#).

422.332 **Creditable Service**

See 422.132.

**422.333 Leave Without Pay**

See 422.133.

**422.334 Simultaneous Personnel Actions**

See 422.134.

**422.34 Higher Level Assignments****422.341 Definitions**

See 422.141.

**422.342 Written Management Order**

See 422.142.

**422.343 Rate of Pay**

See 422.143.

**422.344 Adjustments and Increases**

See. 422.144.

**422.345 Benefits**

See 422.145.

**422.35 Dual (Multiple) Employment**

[Reserved]

**422.36 Change From Rural Carrier Schedules**

See 422.16.

**422.4 Rural Carrier Schedules**

The provisions of 422.1 and 422.2 cited below are made applicable to this salary schedule by reference.

**422.41 Salary System****422.411 Salary Schedules**

There are six types of Rural Carrier Schedules, as follows:

- a. *Evaluated Schedule (RC)*. This schedule applies to routes evaluated at 12 to 48 hours per week.
- b. *Rural Carrier Mileage Schedule (RCS)*. This schedule applies to routes evaluated at 6 to 140 miles per day.
- c. *Rural Substitute Carrier Schedules (RSCR) — Daily Rates*. The 5-Day Evaluated Schedule is 40 to 48 hours per week. The 5 1/2-Day Evaluated Schedule is 41 to 46 hours per week. The 6-Day Evaluated Schedule is 12 to 48 hours per week.
- d. *Rural Auxiliary Pay Schedule (RAUX)*. This pay schedule includes Grade 5 — Annual Rates and Grade 5 — Hourly Rates.
- e. *Rural Carrier Associate (RCA)*.
- f. *Rural Carrier Relief (RCR) — Hourly Rates*.



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422.421

422.412 **Basis of Rates**

See the USPS–NRLCA National Agreement, Article 9, Section 2 (A, B, and C).

422.413 **Cost-of-Living Adjustment**

Regular and substitute rural carriers covered by the collective bargaining agreement receive the cost-of-living adjustments provided by the USPS–NRLCA National Agreement.

422.414 **Setting Wages**

The appointing officer has primary responsibility for setting wages of rural carriers according to the guidelines in 422.4.

422.415 **Employee Classifications**

The employee classifications in 432 that apply to rural carriers are:

- a. Career rural carrier.
  - (1) Regular rural carrier.
  - (2) Part-time flexible rural carrier.
- b. Noncareer rural carrier supplemental workforce:
  - (1) Substitute rural carrier.
  - (2) Auxiliary rural carrier.
  - (3) Rural carrier associate.
  - (4) Rural carrier relief.

422.42 **Change Action Pay Rules**

422.421 **Career Appointment**

Appointments are made as follows:

- a. *Regular Rural Carrier*. The following provisions apply:
  - (1) *New Hire*. All new regular rural carrier appointees begin at Step A, except that:
    - (a) A rural carrier serving *one triweekly route* is paid on the basis of a route one-half the length of the triweekly route.
    - (b) A rural carrier serving *two triweekly routes* is paid on the basis of a route one-half the combined length of the two triweekly routes.
  - (2) *Conversion From Substitute*. Substitute rural carriers who convert to regular rural carrier status are converted at Step 8, or their existing step, whichever is lower, except that substitutes serving in excess of 90 days on a vacant route at the time of conversion convert at their existing step.
  - (3) *Part-Time Flexible Rural Carrier*. Part-time flexible rural carriers are paid based upon an evaluated route schedule rate of pay divided by 2000 to yield an hourly rate.
- b. *Auxiliary Rural Carrier*. The following provisions apply:
  - (1) An auxiliary rural carrier is paid at the attained step of the 40-hour evaluated rate.

- (2) A rural carrier associate and a rural carrier relief are paid at the hourly rate of pay they regularly receive.
- c. *Rural Carrier Associate and Rural Carrier Relief.* RCA and RCR employees are paid an hourly rate as shown in the collective bargaining agreement for the period covered.

#### 422.422 Promotion

**Note:** See 421.43a and 421.44i for definition of *promotion*, and consult [Exhibit 418.1](#), *Equivalent Grades*, to determine whether or not a personnel action represents a promotion.

For all changes other than those covered by 546, a career rural carrier's salary is converted to that of the attained step in the 40-hour evaluated salary schedule. Rules following this conversion are as follows:

- a. *Basic Rules.* The basic rules are as follows:
  - (1) *Promotion Within This Schedule.*
    - (a) [Reserved]
  - (2) *Appointment To This Schedule From Other Rate Schedules.* For this appointment, place new regular carriers depending upon the length of time on the Postal Service rolls, as follows:
    - (a) If hired on August 7, 1999, or after, assign to Step A.
    - (b) If hired before August 7, 1991, assign to Step C.
  - (3) *Promotion From This Schedule To Other Rate Schedules.* For this promotion:
    - (a) To PNS (RSC G), OSD (RSC K), MH (RSC M), IT/ASC (RSC N), TDS (RSC Y) and PPO (RSC Y), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
    - (b) To EAS (RSC E), to the current full-time salary, add 5 percent. If the result is below the minimum or above the maximum of the new grade, the new salary is adjusted to fit within this range.
 

