



NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

National Headquarters
1727 KING STREET, SUITE 400
ALEXANDRIA, VA 22314-2753
(703) 836-9660

Board Memo 040-19 – Update and Clarification of Modifications to Pay Policies for Career Non-Bargaining (EAS) Employees

Executive Board,

Attached please find a US Postal Service December 16, 2019, letter to USPS Officers regarding an update and clarification of modifications to Pay Policies for career Non-Bargaining employees. This is for all EAS. Following the USPS December 16 correspondence, please find NAPS's December 11, 2019, response to the USPS stating NAPS would participate in the USPS/NAPS Work Group for the respective updates and modifications for all EAS represented by NAPS.

This update and modification were a result of NAPS consulting with the USPS officials on December 10 to discuss NAPS's interest to adapt changes to the FY2019 and FY2020 NPA/PFP. Furthermore, NAPS did not waive its rights and claims to its pending lawsuit against the USPS.

Please share this information with your membership. This document will be posted under the *Bulletin Board* section of the NAPS website (www.naps.org) and the *Forms and Documents* section, too.

Thank you.

NAPS Headquarters



December 16, 2019

OFFICERS

SUBJECT: Update and Clarification of Modifications to Pay Policies for Career Non-Bargaining Employees

This memorandum supersedes my December 4 memorandum on Modifications to Pay Policies for Postmasters and Area and Headquarters Employees. The following outlines changes to pay policies that will apply to all career non-bargaining employees:

1. The Pay-for-Performance (PFP) matrix for fiscal year (FY) 2019 will be modified to reflect the percentage payouts in cells 4-15 that were contained in the FY2018 pay matrix:

| | | | | |
|---------------------------------------|--------------------|--------------------|---------------------|---------------------|
| (3) 1.0% Lump Sum | (6) 3.0% | (9) 5.0% | (12) 7.0% | (15) 9.0% |
| (2) 0.0% | (5) 2.5% | (8) 4.5% | (11) 6.5% | (14) 8.5% |
| (1) 0.0% | (4) 2.0% | (7) 4.0% | (10) 6.0% | (13) 8.0% |

Payouts for those employees in cells 4-15 will be paid consistent with our existing pay policies.

2. The PFP National Performance Assessment (NPA) Composite Weights will be modified for FY2020 for eligible Field non-bargaining employees:

Corporate 50%
Unit 50%

A field component will be added and composite weights will be applied to the headquarters NPA scorecard to align incentives and improve collaboration

Corporate 50%
Average of All Unit Indicators 50%

3. The improvement factor that is currently applied to the NPA indicator, Total Accidents will be expanded to NPA service indicators at the Corporate and Unit level for FY2020. Adding an improvement factor that recognizes significant improvement to same period last year (SPLY) will drive performance and continuous improvement consistent with our PFP principles.
4. All career full-time non-bargaining employees will earn annual leave as provided in Table 1 of the Employee and Labor Relations Manual (ELM) 512.311. Table 2 will no longer be

applicable to full-time non-bargaining employees with a career appointment date on or after October 6, 2012, and will be eliminated. Employees that formerly earned leave under Table 2 will begin to earn leave under Table 1 as of January 4, 2020. These modifications to annual leave accrual will be prospective:

Table 1

| Leave Category | Creditable Service | Maximum Leave Per Year |
|----------------|--------------------------------|--|
| 4 | Less than 3 years | 4 hours for each full biweekly pay period; i.e., 104 hours (13 days) per 26-period leave year. |
| 6 | 3 years but less than 15 years | 6 hours for each full biweekly pay period plus 4 hours in last full pay period in calendar year; i.e., 160 hours (20 days) per 26-period leave year. |
| 8 | 15 years or more | 8 hours for each full biweekly pay period; i.e., 208 hours (26 days) per 26-period leave year. |

All career Part-Time Postmasters will earn annual leave as provided in Table 1 of the Employee and Labor Relations Manual (ELM) 512.312. Table 2 will no longer be applicable to Part-Time Postmasters with a career appointment date on or after October 6, 2012, and will be eliminated. Part-Time Postmasters that formerly earned annual leave under Table 2 will begin to earn leave under Table 1 as of January 4, 2020. These modifications to annual leave accrual will be prospective:

Table 1

| Leave Category | Years of Creditable Service | Maximum Leave per Year | Rate of Accrual | Hours in Pay Status | Hours of Leave Earned per Period |
|----------------|--------------------------------|--|---|--|--|
| 4 | Less than 3 years | 104 hours, or 13 days per 26-period leave year or 4 hours for each bi-weekly pay period. | 1 hour for each unit of 20 hours pay in status. | 20 40 60 80 | 1 2 3 4 (max.) |
| 6 | 3 years but less than 15 years | 160 hours, or 20 days per 26-period leave year or 6 hours for each full bi-weekly pay period. ¹ | 1 hour for each unit of 13 hours in pay status. | 13 26 39 52 65 78 | 1 2 3 4 5 6 (max.) ¹ |
| 8 | 15 years or more | 208 hours, or 26 days per 26-period leave year or 8 hours for each full bi-weekly pay period. | 1 hour for each unit of 10 hours in pay status. | 10 20 30 40 50 60 70 80 | 1 2 3 4 5 6 7 8 (max.) |

¹Except that the accrual for the last pay period of the calendar year may be 10 hours, provided the employee has the 130 creditable hours or more in a pay status in the leave year for leave purposes.

Recording Hours for Annual and Sick Leave

- a. Units of hours in a pay status are converted into annual leave credits at the rate of 1 hour for each unit of 20, 13, or 10 hours in a pay status—up to a maximum of 4, 6, or 8 hours per biweekly pay period, depending on the employee's leave category.
- b. Hours in a pay status in excess of these whole units are accumulated and carried forward as excess workhours. These excess (uncredited) workhours are added to hours in a pay status in the next period.
- c. Whole units of creditable hours (20, 13, or 10) are then converted into leave hours at the unit rate — provided no more leave is credited to a part-time employee than could be earned in the same leave year by a full-time employee.
- d. The maximum credit allowable for a particular leave category is calculated by multiplying the period number by the number of leave hours allowable per period.

ELM 513.21, *Accrual Chart* will be modified to allow for all career employees to earn the same amount of sick leave. Full-time non-bargaining employees with a career appointment date on or after October 6, 2012, formerly earned less hours of sick leave than other career employees. Those non-bargaining employees will begin to earn sick leave at the new rate as of January 4, 2020. These changes to sick leave accrual will be prospective.

Time accrued is as follows:

| Employee Category | Time Accrued (Sick Leave) |
|--|--|
| Full-time employees (except as noted below). | 4 hours for each full biweekly pay period — i.e., 13 days (104 hours) per 26-period leave year. |
| Part-time employees (except as noted below). | 1 hour for each unit of 20 hours in pay status up to 104 hours (13 days) per 26-period leave year. |

5. Changes to salary ranges for EAS, Pay Band, and Part-Time Postmasters will be effective January 4, 2020:

| EAS | Minimum | Maximum |
|----------|-----------|-----------|
| 15 | \$49,300 | \$72,500 |
| 16 | \$51,700 | \$81,100 |
| 17 | \$54,900 | \$84,700 |
| 18 | \$56,300 | \$88,400 |
| 18B (43) | \$61,600 | \$90,000 |
| 19 | \$62,300 | \$92,600 |
| 20 | \$67,800 | \$97,650 |
| 21 | \$73,600 | \$102,350 |
| 22 | \$76,100 | \$110,950 |
| 23 | \$80,300 | \$117,000 |
| 24 | \$85,100 | \$122,800 |
| 25 | \$96,300 | \$128,900 |
| 26 | \$103,300 | \$135,300 |

| Pay Band | Minimum | Maximum |
|-----------------|-----------|-----------|
| Technical V-01 | \$103,600 | \$138,850 |
| Management V-02 | \$106,500 | \$143,600 |

| Part-Time Postmasters | Occ - Code | Minimum | | Maximum | |
|-----------------------|------------|---------|-------------------|---------|-------------------|
| | | Hourly | Annual Equivalent | Hourly | Annual Equivalent |
| PTPO-56 | 2301-0056 | | | | |
| RMPO-56 | 2301-0057 | \$17.50 | \$36,400 | \$30.12 | \$62,650 |

These modifications will enhance our pay for performance program by better aligning individual contributions to pay, continue to drive performance improvement, and strengthen our established pay for performance principles.



Doug A. Tulino