

JOSHUA D. COLIN, PH.D.  
CHIEF RETAIL AND DELIVERY OFFICER  
AND EXECUTIVE VICE PRESIDENT



July 24, 2023

OFFICERS

SUBJECT: Supervisor Timecard Administration

The Time and Attendance Collection System (TACS) is the primary application for the collection of Postal Service employee time and attendance data. Supervisors are generally categorized as special exempt employees according to the Fair Labor Standards Act. Special exempt employees do not receive overtime but are eligible for extra straight time pay for extra hours worked.

It is critical that leadership ensures the accuracy of their supervisors' recorded workhours. In addition, all supervisors must adhere to their work schedules and record all hours, to include any extra hours worked.

Please ensure that documentation for timecard adjustments and supervisors working extra time is complete and recorded in TACS appropriately.

Our people are our greatest asset and together we will provide an engaging workplace that supports appropriate pay for actual hours worked.

Thank you for your continued support.

E-SIGNED by Joshua D Colin  
on 2023-07-24 16:03:26 CDT

Joshua D. Colin, Ph.D.

DOUG A. TULINO  
VICE PRESIDENT, LABOR RELATIONS



April 12, 2012

VICE PRESIDENTS, AREA OPERATIONS

SUBJECT: Payment of FLSA Special Exempt Employees

Employees who are in FLSA special exempt positions are eligible for additional pay as provided in Employee and Labor Relations Manual (ELM) Section 434.144. When these employees work as outlined in ELM 434.144, they are to be compensated in accordance with this Section.

ELM Section 434.144, *Eligible for FLSA-Exempt EAS Additional Pay* provides:

FLSA special exempt employees in EAS-18 positions and below are eligible for EAS additional pay if authorized to work over 8.5 hours on a scheduled day or any hours on a nonscheduled day, even while on a temporary assignment such as to an OIC position. When authorized work exceeds 8.5 hours on a scheduled day, EAS additional pay is received for the first half hour as well as for the authorized work over 8.5 hours. Regular FLSA-exempt employees in EAS-23 positions and below positions except postmasters and officers-in-charge are eligible during the designated Christmas period provided they are authorized to work over 8.5 hours on a scheduled day or any hours on a nonscheduled day and the additional hours are spent directly supervising bargaining unit employees in mail processing or delivery functions.

Please ensure that installation heads are aware of this policy and direct any questions they may have to their district and area managers of Human Resources.

A handwritten signature in black ink, appearing to read "Doug A. Tulino".

Doug A. Tulino

JOHN E. POTTER  
SENIOR VICE PRESIDENT, OPERATIONS



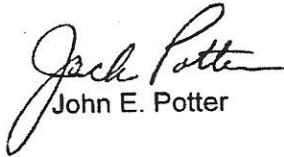
January 27, 2000

VICE PRESIDENTS, AREA OPERATIONS  
MANAGER, CAPITAL METRO OPERATIONS

SUBJECT: Additional Pay for Supervisors

Under the terms of the current EAS pay package, FLSA special exempt supervisors are eligible for additional straight time pay when authorized to work more than 8.5 hours in a workday and for all authorized hours on a non-scheduled workday. It has come to my attention that certain managers have taken it upon themselves to interpret this provision as authority to change a supervisor's regular tour of duty from 8 to 8.5 hours on a daily basis. This was not the intention of the 1999-2000 EAS pay package and under no circumstances should this practice continue.

When on occasion supervisors perform incidental tasks of short-term duration (30 minutes or less), such time is deemed non-compensable. However, this should not be construed as authority to change a supervisor's schedule by adding 30 minutes to each tour. Please ensure that this clarification is disseminated appropriately to your operations managers.

  
John E. Potter

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