**Note:** For promotion from this schedule to a nonbargaining schedule, see also 413.
    - (c) To PS or MESC Schedule 2 (RSC PB & CB), assign the proper step by referring to [Exhibit 422.123a](#). A new step waiting period begins on the effective date of the promotion.

**Note:** See also [Exhibit 421.82](#).

- b. *Supplementary Rules.* See 422.123b.

422.423 **Transfer to Rural Carrier**

A Postal Service employee on the rolls since before August 7, 1991, who is transferred from a position not under the RC schedule to a regular rural carrier position begins at Step C.

422.424 **Waiting Period for Step Increases**

All new regular rural carriers, including substitutes converting to regular carrier, regardless of the amount of time already served toward advancement to the next step in the former position, begins a new waiting period for advancement to the next step upon appointment to a regular rural carrier position.

422.425 **Adjusting Pay for Route Change**

Adjustments are made as follows:

- a. *Change in Route Classification.* Compensation of a rural carrier whose route evaluation is adjusted is placed in the same alpha or numeric step for the adjusted route that corresponds to the alpha or numeric step held prior to the evaluation adjustment.
- b. *Reassignment to Another Route.* Compensation of a rural carrier who is reassigned to another rural route is placed in the same alpha or numeric step of the new route that corresponds to the alpha or numeric step of the old route.

422.43 **Step Increases**

422.431 **Eligibility and Procedure**

Regular rural carriers and substitute rural carriers with an indefinite appointment and part-time flexible rural carriers are granted step increases in accordance with the provisions of 422.13.

422.432 **Adjustment in Route Classification**

An increase in basic salary because of an increase in route classification is not an equivalent increase. Therefore, a step increase is not withheld because of the increase in route classification.

422.44 **Higher Level Pay**

The following provisions apply:

- a. A regular rural carrier is paid based on the evaluation of the route to which the carrier is assigned for the first 30 days of the temporary higher level assignment. At the beginning of the next pay period following completion of the first 30 days, the carrier's salary is converted to that of a 40-hour evaluated route, attained step. The salary is then adjusted in accordance with the salary rules for changes under the salary schedule to which assigned.
- b. A rural carrier who normally serves a route 6 days a week or 6 days every other week, temporarily assigned to a position under a different salary schedule for five 8-hour days in a service week, is paid for the full work week without carrying the route on Saturday.

**422.45 Dual (Multiple) Employment****422.451 Explanation**

See 422.151.

**422.452 Salary Determination**

See 422.152.

**422.453 Documentation**

See 422.153.

**422.454 Step Increases**

See 422.154.

**422.455 Leave**

See 422.155.

**422.456 Reassignment**

See 422.156.

**422.457 Promotion**

See 422.157.

**422.5 Postal Nurses Schedule**

The provisions of 422.1 and 422.2 cited below are made applicable to this salary schedule by reference:

**422.51 Salary System****422.511 Salary Schedule**

The Postal Nurses Schedule (PNS) consists of Grade 1.

**422.512 Basis of Rates**

Rates are established as follows:

- a. *Annual Rate.* The basic annual salaries for full-time occupational health nurses, augmented by general increases provided by the bargaining unit agreement, are established on a full-time basis of 2,080 hours per year.
- b. *Hourly Rate.* Basic hourly rates for occupational health nurses on a part-time flexible schedule are determined by dividing the annual basic rate by 2,000 hours.

**422.513 Cost-of-Living Adjustment**

[Reserved]

**422.514 Setting Wages**

The appointing official has primary responsibility for setting wages of employees according to the guidelines in 422.52. Wages are subject to the approval of the appointing official's superior.

422.515 **Employee Classifications**

See 422.15. The bargaining unit classifications in 432.11 that apply to bargaining unit occupational health nurses are *full-time regular* and *part-time flexible*. The bargaining unit classification of *part-time regular* does not apply.

422.52 **Change Action Pay Rules**

422.521 **Career Appointment**

Newly appointed occupational health nurses are to be paid the rate for the first step in the position's salary range, except as specified below:

- a. For situations involving reinstatement, prior congressional service, transfer of a function from a federal agency, or veteran preference eligibility, see 422.121.
- b. If local conditions for hiring an occupational health nurse require a higher starting salary than that of Step 1, the approving official may authorize a salary at Step 2 or 3 of the salary schedule. If this occurs, any current bargaining unit occupational health nurse at the same facility paid at a lower step than the newly hired occupational health nurse must be placed at the same step as the newly hired occupational health nurse, with an effective date no later than that of the new hire. The current employee begins a new step waiting period when placed in the higher step.

422.522 **Additional Appointment**

See 422.122.

