



*Office of
National President*

NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

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

July 11, 2025

NOTICES OF PROPOSED NON-DISCIPLINARY REDUCTION IN GRADES **(Position Reclassifications)**

Mediation

- Employees should request mediation.
- At mediation, employees should seek a resolution that works for them personally. For example, an employee may want to secure an agreement on save pay that maximizes the employee's retirement benefits by extending the length of time that they will maintain save pay or by negotiating a salary increase prior to downgrade.

Defending Against Demotion

- 1) Request in writing all records relied upon so you know why the USPS is taking the actions and the basis of the action.
- 2) Secure the impacted employee's current position description outlining your duties.
- 3) Secure the impacted employee's downgraded position description.
- 4) Respond in writing to the deciding official opposing the downgrade by stating that the downgrade is not and will not be warranted under new alignment plan, is unsupported, and is otherwise premature as the realignment has not occurred.