



May 31, 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), Exhibit 418, *Equivalent Grades*.

The subject revisions incorporate changes from the recent pay decisions for field Executive and Administrative Service and postmaster positions. Other revisions include the deletion of Rate Schedule Code (RSC) T, Tool and Die Shop, from the exhibit, and the consolidation of RSC C, Mail Equipment Shops and Material Distribution, and RSC K, Operation Services, into the same column as RSC P, Postal Service.

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

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

Sincerely,

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

Alan S. Moore  
Manager  
Labor Relations Policies and Programs

Enclosures

## 418 Assignment to a Different Salary Schedule – Equivalent Grades

Exhibit 418

### Equivalent Grades

E EAS	V Pay Band	U Attorney	F PTPO-56/ RMPO-56	G (APWU) Postal Nurses	M (NPMHU) Mail Handlers	N (APWU) Information/ Technology, Accounting, Service	P, C, K (APWU) Postal Service Mail Equipment Shops & Material Distribution, & Operating Services	Q (NALC) City Carriers	R (NRLCA) Rural Carriers	Y Postal Police Officers
-	-	-	X*	-	-	-	-	-	-	-
-	-	-	-	-	-	-	3	-	-	-
-	-	-	-	-	4	6, 7, 8	4	-	-	-
-	-	-	-	X*	5	9, 10	5	-	X*	-
-	-	-	-	-	6	11, 12	6	1	-	X*
-	-	-	-	-	-	13	7	2	-	-
-	-	-	-	-	-	14	8	-	-	-
-	-	-	-	-	-	15	9	-	-	-
15	-	-	-	-	-	16	-	-	-	-
16	-	-	-	-	-	17	-	-	-	-
-	-	-	-	-	-	18	10	-	-	-
-	-	-	-	-	-	19	11	-	-	-
17	-	-	-	-	-	20	-	-	-	-
18	-	-	-	-	-	21	-	-	-	-
18B	-	-	-	-	-	-	-	-	-	-
19	-	-	-	-	-	22	-	-	-	-
20	-	-	-	-	-	23	-	-	-	-
21	-	-	-	-	-	-	-	-	-	-
22	-	-	-	-	-	-	-	-	-	-
23	-	-	-	-	-	-	-	-	-	-
24	-	-	-	-	-	-	-	-	-	-
25	-	X*	-	-	-	-	-	-	-	-
26	-	-	-	-	-	-	-	-	-	-
-	01	-	-	-	-	-	-	-	-	-
-	02	-	-	-	-	-	-	-	-	-

Note: X\* signifies a single-level schedule.

#### EQUIVALENT GRADE DETERMINATION —To use the chart:

Step 1. In the horizontal list at the top, locate the salary schedule and grade of the employee's position before the change action.

Step 2. Cross over to the salary schedule into which the employee is being assigned.

Step 3. Determine the nature of the placement action from the following:

**If the new grade is...**

- On the same line as the previous grade
- On a lower line than the previous grade
- On a higher line than the previous grade

**Then the placement action is...**

- lateral reassignment to an equivalent grade.
- promotion (change to higher level).
- reduction in grade (change to lower level).

The number of lines on the chart between the old grade and the new grade is considered to be the number of grades changed for the purpose of calculating promotions or reductions in grade.

Exhibit 418  
Equivalent Grades

	C — Mail-Equipment Shops & Material Distribution	E — EAS	V — Pay Band	U — Attorney	F — PTPO/RMPO	G — Postal Nurses	K — Operating Services	M — Mail Handlers	N — Information/Technology Accounting Service	P — Postal Service	Q — City Carriers	R — Rural Carriers	T — Tool & Die Shop	Y — Postal Police Officers
-	1-4	-	-	-	-	-	-	-	-	-	-	-	-	-
-	5	-	-	-	A-E	-	-	-	-	-	-	-	-	-
-	6	-	-	-	-	-	-	-	-	-	-	-	-	-
-	7	-	-	-	-	-	-	-	-	-	-	-	-	-
-	8	-	-	-	-	-	-	-	-	-	-	-	-	-
-	9	-	-	-	-	-	-	-	-	-	-	-	-	-
3	-	-	-	-	-	-	3	-	3	-	-	-	-	-
4	10	-	-	-	-	-	4	4	6,7,8	4	-	-	4	-
5	11	-	-	-	-	X*	5	5	9,10	5	-	X*	-	-
6	12	-	-	-	-	-	6	6	11,12	6	1	-	6	X*
7	-	-	-	-	-	-	7	-	13	7	2	-	7	-
8	13	-	-	-	-	-	8	-	14	8	-	-	8	-
9	14	-	-	-	-	-	9	-	15	9	-	-	9	-
-	15	-	-	-	-	-	-	-	16	-	-	-	-	-
-	16	-	-	-	-	-	-	-	17	-	-	-	-	-
10	-	-	-	-	-	-	10	-	18	10	-	-	11	-
-	-	-	-	-	-	-	-	-	19	11	-	-	-	-
-	17	-	-	-	-	-	-	-	20	-	-	-	-	-
-	18	-	-	-	-	-	-	-	21	-	-	-	-	-
-	18B	-	-	-	-	-	-	-	22	-	-	-	-	-
-	19	-	-	-	-	-	-	-	23	-	-	-	-	-
-	20	-	-	-	-	-	-	-	-	-	-	-	-	-
-	21	-	-	-	-	-	-	-	-	-	-	-	-	-
-	22	-	-	-	-	-	-	-	-	-	-	-	-	-
-	23	-	-	-	-	-	-	-	-	-	-	-	-	-
-	24	-	-	-	-	-	-	-	-	-	-	-	-	-
-	25	-	x*	-	-	-	-	-	-	-	-	-	-	-
-	26	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	01	-	-	-	-	-	-	-	-	-	-	-	-
-	-	02	-	-	-	-	-	-	-	-	-	-	-	-

\*X signifies a single-level schedule.

**EQUIVALENT GRADE DETERMINATION —To use the chart:**

- Step 1. In the horizontal list at the top, locate the salary schedule and grade of the employee's position before the change action.
- Step 2. Cross over to the salary schedule into which the employee is being assigned.
- Step 3. Determine the nature of the placement action from the following:
 

<i>If the new grade is...</i>	<i>Then the placement action is...</i>
On the same line as the previous grade	Lateral reassignment to an equivalent grade.
On a lower line than the previous grade	Promotion.
On a higher line than the previous grade	Reduction in grade (change to lower level).

The number of lines on the chart between the old grade and the new grade is considered to be the number of grades changed for the purpose of calculating promotions or reductions in grade.