422.523 **Promotion**

**Note:** See 421.43a and 421.44i for definition of *promotion*, and consult [Exhibit 418.1](#), *Equivalent Grades*, to determine whether or not a personnel action represents a promotion.

Rules are as follows:

- a. *Basic Rules*. The basic rules are as follows:
  - (1) *Promotion Within This Schedule*. For this promotion, the employee receives a promotional increase equal to two times the most prevalent step in the former grade for a promotion of one or two grades (three times for a promotion of three or more grades). Add this increase to the employee's former basic salary and slot the employee to the closest step in the new grade. If the increased salary falls between two steps of the new grade, place the employee at the next higher step. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
  - (2) *Promotion To This Schedule From Other Rate Schedules*. For this promotion:
    - (a) From PS (RSC PB) Schedule 2, see 422.123a(2).
    - (b) From EAS (RSC E), A-E Postmasters (RSC F), and TDS (RSC T), to the current full-time salary, add 5 percent. Advance this amount to the next higher salary step in the

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new grade if the calculated amount falls between two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).

- (c) From OSD (RSC K), CC (RSC Q), MH, (RSC M), IT/ASC (RSC N), PS (RSC P) or MESC (RSC C) Schedule 1, RC (RSC R) and PPO (RSC Y), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).

- (3) *Promotion From This Schedule To Other Rate Schedules.* For this promotion:

- (a) To OSD (RSC K), CC (RSC Q), MH (RSC M), IT/ASC (RSC N), TDS (RSC Y) and PPO (RSC Y), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
- (b) To EAS (RSC E), to the current full-time salary, add 5 percent. If the result is below the minimum or above the maximum of the new grade, the new salary is adjusted to fit within this range.

**Note:** For promotion from this schedule to a nonbargaining schedule, see also 413.

- (c) To PS (RSC PB) or MESC (RSC CB) Schedule 2, to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
- (d) To RC (RSC R), see 422.422a(2).

**Note:** See also [Exhibit 421.82](#).

- b. *Supplementary Rules.* See 422.123b.

422.524 **Reassignment**

See 422.124.

422.525 **Reduction in Grade**

See 422.125.

422.53 **Step Increases**

422.531 **Eligibility and Procedure**

See 422.131. The lengths of the waiting periods are included in [Exhibit 422.13](#). In addition to the conditions listed in 422.131, the employee must have performed in a satisfactory or outstanding manner during the waiting period, as described below.

a. Performance determinations:

(1) *Responsibility*. Installation heads and their subordinate supervisors have joint responsibility for understanding the kind of work performance expected of employees. Supervisors must (a) keep informed of the deficiencies and proficiencies of employees and (b) provide appropriate commendation, counseling, or assistance on a continual basis — rather than only at the time of a step increase rating.

(2) *Criteria*. Performance ratings are based on such job-related factors as reliability, work habits, quantity and quality of work performed, cooperation with other employees, and attendance. Criteria for the three categories of performance ratings follow:

(a) *Outstanding (O)*. Performance and achievement in terms of productive effort, proficiency, and significant contributions to the Postal Service that are well above the established norm.

**Note:** An outstanding employee may be considered for a quality step increase or Special Achievement Award.

(b) *Satisfactory (S)*. Performance at an acceptable level, exhibiting such qualities as reliability, cooperation, and competence in meeting the normal requirements of a position.

**Note:** This rating applies to the majority of employees, whose performance may range from minimum to very good to above average in several respects of their work.

(c) *Unsatisfactory (U)*. Employees who repeatedly and/or continually fail to meet the essential requirements of their position, exhibiting such characteristics as lack of cooperation, poor attendance, and failure to produce acceptable work even after they have been counseled on deficiencies.

**Note:** When an advance written notice of charges has been given to an employee because of unsatisfactory service, any step increase otherwise normally due must be withheld pending a final decision on the merits of the charges.

## b. Processing a step increase:

- (1) *Notification of Increase.* At least 45 days prior to the effective date, the Eagan Accounting Service Center (ASC) provides installations with two copies of a report listing those employees who have completed the required waiting period for advancement to the next step. LWOP hours, when sufficient to require withholding of a step increase (see 422.133), are printed on the listing.
- (2) *Supervisor's Appraisal.* When supervisors receive the step increase notice, they must:
  - (a) Evaluate the employee against performance criteria (see 422.531a(2)) and make a judgment about the employee's service during the waiting period.
  - (b) Check the appropriate performance code (O, S, or U), write the effective date, and sign each line.
- (3) *Approved Increase.* Employees whose step increase is approved receive a copy of a PS Form 50 and a notification on PS Form 1223-A, *Earnings Statement*, and PS Form 1223-B, *Earnings Statement — Net to Bank*, for the pay period in which the increase is effective. The effective date of the increase is the beginning of the first pay period following completion of the waiting period.
- (4) *Withheld Increase.* Employees whose step increase is withheld receive a written advance notice from the installation head or his or her designee. Employees receive a copy of a PS Form 50 at a later date, confirming that the step increase was withheld.

