



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.



Doug A. Tulino