



September 26, 2019

Mr. Brian J. Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Brian:

As a matter of general interest, the Postal Service is revising Employee and Labor Relations Manual (ELM), Section 422.2, *City Carrier Schedule*.

The subject revisions implement terms of the Memorandum of Understanding Re: *Pay Schedule Consolidation* found in the 2016-2019 National Agreement. Other minor, typographical edits are also included in the revisions.

We have enclosed two copies of the subject revisions, one with and one without changes identified.

Please contact Bruce Nicholson at 7773 if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "AS Moore".

 Alan S. Moore
Manager
Labor Relations Policies and Programs

Enclosures

1. The first part of the document is a list of the names of the persons who have been appointed to the various offices of the city government. The names are listed in alphabetical order, and each name is followed by the office to which the person has been appointed.

1889

422.2 City Carrier Schedule

The provisions of [422.1](#) cited below are made applicable to this salary schedule by reference.

422.21 Salary System

422.211 Salary Schedule

The City Carrier (CC) Schedule consists of two rate schedules, ~~each with Grades 1 and 2.~~ Schedule 1 (RSC Q) is applicable to city carriers with a career appointment date (CAD) before January 12, 2013. Schedule 2 (RSC Q7) is applicable to city carriers with a CAD on or after January 12, 2013. Carrier technicians receive an additional 2.1 percent of basic pay.

422.212 Basis of Rates

See [422.112](#).

422.213 Cost-of-Living Adjustments

See [422.113](#).

422.214 Setting Wages

See [422.114](#).

422.215 Employee Classifications

See [422.115](#).

422.22 Change Action Pay Rules

422.221 Career Appointment

See [422.121](#).

422.222 Additional Appointment

See [422.122](#).

422.223 ~~Promotion Rules~~ for Assignment into Carrier Technician Position

~~Rules are as follows:~~

~~**Note:** See [421.43a](#) and [421.44i](#) for definition of promotion, and consult Exhibit 418, Equivalent Grades, to determine whether or not a personnel action represents a promotion.~~

Rules are as follows:

~~Basic Rules.~~ The basic rules are as follows:

~~Promotion Within Schedule 1.~~ For this promotion:

~~The Grade 1 employee receives a promotional increase equal to two times the most prevalent step in the former Grade 1 for a promotion to Grade 2. Add this increase to the employee's former basic wage and slot the employee to the closest step in Grade 2. If the increased salary falls between two steps of Grade 2, place the employee at the next higher step. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case, see [422.123a4](#).~~

~~a. Promotion Within Schedule 2. Change to Carrier Technician from City Carrier. For this promotion:~~

~~a. The Grade 1 employee city carrier moving to carrier technician position receives a 2.1 percent increase in basic pay and promotional increase.~~

that brings the salary to retains the same step in Grade 2. The ~~promoted~~ employee will retain the waiting period step credit that had been earned prior to the ~~promotion~~ change to carrier technician in calculating the next step increase date. If the employee previously served as a carrier technician ~~this is a repromotion~~, see 422.123a4.

b. *Promotion ~~to~~ These Schedules ~~from~~ Other Rate Schedules.* For this promotion:

(1) ~~From~~ From EAS (RSC E) and Part-Time Postmasters (RSC F), and to the current full-time salary, add 5 percent. Advance

(2) ~~_____~~

(3) ~~_____~~

(4) ~~(1)~~ (1) this amount to the next higher salary step in the new grade if the calculated amount falls between two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion); ~~in~~ in which case, see 422.123a4.

(2) ~~From~~ From PNS (RSC G), OSD (RSC K), MH, (RSC M), IT/ASC (RSC N), PS (RSC P) or MESC (RSC C), RC (RSC R), and PPO (RSC Y), to the current full-time salary, add two times the most prevalent step increment of the current grade. ~~(Add three times for a promotion of three or more grades.)~~

Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion); ~~in~~ in which case, see 422.123a4.

c. *Promotion ~~from~~ These Schedules to Other Rate Schedules.* For this promotion:

(1) ~~To~~ To IT/ASC (RSC N), to the current full-time salary, add two times the most prevalent step increment of the current grade. ~~(Add three times for a promotion of three or more grades.)~~

Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion); ~~in~~ in which case, see 422.123a4.