**Notes:** Withholding of a step increase should not be used as punishment for overt acts that should be handled under the disciplinary procedures.

- (a) In cases of *excessive LWOP*, the revised effective date depends on the amount of LWOP. (See 422.133 for deferral periods.)
- (b) In cases of *unsatisfactory performance*, a seven-pay period redetermination period follows the date of withholding. During this period, the supervisor should encourage and assist the employee to overcome the deficiencies, provide needed training, consider reassignment to more suitable work, and/or other appropriate personnel action. The Eagan ASC includes the employee's name on a listing 45 days in advance of the revised effective date.
  - (i) If the employee's service is satisfactory at the end of the additional waiting period, the step increase is approved.
  - (ii) If the employee's service is not satisfactory at the end of the additional waiting period, the step increase may be withheld for another redetermination period or disciplinary measures under the collective bargaining agreement may be taken.



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422.532 **Creditable Service**

See 422.132.

422.533 **Leave Without Pay**

See 422.133.

422.534 **Simultaneous Personnel Actions**

See 422.134.

422.54 **Higher Level Assignments**

422.541 **Definitions**

See 422.141.

422.542 **Written Management Order**

See 422.142.

422.543 **Rate of Pay**

See 422.143.

422.544 **Adjustments and Increases**

See. 422.144.

422.545 **Benefits**

See 422.145.

422.55 **Dual (Multiple) Employment**

[Reserved]

422.56 **Change From Rural Carrier Schedules**

See 422.16.

422.6 **Information Technology/Accounting Service Centers  
Schedule**

The provisions of 422.1 and 422.2 cited below are made applicable to this salary schedule by reference.

422.61 **Salary System**

422.611 **Salary Schedule**

The Information Technology/Accounting Service Centers (IT/ASC) Schedule consists of Grades 6 through 23. The basic annual salaries are augmented by general increases provided by the collective bargaining agreement.

422.612 **Part-Time Employees**

Part-time flexible and part-time regular schedule employees are paid according to 422.112b based on the schedule for IT/ASC bargaining unit employees.

422.613 **Cost-of-Living Adjustment**

In addition to their basic annual or hourly rate, all bargaining unit employees also receive such COLA as specified by their applicable collective bargaining agreement.

422.614 **Employee Classifications**

The bargaining unit classifications in 432.111 that apply to IT/ASC employees are *full-time regular*, *part-time flexible*, and *part-time regular*.

**Note:** Casual (see 432.12a) is a nonbargaining unit employee classification. Therefore, casuals at the IT/ASC are not in the bargaining unit.

422.62 **Change Action Pay Rules**422.621 **Career Appointment**

A new employee to the Postal Service hired into the IT/ASC schedule with a career appointment is paid the minimum rate for the grade (see 422.121).

422.622 **Promotion**

**Note:** See 421.43a and 421.44i for definition of *promotion*, and consult [Exhibit 418.1](#), *Equivalent Grades*, to determine whether or not a personnel action represents a promotion.

Rules are as follows:

a. *Basic Rules.* The basic rules are as follows:

- (1) *Promotion Within This Schedule.* For this promotion, the employee receives a promotional increase equal to two times the most prevalent step in the former grade for a promotion of one or two grades (three times for a promotion of three or more grades). Add this increase to the employee's former basic salary and slot the employee to the closest step in the new grade. If the increased salary falls between two steps of the new grade, place the employee at the next higher step. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
- (2) *Promotion To This Schedule From Other Rate Schedules.* For this promotion:
  - (a) From PS (RSC PB) Schedule 2, see 422.123a(2).
  - (b) From EAS (RSC E), A-E Postmasters (RSC F), and TDS (RSC T), to the current full-time salary, add 5 percent. Advance this amount to the next higher salary step in the new grade if the calculated amount falls between two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
  - (c) From PNS (RSC G), OSD (RSC K), MH, (RSC M), CC (RSC Q), PS (RSC P) or MESC (RSC C) Schedule 1, RC (RSC R) and PPO (RSC Y), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).

(3) *Promotion From This Schedule To Other Rate Schedules.* For this promotion:

(a) To PNS (RSC G), OSD (RSC K), MH (RSC M), CC (RSC Q), TDS (RSC Y) and PPO (RSC Y), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).

(b) To EAS (RSC E), to the current full-time salary, add 5 percent. If the result is below the minimum or above the maximum of the new grade, the new salary is adjusted to fit within this range.

**Note:** For promotion from this schedule to a nonbargaining schedule, see also 413.

(c) To PS (RSC PB) or MESC (RSC CB) Schedule 2, to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).

(d) To RC (RSC R), see 422.422a(2).

**Note:** See also [Exhibit 421.82](#).

b. *Supplementary Rules.* See 422.123b.

c. *Effect of Saved Grade:* The new salary may not exceed the maximum of the new grade unless, on the day immediately preceding the effective date of the promotion, the employee has a saved rate including a red circle amount (see 422.522). In such case, the new salary may exceed the maximum of the new grade by an amount not greater than the dollar amount of the red circle, subject to termination of rate retention (see 421.514).

