



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



NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

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December 11, 2019

Mr. Doug Tulino
Vice President, Labor Relations
United States Postal Service
475 L'Enfant Plaza SW Room 9014
Washington DC 20260-4000

Re: NAPS Response to Adapt Changes to FY19 & FY20 NPA/PFP

Dear Mr. Tulino:

Thank you for the December 10th meeting with the National Association of Postal Supervisors (NAPS) resident officers to discuss NAPS's interest in adapting pay and benefit changes for FY2019 and FY2020, as referenced in your December 2, 2019 correspondence. NAPS has no objection to the Postal Service implementing the changes proposed in your December 2, 2019 letter.

With the implementation of the items in your December 2nd correspondence NAPS will participate in the USPS/NAPS Work Group to address changes to the EAS pay and benefits process effective for FY2020. However, NAPS's acceptance of the modifications described in your December 2nd correspondence and agreement to participate in the work group does not waive any of NAPS's rights and claims asserted in its pending lawsuit against the Postal Service.

NAPS looks forward to meeting with you in the Work Group setting. Please advise if this is an acceptable agreement.

Best regards,

A handwritten signature in blue ink that reads "Brian J. Wagner". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Brian J. Wagner
National President