(4) ~~(2)~~ (2) To EAS (RSC E), Pay Band (RSC V), and Attorney (RSC U) to the current full-time salary, see 413.22.

(2) ~~(3)~~ (3) To PS, OSD, or MESC Schedule 2 (RSC P ~~and~~ C), assign the proper step by referring to Exhibit 422.123a. A new step waiting period begins on the effective date of the promotion.

(3) ~~(4)~~ (4) To RC (RSC R), see 422.422a2.

Note: See also Exhibit 421.82.

d. *Promotion Pay Anomaly.* No employee is at any time compensated less as a consequence of a promotion than that employee would have been if the employee had not been promoted, ~~but~~ instead, advanced in step increments in the lower grade by fulfilling the

waiting time requirements necessary for step increases. This rule includes employees who were promoted to a higher grade and subsequently reassigned to their former grade.

If, during any pay period following the promotion, the employee's basic wage is less than the employee would have received for that pay period if the employee had not been promoted, the difference is paid to the employee in a lump sum payment.

e. Supplemental Rules. See [422.123b](#).

422.224 **Reassignment Rules**

See [422.124](#).

422.225 **Reductions in Grade and Rules for Assignment from Carrier Technician to City Carrier Position**

The following provisions apply: -

a. *General.* Reductions in grade include:

- (1) Voluntary changes to a lower level; or from carrier technician to city carrier. ;
- (2) Management-initiated changes to a lower level; and or from carrier technician to city carrier, and, and
- (3) Demotions.

b. *Step and Next Step Date Assignment for Bargaining Unit to Bargaining Unit Reductions in Grade wWithin or iInto the City Carrier Rate Schedule (RSC Q and Q7).* Assignments are made as follows:

- (1) *To Former Lower Grade.* The employee is assigned to the step and next step date as if service had been uninterrupted in the lower grade since the last time held.
- (2) *To New Lower Grade.* The employee is assigned to the step and next step date in the lower grade as if all career Postal Service had been in the lower grade.

c. *Step and Next Step Date Assignment for Nonbargaining Unit to Bargaining Unit Reductions in Grade. The following applies:*

- (1) For all nonbargaining reductions in grade to the Rural Carrier Sschedule, consult [422.423](#) and [422.424](#) to determine the proper step and next step date.
- ~~(3)~~(2) For all other nonbargaining-to-bargaining reductions in grade, determine the employee's salary, step, and next step date as if the service had continued uninterrupted from the level/step in effect at the time of the nonbargaining promotion.
- ~~(4)~~(3) For reductions in grade to the same ~~Rate-rate Schedule-~~ schedule occupied immediately before a promotion to a nonbargaining position, the following provisions apply:
 - (a) When an employee returns to the same level as that occupied immediately before the nonbargaining promotion, assign the salary, step, and next step date as if the service had continued uninterrupted from the level/step in effect at the time of the nonbargaining promotion.

- (b) If an employee who receives a red-circle amount is subsequently promoted and later returned to the former position through no fault of his or her own, the red-circle amount is restored ~~(s.-(See also 421.52-).~~

~~(3)~~ Saved Grade. A bargaining unit employee is entitled to saved grade if he or she is assigned to a lower grade position because of a management action that eliminates the position (e.g., job elimination due to technological and mechanization changes; ~~s.-(See also 421.53-).~~

422.23 **Step Increases**

422.231 **Eligibility Requirements**

See [422.131](#) and [Exhibit 422.13](#).

422.232 **Creditable Service**

See [422.132](#).

422.233 **Leave Without Pay**

See [422.133](#).