#### 422.623 **Reassignment**

See 421.43b for definition of reassignment. An employee's salary is not changed as a result of reassignment within the IT/ASC schedule. (For reassignment to nonbargaining unit salary schedules, see 414. For reassignment to another bargaining unit salary schedules, see 422.124c.)

#### 422.624 **Demotion**

See 421.43c for definition and general regulation for demotion. See 422.15 for demotion to and within the IT/ASC schedule. For demotion to a nonbargaining unit salary schedule, see 415.

**422.625 Voluntary Reduction**

See 421.43d for definition. See 422.125 for voluntary reduction to and within the IT/ASC schedule. See 415 for voluntary reduction to a nonbargaining unit schedule.

**422.626 Management Action Reduction**

In this case of a nondisciplinary and involuntary reduction, the rate retention provisions below apply.

- a. *Saved Rate.* Employees retain their salary and remain eligible for any in-grade salary increases for which they otherwise would have been eligible. They continue in this status until such time as they fail to bid or apply for assignment to a vacant, established position (a) in the former grade or (b) in a grade between that of the former grade and the new grade within the same facility — provided acceptance of the vacant position does not result in any loss in salary. The facility notifies employees of any vacant position for which they are or may be qualified. Failure to qualify for the position does not result in the loss of saved rate. (See also 421.52.)
- b. *Saved Grade.* For saved grade rules due to technological or mechanization changes, see 421.53.

**422.63 Step Increases****422.631 Eligibility Requirements**

The rules for granting step increases in 422.13 apply to IT/ASC bargaining unit employees except that the waiting period between steps is as shown in [Exhibit 422.13](#).

**422.632 Creditable Service**

See 422.132.

**422.633 Leave Without Pay**

See 422.133.

**422.634 Simultaneous Personnel Actions**

See 422.134.

**422.64 Higher Level Assignments**

See the IT/ASC collective bargaining agreement.

**422.65 Dual (Multiple) Employment****422.66 [Reserved]****422.67 Change From Rural Carrier Schedules**

See 422.16.

**422.7 Operating Services Division Headquarters and Facilities  
Service Section, Merrifield, VA**

The provisions of 422.1 and 422.2 cited below are made applicable to this salary schedule by reference.

422.71 **Salary System**

422.711 **Salary Schedule**

An Operating Services Division (OSD) Schedule, which exists for the grades and steps of employees in the Headquarters Facilities Service at Postal Service Headquarters and Facilities Service Section, Merrifield (APWU), in accordance with the OSD collective bargaining agreement, consists of Grades 1 through 9.

422.712 **Basis of Rates**

See 422.112.

422.713 **Cost-of-Living Adjustment**

See 422.113.

422.714 **Determination of Salaries**

The salary set by the appointing officer is subject to the approval of the vice president of Facilities.

422.715 **Employee Classifications**

See 422.115.

422.72 **Change Action Pay Rules**

422.721 **Career Appointment**

A new Postal Service employee hired into the OSD schedule is paid the rate for the first step of the grade except as specified below:

- a. *Exceptional Qualifications.* If the appointing official (with approval of superior) determines that the person has exceptional qualifications, the rate of pay may be set at a higher step, not to exceed the fourth step of that grade — except as provided in item b below.
- b. *Reemployment and Transfer.* The appointing officer may set the salary of a former or current federal civilian or Postal Service employee who is being given a career appointment either (1) at the first step of the grade of the position or (2) at any step of the grade that is less than one full step above the highest basic compensation the employee previously received — but not in excess of the maximum step of the grade for the assigned position.

422.722 **Additional Appointment**

See 422.122.

422.723 **Promotion**

**Note:** See 421.43a and 421.44i for definition of *promotion*, and then be sure to consult [Exhibit 418.1](#), *Equivalent Grades*, to determine whether or not a personnel action represents a promotion.

Rules are as follows:

- a. *Basic Rules.* The basic rules are as follows:
  - (1) *Promotion Within This Schedule.* For this promotion, the employee receives a promotional increase equal to two times the most prevalent step in the former grade for a promotion of one or

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two grades (three times for a promotion of three or more grades). Add this increase to the employee's former basic salary and slot the employee to the closest step in the new grade. If the increased salary falls between two steps of the new grade, place the employee at the next higher step. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).

(2) *Promotion To This Schedule From Other Rate Schedules.* For this promotion:

- (a) From PS (RSC PB) Schedule 2, see 422.123a(2).
- (b) From EAS (RSC E), A-E Postmasters (RSC F), and TDS (RSC T), to the current full-time salary, add 5 percent. Advance this amount to the next higher salary step in the new grade if the calculated amount falls between two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
- (c) From PNS (RSC G), CC (RSC Q), MH, (RSC M), IT/ASC (RSC N), PS (RSC P) or MESC (RSC C) Schedule 1, RC (RSC R) and PPO (RSC Y), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).

