



NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

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June 25, 2021

Board Memo 045-2021: Voluntary Downgrade Exception Policy – RIF Impacted Non-bargaining Employees

Executive Board,

The USPS has issued an exception policy for RIF impacted employees who request a voluntary downgrade in lieu of relocating to remain in an assigned comparable position. This exception will only apply to employees impacted by the 2021 RIF who received an assignment that would otherwise require relocating to a new duty station outside of their commuting area.

Please share the attachment and memo with your membership. It will also be posted on the NAPS website Bulletin Board.

Thank you and be safe.

NAPS Headquarters

DOUG A. TULINO
DEPUTY POSTMASTER GENERAL AND
CHIEF HUMAN RESOURCES OFFICER



June 25, 2021

OFFICERS

SUBJECT: Voluntary Downgrade Exception Policy—Reduction-In-Force Impacted
Non-bargaining Employees

The following establishes the exception policy for reduction-in-force (RIF) impacted employees who request a voluntary downgrade in lieu of relocating to remain in an assigned comparable position. As part of the final phase of the Postal Service restructure, RIF impacted employees were identified across the organization. Impacted employees received notification that their position was being eliminated and in some instances a RIF assignment to a position at or below their current level was offered in lieu of separation. Some RIF assignments offered to impacted employees require relocation outside of the commuting area.

Current Postal policy outlined in the Employee and Labor Relations Manual (ELM) 415.22, *Voluntary Change to Lower Grade*, indicates that an employee who voluntarily changes to a lower grade position is reduced to the lower grade immediately and the salary cannot be set over the maximum for the new grade or above the employee's salary immediately before the change.

For impacted employees who are offered a RIF assignment outside of their current commuting area and voluntarily elect to accept a downgrade to stay in their current commuting area, saved grade and saved rate will apply for a period of two years. Upon expiration of the saved grade period, they are automatically reduced to the grade of their current position. If upon expiration of the saved grade period the employee's salary is within the salary range for the lower grade, the salary is continued. However, if the salary exceeds the maximum of the new grade, the salary is immediately reduced to the grade maximum. **This exception will only apply to employees impacted by the 2021 RIF who received a RIF assignment that would otherwise require relocating to a new duty station outside of their commuting area.** For the purposes of this exception to policy, the distance between the current commuting area and new commuting area must meet relocation eligibility requirements.

All appointments exercising this exception must be submitted to Compensation and Benefits for review and approval. If you have any questions, please contact Steven A. Darragh, Executive Director, Compensation and Benefits, at 202-268-4117.

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

Doug A. Tulino