422.234 **Simultaneous Personnel Actions**

See [422.134](#).

422.24 **Higher Level Assignments**

See [422.14](#).

422.241 **Definitions**

See [422.141](#).

422.242 **Written Management Order**

See [422.142](#).

422.243 **Rate of Pay**

See [422.143](#).

422.244 **Adjustments and Increases**

See [422.144](#).

422.245 **Benefits**

See [422.145](#).

422.25 **Dual (Multiple) Employment**

[Reserved]

422.26 **Change From Rural Carrier Schedules**

See [422.16](#).

422.2 City Carrier Schedule

The provisions of 422.1 cited below are made applicable to this salary schedule by reference.

422.21 Salary System**422.211 Salary Schedule**

The City Carrier (CC) Schedule consists of two rate schedules. Schedule 1 (RSC Q) is applicable to city carriers with a career appointment date (CAD) before January 12, 2013. Schedule 2 (RSC Q7) is applicable to city carriers with a CAD on or after January 12, 2013. Carrier technicians receive an additional 2.1 percent of basic pay.

422.212 Basis of Rates

See 422.112.

422.213 Cost-of-Living Adjustments

See 422.113.

422.214 Setting Wages

See 422.114.

422.215 Employee Classifications

See 422.115.

422.22 Change Action Pay Rules**422.221 Career Appointment**

See 422.121.

422.222 Additional Appointment

See 422.122.

422.223 Rules for Assignment into Carrier Technician Position

Rules are as follows:

- a. *Change to Carrier Technician from City Carrier.* The city carrier moving to carrier technician position receives a 2.1 percent increase in basic pay and retains the same step. The employee will retain the waiting period step credit that had been earned prior to the change to carrier technician in calculating the next step increase date. If the employee previously served as a carrier technician, see 422.123a4.
- b. *Promotion to These Schedules from Other Rate Schedules.* For this promotion:
 - (1) From EAS (RSC E) and Part-Time Postmasters (RSC F), and to the current full-time salary, add 5 percent. Advance this amount to the next higher salary step in the new grade if the calculated amount falls between two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion); in which case, see 422.123a4.

- (2) From PNS (RSC G), OSD (RSC K), MH, (RSC M), IT/ASC (RSC N), PS (RSC P) or MESC (RSC C), RC (RSC R), and PPO (RSC Y), to the current full-time salary, add two times the most prevalent step increment of the current grade. (Add three times for a promotion of three or more grades.)

Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion); in which case, see 422.123a4.

- c. *Promotion from These Schedules to Other Rate Schedules.* For this promotion:

- (1) To IT/ASC (RSC N), to the current full-time salary, add two times the most prevalent step increment of the current grade. (Add three times for a promotion of three or more grades.)

Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion); in which case, see 422.123a4.

- (2) To EAS (RSC E), Pay Band (RSC V), and Attorney (RSC U) to the current full-time salary, see 413.22.
- (3) To PS, OSD, or MESC Schedule 2 (RSC P and C), assign the proper step by referring to Exhibit 422.123a. A new step waiting period begins on the effective date of the promotion.
- (4) To RC (RSC R), see 422.422a2.

Note: See also Exhibit 421.82.

- d. *Promotion Pay Anomaly.* No employee is at any time compensated less as a consequence of a promotion than that employee would have been if the employee had not been promoted, but instead advanced in step increments in the lower grade by fulfilling the waiting time requirements necessary for step increases. This rule includes employees who were promoted to a higher grade and subsequently reassigned to their former grade.

If during any pay period following the promotion the employee's basic wage is less than the employee would have received for that pay period if the employee had not been promoted, the difference is paid to the employee in a lump sum payment.

- e. *Supplemental Rules.* See 422.123b.

422.224 **Reassignment Rules**

See 422.124.