(3) *Promotion From This Schedule To Other Rate Schedules.* For this promotion:

- (a) To PNS (RSC G), CC (RSC Q), MH (RSC M), IT/ASC (RSC N), TDS (RSC Y) and PPO (RSC Y), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
- (b) To EAS (RSC E), to the current full-time salary, add 5 percent. If the result is below the minimum or above the maximum of the new grade, the new salary is adjusted to fit within this range.

**Note:** For promotion from this schedule to a nonbargaining schedule, see also 413.

- (c) To PS (RSC PB) or MESC (RSC CB) Schedule 2, to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
- (d) To RC (RSC R), see 422.422a(2).

**Note:** See also [Exhibit 421.82](#).

- b. *Supplementary Rules*. See 422.123b.

422.724 **Reassignment**

See 421.43b for definition and 422.124c for further instructions. An employee's salary is *not* changed as a result of reassignment.

422.725 **Demotion**

See 421.43c for definition. Rules for demotion *to and within* the OSD schedule appear in 422.125.

422.726 **Voluntary Reduction**

See 421.43d for definition. See 422.125 for voluntary reduction *to and within* the OSD Schedule. See 415 for voluntary reduction *from* the OSD to a nonbargaining schedule.

422.727 **Management Action Reduction**

See 421.43e for definition for reduction *from* the OSD schedule to a nonbargaining schedule. Rules in 422.125 for management action reductions *to and within* the PS schedule apply to OSD employees — except as qualified below:

- a. If an OSD employee whose job is eliminated cannot be placed in a job of equal grade, the saved grade provision in 422.125b does *not* apply.
- b. Instead, the employee (1) is assigned to any available lower level position for which he or she qualifies and (2) is entitled to protected rate for a period of 2 calendar years.

422.73 **Step Increases**

422.731 **Eligibility Requirements**

All of the step increase rules in 422.13 apply to OSD employees. See [Exhibit 422.13](#) for step increase waiting periods.

422.732 **Creditable Service**

See 422.132.

422.733 **Leave Without Pay**

See 422.133.

422.734 **Simultaneous Personnel Actions**

See 422.134.

**422.74 Higher Level Assignments****422.741 Definitions**

See 422.141.

**422.742 Written Management Order**

The rules in 422.14 apply to OSD employees — except for the provision stated in 422.142.

**422.743 Rate of Pay**

See 422.143.

**422.744 Adjustments and Increases**

See 422.144.

**422.745 Benefits**

See 422.144.

**422.75 Dual (Multiple) Employment**

[Reserved]

**422.76 Change From Rural Carrier Schedules**

See 422.16.

**422.8 Postal Police Officers Schedule**

The provisions of 422.1 and 422.2 cited below are made applicable to this salary schedule by reference.

**422.81 Salary System****422.811 Salary Schedule**

The Postal Police Officers (PPO) Schedule (RSC Y) consists of Grade 6.

**422.812 Basis of Rates**

See 422.112.

**422.813 Cost-of-Living Adjustment**

[Reserved]

**422.814 Setting Wages**

See 422.114.

**422.815 Employee Classifications**

There are two categories of employees in the Postal Police Officers' bargaining unit:

- a. Full-time.
- b. Part-time.

**422.82 Change Action Pay Rules****422.821 Career Appointment**

See 422.121.



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422.822 **Additional Appointment**

See 422.122.

422.823 **Promotion**

**Note:** See 421.43a and 421.44i for definition of *promotion*, and consult [Exhibit 418.1](#), *Equivalent Grades*, to determine whether or not a personnel action represents a promotion.

Rules are as follows:

a. *Basic Rules.* The basic rules are as follows:

- (1) *Promotion Within This Schedule.* For this promotion, the employee receives a promotional increase equal to two times the most prevalent step in the former grade for a promotion of one or two grades (three times for a promotion of three or more grades). Add this increase to the employee's former basic salary and slot the employee to the closest step in the new grade. If the increased salary falls between two steps of the new grade, place the employee at the next higher step. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
- (2) *Promotion To This Schedule From Other Rate Schedules.* For this promotion:
  - (a) From PS (RSC PB) Schedule 2, see 422.123a(2).
  - (b) From EAS (RSC E), A-E Postmasters (RSC F), and TDS (RSC T), to the current full-time salary, add 5 percent. Advance this amount to the next higher salary step in the new grade if the calculated amount falls between two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
  - (c) From PNS (RSC G), CC (RSC Q), MH, (RSC M), IT/ASC (RSC N), PS (RSC P) or MESC (RSC C) Schedule 1, RC (RSC R) and OSD (RSC K), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
- (3) *Promotion From This Schedule To Other Rate Schedules.* For this promotion:
  - (a) To PNS (RSC G), CC (RSC Q), MH (RSC M), IT/ASC (RSC N), TDS (RSC Y) and OSD (RSC K), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three

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or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).

