

Manual Salary Determination Workbook

Headquarters Compensation
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I. INTRODUCTION

A. Purpose of Workbook

This workbook is for use by Human Resource (HR) professionals for training purposes and as a procedural guide in the processing of pay actions. Although most pay actions are automated in either CMS or SAP, this workbook will assist you in understanding the underlying policies that govern the processing of pay actions. Worksheets and web site URLs are provided to assist you in researching the methods used to implement pay actions.

The workbook is intended to reflect existing pay policies. If you find conflicts between official sources and this workbook, use the official source. Each section includes source references (e.g., *Employee and Labor Relations Manual* (ELM) 410 for nonbargaining unit pay policy, ELM 420 for bargaining unit pay policy, *Postal Bulletins*, etc.) that should always be researched for official regulations.

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B. Types of Personnel Actions Resulting in Pay Changes

A major factor in calculating pay as the result of a personnel action is the type of action. The basic personnel actions that may result in changes in pay are as follows:

1. New Hire (Accession) — the permanent assignment of a new employee to an authorized position.
2. Promotion — the permanent assignment of an employee to an authorized position having a higher grade than the employee's previous grade in the same schedule or equivalent grade in another schedule. Promotions are received either through job bidding or through the nonbargaining selection process. Handbook EL 312 contains more information.
3. Repromotion — the permanent assignment of an employee to a previously held grade.
4. Reassignment — the permanent assignment, with or without relocation, of an employee (a) to an established position with the same grade in the same schedule, or (b) to a position with an equivalent grade in another schedule.
5. Voluntary change to lower level — the permanent assignment of an employee to an authorized position having a lower grade than the employee's previous grade in the same schedule or equivalent grade in another schedule. Such placements are due to either job bidding or the nonbargaining selection process. See handbook EL 312 for more information.
6. Upgrade — the noncompetitive placement of an employee into a higher grade position as a result of reevaluation. Generally, upgrades are performed due to binding interest arbitration or to the nonbargaining consultation process with the management associations.
7. Downgrade — the noncompetitive placement of an employee into a lower grade position as a result of reevaluation. Generally, these occur either to (a) postmasters who are reduced in grade due to declining revenue, or (b) PCES executives whose jobs are determined to have too few Hay Consulting Group points to achieve the defined PCES threshold.
8. Quality Step Increase (QSI) — a step granted in advance of the next regularly scheduled step to recognize sustained high quality performance. Employees must be in a step below the highest step for their position in order to receive a QSI. If the number of weeks of service required for advancement from the new QSI step is less than the time already served in the

lower step, the employee is given one additional step, and a new step anniversary date is set. Generally, other awards are now given instead to bargaining unit employees through the eAwards system.

C. Special Compensation Terms (see ELM 421.44 for additional definitions)

1. Protected Rate – Called “protected salary” in CMS. This code is used to prevent an employee’s salary from falling due to job abolishment. Protection lasts for up to 2 calendar years from the time of the reduction. Employees covered receive contractual increases (general increases and cost of living adjustments) based upon the new position of record. Save/Protected code “P,” stored in CMS and the EMF. Not used any longer for nonbargaining unit employees. Generally used for bargaining unit employees who are ineligible for treatment under saved grade.
2. Saved Grade Across RSC - Used only in situations where a Memorandum of Understanding exists between the Union and USPS to maintain an employee’s grade and rate schedule code at a level higher than the job the employee is performing (see CMS Update 2001-17.) Use special salary code “X”.
3. Saved Grade NTE/Saved Salary - For nonbargaining employees who take lower graded positions as a result of an organization change (i.e. a reduction in force), provides 2 years of saved grade, and then saved salary for an indefinite period of time if the employee’s salary exceeds the maximum of the new lower grade. (See CMS Update 96-70.) Use special salary code “H” for two year saved grade and change to Save/Protected code “S” for indefinite saved salary.
4. Protected Base (Rural Carrier) - Protects the basic + COLA salary of a regular rural carrier or substitute rural carrier (des. 72) serving a vacant route, while on limited duty. Ensures that employee continues to receive the same rate of pay based on the evaluated hours/miles of the route at the time of the injury. (See CMS Update 96-102.) Employee receives general increases based on the position of record. Use special salary code “E”. Allows the Postal Service to better comply with the Federal Employees’ Compensation Act (5 U.S.C. 8101–8193).
5. Frozen Base - Type of special pay used only for certain EAS employees who encounter a management-initiated reduction in grade and have reached a special agreement. Freezes base salary (including COLA). No general increases are received. When the maximum of the grade exceeds the frozen salary, the special pay terminates. Only HRIS Support Services has the authority to apply this type of special pay to an employee’s record. Use special salary code “B”. This code is currently obsolete.
6. Frozen Basic - Type of special pay used only for certain EAS employees who encounter a management-initiated reduction in grade and have reached a special agreement. Freezes base salary. When COLA was available, did not freeze COLA. Today, since no COLA is available for EAS employees, has the same effect as “frozen base.” No general increases are received. When the maximum of the grade exceeds the frozen salary, the special pay terminates. Only HRIS Support Services has the authority to apply this type of special pay to an employee’s record. Use special salary code “F”. This code is currently obsolete.
7. Saved Grade/Frozen Base - Saves the pay grade at a higher level than the position of record and freezes the basic and COLA amount. No general increases. Use special salary code “C”. This code is currently obsolete.
8. Saved Rate (General) - A salary rate above that normally assigned for an indefinite period of time as a result of management action. Employee receives general increases and cost of living adjustments based upon position of record. Use special salary code “S”. Used for bargaining unit employees returned to duty through a rehabilitation reassignment to a position of record much lower than their former position. For nonbargaining employees, used