422.225 **Reductions in Grade and Rules for Assignment from Carrier Technician to City Carrier Position**

The following provisions apply:

- a. *General.* Reductions in grade include:

- (1) Voluntary changes to a lower level or from carrier technician to city carrier,
- (2) Management-initiated changes to a lower level or from carrier

technician to city carrier, and

(3) Demotions.

b. *Step and Next Step Date Assignment for Bargaining Unit to Bargaining Unit Reductions in Grade within or into the City Carrier Rate Schedule (RSC Q and Q7).* Assignments are made as follows:

- (1) *To Former Lower Grade.* The employee is assigned to the step and next step date as if service had been uninterrupted in the lower grade since the last time held.
- (2) *To New Lower Grade.* The employee is assigned to the step and next step date in the lower grade as if all career Postal Service had been in the lower grade.

c. *Step and Next Step Date Assignment for Nonbargaining Unit to Bargaining Unit Reductions in Grade.* The following applies:

- (1) For all nonbargaining reductions in grade to the Rural Carrier Schedule, consult 422.423 and 422.424 to determine the proper step and next step date.
- (2) For all other nonbargaining-to-bargaining reductions in grade, determine the employee's salary, step, and next step date as if the service had continued uninterrupted from the level/step in effect at the time of the nonbargaining promotion.
- (3) For reductions in grade to the same rate schedule occupied immediately before a promotion to a nonbargaining position, the following provisions apply:
 - (a) When an employee returns to the same level as that occupied immediately before the nonbargaining promotion, assign the salary, step, and next step date as if the service had continued uninterrupted from the level/step in effect at the time of the nonbargaining promotion.
 - (b) When an employee changes to a higher level than that occupied immediately before the nonbargaining promotion, apply the promotion rules for the appropriate salary schedule in 422 to determine the employee's new salary, step, and next step date.
 - (c) When an employee changes to a lower level than that occupied immediately before the nonbargaining promotion, apply the reduction in grade rules in 422.125b to determine the employee's new salary, step, and next step date.
- (4) For reductions in grade to a different rate schedule occupied immediately before a promotion to a nonbargaining position, use the Equivalent Grades chart (Exhibit 418) and apply the appropriate rule as follows:
 - (a) When an employee changes to an equivalent level, apply the reassignment rules in 422.124c to determine the employee's new salary, step, and next step date.
 - (b) When an employee changes to a higher level, apply the promotion rules for the appropriate salary schedule in 422 to determine the employee's new salary, step, and next

step date.

- (c) When an employee changes to a lower level, follow the reduction in grade rules in 422.125b to determine the employee's new salary, step, and next step date.
- (5) For reductions in grade when there is no prior bargaining unit service, the employee is assigned to the step and next step date in the lower grade as if all career Postal Service had been in the lower grade.
- d. *Rate Retention.* Rate retention provisions do not apply to changes to a lower grade that are voluntary or disciplinary. However, they do apply in nondisciplinary management reductions, as follows (also see 421.511 and 421.512 for application):
 - (1) *Protected Rate.* The employee continues to receive the wage he or she received in the higher grade for 2 calendar years:
 - (a) If the grade of the position is reduced due to a management action, such as a change in job ranking criteria that affects the grade of only one position, and
 - (b) If the employee occupied the position at the higher grade for 2 consecutive years before the effective date of the reduction (see also 421.51).
 - (2) *Saved Rate.* For saved rate:
 - (a) An employee has a saved rate resulting in a red-circle amount if the grade of his or her position is reduced due to a management action, such as a change in job ranking criteria that affects the grade of more than one position under the same job description.
 - (b) If an employee who receives a red-circle amount is subsequently promoted and later returned to the former position through no fault of his or her own, the red-circle amount is restored (see also 421.52).
 - (3) *Saved Grade.* A bargaining unit employee is entitled to saved grade if he or she is assigned to a lower grade position because of a management action that eliminates the position (e.g., job elimination due to technological and mechanization changes; see also 421.53).

422.23 **Step Increases**

422.231 **Eligibility Requirements**

See 422.131 and Exhibit 422.13.

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