- (b) To EAS (RSC E), to the current full-time salary, add 5 percent. If the result is below the minimum or above the maximum of the new grade, the new salary is adjusted to fit within this range.

**Note:** For promotion from this schedule to a nonbargaining schedule, see also 413.

- (c) To PS (RSC PB) or MESC (RSC CB) Schedule 2, to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).

- (d) To RC (RSC R), see 422.422a(2).

**Note:** See also [Exhibit 421.82](#).

- b. *Supplementary Rules.* See 422.123b.

#### 422.824 **Reassignment**

See 422.124.

#### 422.825 **Reduction in Grade**

See 422.125.

#### 422.83 **Step Increases**

#### 422.831 **Eligibility and Procedure**

See 422.131. The lengths of the waiting periods are included in [Exhibit 422.13](#). In addition to the conditions listed in 422.131, the employee must have performed in a satisfactory or outstanding manner during the waiting period, as described below.

- a. Performance determinations:

- (1) *Responsibility.* Inspectors in charge and their subordinate supervisors have joint responsibility for understanding the kind of work performance expected of postal police officers. Supervisors must (a) keep informed of the deficiencies and proficiencies of postal police officers and (b) provide appropriate commendation, counseling, or assistance on a continual basis — rather than only at the time of a step increase rating.

- (2) *Criteria.* Performance ratings are based on such job-related factors as reliability, work habits, quantity and quality of work performed, cooperation with other employees, and attendance. Criteria for the three categories of performance ratings follow:
  - (a) *Outstanding (O).* Performance and achievement in terms of productive effort, proficiency, and significant contributions to the Postal Service that are well above the established norm.  
**Note:** An outstanding postal police officer may be considered for a quality step increase or Special Achievement Award.
  - (b) *Satisfactory (S).* Performance at an acceptable level, exhibiting such qualities as reliability, cooperation, and competence in meeting the normal requirements of a position.  
**Note:** This rating applies to the majority of postal police officers, whose performance may range from minimum to very good to above average in several respects of their work.
  - (c) *Unsatisfactory (U).* Postal police officers who repeatedly and/or continually fail to meet the essential requirements of their position, exhibiting such characteristics as lack of cooperation, poor attendance, and failure to produce acceptable work even after they have been counseled on deficiencies.  
**Note:** When an advance written notice of charges has been given to a postal police officer because of unsatisfactory service, any step increase otherwise normally due must be withheld pending a final decision on the merits of the charges.
- b. Processing a step increase:
  - (1) *Notification of Increase.* At least 45 days prior to the effective date, the Eagan Accounting Service Center (ASC) provides Inspection Service divisions with two copies of a report listing those postal police officers who have completed the required waiting period for advancement to the next step. LWOP hours, when sufficient to require withholding of a step increase (see 422.133), are printed on the listing.
  - (2) *Supervisor's Appraisal.* When supervisors receive the step increase notice, they must:
    - (a) Evaluate the postal police officer against performance criteria (see 422.831a(2)) and make a judgment about the postal police officer's service during the waiting period.
    - (b) Check the appropriate performance code (O, S, or U), write the effective date, and sign each line.

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- (3) *Approved Increase.* Postal police officers whose step increase is approved receive a copy of a PS Form 50 and a notification on PS Form 1223-A, *Earnings Statement*, and PS Form 1223-B, *Earnings Statement — Net to Bank*, for the pay period in which the increase is effective. The effective date of the increase is the beginning of the first pay period following completion of the waiting period.
- (4) *Withheld Increase.* Postal police officers whose step increase is withheld receive a written advance notice from the installation head or his or her designee. Postal police officers receive a copy of a PS Form 50 at a later date, confirming that the step increase was withheld.

**Notes:** Withholding of a step increase should not be used as punishment for overt acts that should be handled under the disciplinary procedures.

- (a) In cases of *excessive LWOP*, the revised effective date depends on the amount of LWOP. (See 422.133 for deferral periods.)
- (b) In cases of *unsatisfactory performance*, a 7-pay period redetermination period follows the date of withholding. During this period, the supervisor should encourage and assist the postal police officer to overcome the deficiencies, provide needed training, consider reassignment to more suitable work, and/or other appropriate personnel action. The Eagan ASC includes the postal police officer's name on a listing 45 days in advance of the revised effective date.
  - (i) If the postal police officer's service is satisfactory at the end of the additional waiting period, the step increase is approved.
  - (ii) If the postal police officer's service is not satisfactory at the end of the additional waiting period, the step increase may be withheld for another redetermination period or disciplinary measures under the collective bargaining agreement may be taken.

422.832 **Creditable Service**

See 422.132.

422.833 **Leave Without Pay**

See 422.133.

422.834 **Simultaneous Personnel Actions**

See 422.134.

422.84 **Higher Level Assignments**

422.841 **Definitions**

See 422.14. The following provisions apply:

- a. The rules in 422.14 also apply to postal police officers, except that where the text in 422.14 reads "installation heads," substitute "inspectors in charge" for postal police officers.