when Saved Grade NTE has expired, and the employee's salary exceeds the maximum of the lower EAS grade.

9. Saved Grade (General) - Rarely used action that establishes pay grade at a higher level than the position of record. General increases and cost of living adjustments based upon the former higher position. Use special salary code "A" when the employee remains in the same rate schedule code as before the involuntary reduction in grade. This code only applies to bargaining unit employees, because it has no automatic expiration date and must be terminated manually.
10. Saved PCES - Saves the PCES status, including benefits, for an indefinite period of time. Use special salary code "V". Used when jobs held by current PCES executives are reevaluated by the Hay Consulting Group as non-executive jobs.
11. Guaranteed - Special salary code "G". Used by the Eagan Payroll Benefits Branch for regular rural carriers under the evaluated route system. See handbook F-21 for further information.
12. Reemployed Annuitant - Special salary code "RA".
13. Below Minimum - Special salary code "L". Currently used by the Postal Inspection Service for salary levels that do not fit within the established minimum and maximum values under the EAS schedule (RSC E).

D. Making Pay Changes Between Salary Schedules (Appendix A)

Promotions, reassignments, or changes to lower that occur between salary schedules require that the equivalency chart in the *Employee and Labor Relations Manual* (ELM) Exhibit 418.1, be consulted before any action is taken. This chart was developed to determine equivalent grades for pay purposes and will determine if the action is a promotion, reassignment or change to lower level. If the employee has a retained rate, the grade on which the retained rate is based is used to determine grade equivalency and appropriate salary action.

E. Tools Available for Determining Step Assignments (Appendices B, C, and D)

Errors regularly occur in determining bargaining unit step assignments when existing policies are not followed. Step assignment errors affect salary history and create additional, unnecessary rework. Although CMS (or SAP) should automatically determine the correct step anniversary date, there are actions where you must manually determine the step date. The following tools are described in the Appendix:

1. Appendix B - PS Schedule 2 Promotion charts must be used when promoting employees within schedule 2 of rate schedule code P or C.
2. Appendix C - Next Step Calculator along with the step increment charts provides an easy way to determine the dates an employee reaches each step.
3. Appendix D - Bargaining Unit Step Increase Waiting Periods charts show the history of step increase waiting periods for each bargaining unit rate schedule code.

F Instructions for Using Web-Based Pay Action Tools (Appendix E)

Provides detailed instructions for using the following calculators:

1. Step Calculator: http://blue.usps.gov/hrisp/comp/calcs/Step_calculator_05-02-2005_HQ.xls
2. PS Schedule Conversion Calculator (from APWU schedule 1 to schedule 2): http://blue.usps.gov/hrisp/comp/calcs/ps_conversion_calculator-02-24-04.xls

G. Determining the Pay Change (Appendix F)

Pay changes follow established rules summarized in the following look-up charts:

1. Promotion
2. Reassignment
3. Change to Lower Level

H. Additional Tools Available On The Web:

1. Current pay schedules: <http://blue.usps.gov/hrisp/comp/paysalary/salaryschedules.htm>
2. Historical pay schedules: <http://blue.usps.gov/hrisp/comp/paysalary/salaryschedules.htm>
3. CMS updates 96:70 (August, 1996); 99:62 (November, 1999) and 2001-17 (May, 2001) contain information regarding special pay rates: <http://blue.usps.gov/hrisp/hris/updates/cms/>
4. The current ELM: <http://www.usps.com/cpim/manuals/elm/elm.htm>

II. NEW HIRES (ACCESSIONS)

(See section VI for rehire after injury on duty.)

