

KATHERINE S. ATTRIDGE
VICE PRESIDENT, LABOR RELATIONS



August 23, 2021

Mr. Daniel M. Heins
President
United Postmasters and Managers
of America
8 Herbert Street
Alexandria, VA 22305-2600

Dear Mr. Heins:

Pursuant to Title 39 U.S. Code § 1004 (e) the Postal Service's decision for changes in pay policies and schedules and fringe benefits for Postmasters through May 20, 2023 is enclosed.

This decision is the outcome of the pay consultation process and was made following full and fair consideration of recommendations submitted by the United Postmasters and Managers of America.

Sincerely,

A handwritten signature in black ink that reads "Katherine S. Attridge".

Katherine S. Attridge

Enclosure

1. PAY-FOR-PERFORMANCE

Under the EAS Pay-For-Performance (PFP) Program, employee performance will be measured under a 10-point rating system with different pay increases established at each of the 10-point ratings. PFP ratings will be calculated for each year. This application will be based on the matrix immediately below and the adjusted weights of NPA Corporate and Unit elements in Item 2 below.

PFP MATRIX

(1) 0.0%	(2) 0.0%	(3) 2.0%	(4) 2.5%	(5) 3.0%
(6) 4.0%	(7) 5.0%	(8) 6.0%	(9) 7.5%	(10) 9.0%

Note: All percentages are paid as salary increases if room within the salary range. If amount limited by the salary range, balance of amount will be converted to a lump sum payment.

A work team will be established to discuss modifications to the PFP program for FY22 and FY23, paying particular attention to an employee's line of sight over NPA indicators and appropriately recognizing individual contributions as part of the PFP program.

2. PAY-FOR-PERFORMANCE, NPA COMPOSITE WEIGHTS

A national scorecard was established for FY2021 for headquarters and field employees. The Functional Effectiveness indicator will not be weighted. The weight of this indicator will be redistributed proportionately to the remaining indicators.

Consultations will occur annually on the distribution of weights for Corporate and Unit NPA indicators with the expectation that there will be significantly more weight placed on unit indicators rather than corporate indicators.

3. SALARY RANGES

The salary ranges for Postmasters in the Part-Time Postmaster (PTPM) Schedule and the Executive and Administrative Schedule (EAS) will be frozen at their current levels, with the exceptions below:

Salary Schedule/Grade	FY 2022		FY 2023	
	Eff Jan 1, 2022		Eff Dec 31, 2022	
	Min	Max	Min	Max
PTPM	Dollar Increase to respective range maximum	2.00%	Dollar Increase to respective range maximum	1.50%
EAS 15-26				

Effective November 20, 2021, the minimum salary for the EAS-20 salary schedule/ grade will be increased to \$74,000.

The salary minimum of the Part-Time Postmaster schedule will be modified as follows, effective November 20, 2021 and will be equivalent to the hourly rate of Grade 6 Postal Support Employee.

PM - Grade	Occ - Code	Minimum		Maximum	
		Hourly	Annual Equivalent	Hourly	Annual Equivalent
PTPO-56	2301-0056				
RMPO-56	2301-0057	\$18.69	\$38,875	\$30.42	\$63,280

Part-Time Postmasters with conditional Delivery Unit Optimization (DUO) salary protection will continue to receive the hourly rate of their indefinite saved salary protection to include individuals with an hourly rate greater than the salary range maximum.

The Postal Service and UPMA will meet in the consultative process to discuss any additional appropriate adjustments to the EAS and PTPM salary schedules and ranges, with the goal of completing those discussions before January 1, 2022.

4. HEALTH BENEFITS CONTRIBUTION

The employer's contribution towards the Federal Employee Health Benefit (FEHB) plan will be 72% of the weighted average as determined by the Office of Personnel Management (OPM) and will not exceed 75% for any individual plan.

5. MODIFICATION TO POSITION UPGRADE

Employee and Labor Relations Manual (ELM) 413.3, *Position Upgrade* will be modified, and the current 2 percent basic salary increase for position upgrades will be increased to 4 percent.

6. MODIFICATION TO PROMOTION INCREASE

ELM 413.2, *Promotion Increase* will be modified and the minimum percentage increase for employees less than 10 percent from the maximum of the new grade will be increased to 4 percent:

Nonbargaining unit employees may receive promotion increases based on the distance from the maximum of the new grade as follows:

Factor #1

Award this percentage...	If the employee's current salary is...
5 to 10	Greater than 20 percent from the maximum of the new grade.
4 to 8	10 to 20 percent from the maximum of the new grade.
4 to 5	Less than 10 percent from the maximum of the new grade.

Factor #2*

In addition to the eligible promotion increases described in Factor #1, nonbargaining unit employees will automatically receive a percent increase for promotions that are 3 or more grades.

Award this percentage...	If the employee's promotion equals...
3	3 grades
5	4 or 5 grades
8	6 or more grades

*There is no change to factor #2

7. **SUPERVISORY DIFFERENTIAL ADJUSTMENT (SDA)**

A new position group, *Customer Services* will be established and added to Employee and Labor Relations Manual 412.12b and be effective November 20, 2021. The *Customer Services* position group will include Postmasters Grade 18 and Grade 18B among the group and minimum salaries of those Postmasters will be at a rate of 5% greater than that of a City Carrier at RSC Q, Step 0. The SDA minimum for this position group will be \$73,517.

Position Group	Minimum Salary Is 5 Percent Above
Plant Maintenance	PS-10, step P
Vehicle Services	PS-8, step O
Postal Police	RSC Y, step 23
Customer Services	RSC Q, Step O
All Other Eligible EAS-15 to EAS-19	PS-6, Step O

Position Group-Customer Services

Occupation Code	Position Title	GRADE
2305-7035	MGR CUSTOMER SERVS	17
2310-0022	SUPV CUST SVCS	17
2301-6118	POSTMASTER	18
2301-6218	POSTMASTER 18(B)	18B
2305-7038	MGR CUST SERVCS	18

8. **CHANGES TO ANNUAL LEAVE CARRYOVER**

Non-bargaining employees will be eligible to carryover an additional 80 hours of annual leave into the 2022 leave year, bringing the annual leave carryover to 640 hours.

9. **CHANGES TO ANNUAL LEAVE EXCHANGE**

The annual leave program will be modified for FY2022 and FY2023 and eligible employees will have an option to exchange an additional 40 hours of annual leave, bringing the annual leave exchange to 168 hours.

10. EAS ADDITIONAL PAY

EAS-20 Postmasters in delivery offices identified as not having an authorized Supervisor will receive Special Exempt status and are eligible for EAS Additional Pay through the duration of the pay package. When an office is notified that the Supervisor is no longer authorized (due to promotion or after a review, for example) and will not be replaced, the Postmaster will be eligible for special exempt pay the next pay period.

A work team will be established to identify issues associated with work hours by Postmasters in those offices and explore alternatives in providing relief in those offices. The work team is expected to commence on November 1, 2021 and conclude their work prior to March 31, 2022.

11. ADDITIONAL WORK TEAMS

A work team will be established for the purpose of exploring and making appropriate modifications to the PS Form 150. The team is expected to commence on September 13, 2021 and conclude their work prior to December 31, 2021.