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- b. Where the text reads “installations,” substitute “Inspection Service divisions” for postal police officers.

422.842 **Written Management Order**

See 422.142.

422.843 **Rate of Pay**

See 422.143.

422.844 **Adjustments and Increases**

See. 422.144.

422.845 **Benefits**

See 422.145.

422.85 **Dual (Multiple) Employment**

[Reserved]

422.86 **Change From Rural Carrier Schedules**

See 422.16.

422.9 **Tool and Die Shop Schedule**422.91 **Salary System**422.911 **Salary Schedule**

The Tool and Die Shop (TDS) Schedule (RSC T) consists of Grades 4, 6, 7, 8, 9 and 11.

422.912 **Basis of Rates**

Rates are established as follows:

- a. *Annual Rates for Full-time Employees.* The basic annual salaries for the grades of the schedule are established for full-time employees on the basis of a work schedule of 2080 hours per annum. For full-time employees, there are two rates of pay, one for *incumbents*, and a second for *nonincumbents*.
- b. *Hourly Rates for Part-Time Employees.*
- c. [Reserved]

422.913 **Cost of Living Adjustment**

[Reserved]

422.914 **Setting Wages**

See 422.114.

422.915 **Employee Classifications**

See 422.115.

422.92 **Change Action Pay Rules**422.921 **Career Appointment**

See 422.121.

422.922 **Additional Appointment**

See 422.122.

422.923 **Promotion**

**Note:** See 421.43a and 421.44i for definition of *promotion*, and consult [Exhibit 418.1](#), *Equivalent Grades*, to determine whether or not a personnel action represents a promotion.

Rules are as follows:

a. *Basic Rules.* The basic rules are as follows:

- (1) *Promotion Within This Schedule.* For this promotion, assign the Incumbent Rate of the new position to employees promoted from the Incumbent Rate of the former position. For employees at less than the Incumbent Rate, add to the current full-time salary a 2 percent increase for a one grade promotion and a 3 percent increase for a two or more grade promotion.
- (2) *Promotion To This Schedule From Other Rate Schedules.* For this promotion:
  - (a) From PS (PB) or MESC (CB) Schedule 2, see 422.123a(2).
  - (b) From EAS (RSC E) and A-E Postmasters (RSC F), to the current full-time salary, add 5 percent.
  - (c) From PNS (RSC G), CC (RSC Q), MH, (RSC M), IT/ASC (RSC N), PS (RSC P) or MESC (RSC C) Schedule 1, RC (RSC R), OSD (RSC K) and PPO (RSC Y), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades).
- (3) *Promotion From This Schedule To Other Rate Schedules.* For this promotion:
  - (a) To PS (PB) or MESC (CB) Schedule 2, PNS (RSC G), OSD (RSC K), MH (RSC M), IT/ASC (RSC N), CC (RSC Q) and PPO (RSC Y), to the current full-time salary, add 5 percent. If the salary after the 5 percent increase is between two steps in the new schedule, advance the employee to the next higher step. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
  - (b) To EAS (RSC E), to the current full-time salary, add 5 percent. If the result is below the minimum or above the maximum of the new grade, the new salary is adjusted to fit within this range.  
  
**Note:** For promotion from this schedule to a nonbargaining schedule, see also 413.
  - (c) To RC (RSC R), see 422.422a(2).

**Note:** See also [Exhibit 421.82](#).

b. *Supplementary Rules.* See 422.123b.

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422.924 **Reassignment**

See 422.124.

422.925 **Reduction in Grade**

Refer to 422.125, except as qualified below:

- a. If a TDS employee is displaced from a higher grade position due to technological or mechanization change, the saved grade provisions in 422.125c(3) do not apply.
- b. However, any new job or jobs created by technological or mechanization change will be offered to employees who are capable of being trained to perform the new or changed job duties. The Postal Service will provide such training on the job for a period up to 60 days. Certain specialized jobs may require additional and off-site training. During training, employees will maintain their normal rate of pay.

422.93 **Step Increase**

[Reserved]

422.94 **Temporary Assignments**

422.941 **Lower Level Assignments**

Employees temporarily assigned to lower level positions continue to be paid at the salary rate for their regular position. See also 421.42b.

422.942 **Higher Level Assignments**

Higher level work is an assignment of a qualified employee to a position in the bargaining unit that is ranked at a higher level (grade) than that regularly held by the employee. The rules below apply:

- a. *Authorization.* The employee will be given a written management order stating the beginning and approximate termination of the higher level assignment and directing the employee to perform the duties of the higher level position. Such written order is authorization for the higher level pay. The failure of management to give a written order is not grounds for denial of higher level pay if the employee was otherwise directed to perform the duties.
- b. *Compensation.* The employee will be paid at the higher level for the time actually spent on the job. The employee's higher level rate is determined as if he or she were promoted to the position.

422.95 **Dual (Multiple) Employment**

[Reserved]

422.96 **Change From Rural Carrier Schedule**

See 422.16.

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