A. Career Appointments

1. Nonbargaining Unit: For career appointments to EAS positions (including A-E postmasters), see ELM 412.
2. Bargaining Unit: An employee new to the Postal Service hired with a career appointment is to be paid the rate for the first step of the grade of the position for which hired, with certain exceptions listed in ELM 422.121.

B. Noncareer Appointments

1. Nonbargaining Unit:
 - a. EAS positions filled on a temporary basis follow the provisions of ELM 419.
 - b. Officers in charge (OICs) are non-career, nonbargaining employees who temporarily performs full-time postmaster duties while the regular postmaster is on leave without pay status, or until a postmaster vacancy is filled. A postmaster relief/leave replacement (PMRs) is a part-time, non-career, nonbargaining employee that covers the post office on the regular postmaster's non-scheduled day. OICs and PMRs are currently paid according to Compensation Update 2005-01, <http://blue.usps.gov/hrisp/hris/memos/2005/text/april18-2005.htm>.
2. Bargaining Unit:

Non-career appointments to positions that are covered by bargaining unit Agreements must followed prescribed guidelines.

 - a. Casuals are normally hired at rates based on the local market conditions for temporary workers. However, under unusual circumstances the district Human Resources manager may approve special rates up to the transitional employee (TE) rate for the specific job to be performed.
 - b. Transitional Employees (TE's) are hired at rates specified on the craft rate schedule for the position for which individuals are hired. TE rates are usually listed in the back of the current labor agreement.

C. Setting Career Appointment and Conversion Dates

All career bargaining unit appointments are effective on day 1 of a pay period, ***even though employees may not actually begin working until Monday (day 3.)***

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A. Bargaining Unit to Bargaining Unit Promotions and Repromotions (ELM 422.123)

1. General: The most frequent promotion processed is from one bargaining unit position to a higher grade bargaining unit position in the same rate schedule, due to the job bidding process. Except for clerk and maintenance craft promotions (RSC P or C), the current salary administration rules require determining whether or not the employee has been previously assigned to a position in the higher grade level. If so, then the action is called a "repromotion," rather than a generic promotion. When a promotion occurs to a different salary schedule (which happens outside of the job bidding process, and instead through Requests for Reassignment), you must check the grade equivalency chart in Appendix A or ELM Exhibit 418.1.
2. Basic Promotion Policy (except RSC C and P): The basic promotion policy is as follows:
 - a. For a Promotion of One or Two Grades: Add the sum of two times the most prevalent step increment of the former grade to the current annual salary. If the salary produced falls between steps in the new grade, increase the salary further to the next higher step. The promoted employee's salary may not be below the minimum or above the maximum of the new grade.
 - b. For a Promotion of Three Grades or More: Do as shown in 2a above, but add the sum of three times the most prevalent step increments in the former grade to the current annual salary.
3. For All Promotions in RSC C or P: Consult the promotion chart in Appendix B and ELM 422.123a and 422.123b for all promotions effective after November 20, 1999..
4. Promotions Between Rate Schedule Codes: See the ELM 418.1 "Equivalent Grades" and ELM 421.82 "Promotion Increases" (both are also in Appendix A and B) to determine if the action is a promotion, reassignment or change to lower level, and to determine the rules governing how to process the action.
5. Setting the Next Step Date: A promotion action requires that a new step anniversary date be set on the date the promotion action is effective, with the following exceptions:
 - a. Higher Level Assignment Continuous to Promotion Date: When a promoted employee has been on higher level pay continuously, up to the date of the promotion, credit is given for the time in the higher level assignment toward the next step increase date in the higher level position (see ELM 422.14). The person processing the personnel action is responsible for documenting that the employee was actually in a continuous higher level pay status. See Compensation Update 2003-06, <http://blue.usps.gov/hrisp/hris/memos/2003/text/jul18-2003.htm>.
 - b. Involuntary Promotion in City Carrier Craft: When a Carrier Technician grade 2 position is posted and there are no bidders, the unassigned full time grade 1 employee who is then involuntarily promoted to grade 2 will receive accumulated weeks served in their current step applied towards their next step date. For a copy of the March 21, 2000 Memorandum of Understanding, see http://blue.usps.gov/hrisp/comp/paysalary/documents/3-21-00_nalc.doc.
6. Repromotions: If the employee (who is not in RSC P or C, or E) was previously assigned to the higher bargaining unit grade in the same rate schedule code, set the step and next step date as if the employee had remained in that higher grade. If the repromotion is to a grade equivalent to a higher bargaining unit grade previously held in another rate schedule, set the step and next step date as if the employee had always been in the higher grade in the rate schedule to which the employee is repromoted. (Note: The repromotion rule does not apply

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to employees in PS schedule 2, or to EAS employees. Consult the promotion chart in Appendix B for PS promotions. EAS repromotions are handled on a case by case basis.)

7. Tools Available for Determining Step Assignments (Appendixes B, C, D, E, and F): Errors regularly occur in determining bargaining unit step assignments when existing polices are not followed. Step assignment errors affect salary history and create additional, unnecessary re-work. Although CMS (or SAP) will automatically determine the correct step anniversary date, there are actions where you must manually determine the step date. The following tools are described in the Appendix:
- a. Appendix B - PS Schedule 2 Promotion charts must be consulted when promoting employees within schedule 2 of rate schedule code P.
 - b. Appendix C - Next Step Date Calculator along with the step increment charts provides an easy way to determine the dates an employee reaches each step.
 - c. Appendix D - Bargaining Unit Step Increase Waiting Periods charts show the history of step increase waiting periods for each bargaining unit rate schedule code.
 - d. Appendix E - Instructions for using web-based calculators:
 - Step Calculator: http://blue.usps.gov/hrisp/comp/calcs/Step_calculator_05-02-2005_HQ.xls
 - PS Schedule Conversion Calculator (from APWU schedule 1 to schedule 2): http://blue.usps.gov/hrisp/comp/calcs/ps_conversion_calculator-02-24-04.xls
8. Promotion Pay Anomaly and Lump Sum Payments (except RSC C and P):

No employee, as a consequence of a promotion or repromotion, may at any time be compensated less than if they had not been promoted but, instead, had advanced in step increments in the lower grade by fulfilling the waiting time requirements necessary for the step. In certain cases, employees in City Carrier (RSC Q) and Mailhandler (RSC M) pay schedules will receive less pay as a result of a promotion than they would have if not promoted. Generally this occurs when employees are promoted out of a step A, B, or C. The anomaly normally does not occur if the employee is promoted from a step D, or higher.

If, during any period following the promotion or repromotion, the employee's basic salary is less than would have been received for that pay period if the employee had not been promoted, the difference is paid to the employee in lump sum payments. These payments are automatic within the payroll system and continue until such time as the employee is earning more in the higher grade than had they not been promoted.

The lump sum payment process is managed and supervised by the Eagan Accounting Service Center Payroll Benefits Branch, using automated calculation and Form 50 accuracy validation tools, as well as a small staff of bargaining unit payroll accountants.

9. Special Pay Status: One of the major complications affecting placements is dues to rate retention provisions found in ELM 421.5. The three most common types of rate retention (also called "special pay") that affect placements are:
- Protected rate ("Protected Salary" in CMS)
 - Saved rate ("Saved Salary" in CMS)
 - Saved Grade (indefinite, subject to job bidding requirements in the applicable MOU)
 - Saved Grade NTE (used for EAS reductions in force)

Note: Employees covered under protected rate and saved rate pay codes have salaries that generally do not conform to rates of pay found in pay schedules. For employees with saved

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grade, their salary, grade and step will not reflect their actual job slot grade and step, and in some cases their rate schedule code, grade and step will not reflect the job slot. Placement actions affecting employees with special pay status ***must be processed according to ELM 421.5.***

B. Nonbargaining Unit to Nonbargaining Unit (EAS to EAS) Promotions (ELM 413)

1. General:

An employee promoted within the EAS schedule may receive a salary increase of 3% to 10%. Increases of to 12% are permitted with Vice President approval. (See B5 below for factors considered in determining the percentage increase granted.)

2. Limitations:

- a. The new salary may generally not be set below the minimum of the promoted grade. Also, when an employee is promoted to a Supervisory Differential Adjustment position, the new salary must be equal to or greater than the published SDA rate.
- b. A promotion increase may not raise the employee's salary above the salary range maximum for the new grade.
- c. Unless the increase is required to set the salary at the grade minimum or Supervisory Differential Adjustment, the combined salary increases (not including increases attributed to pay-for-performance) cannot exceed 20 percent of the employee's salary at the beginning of the 52-week period immediately preceding the promotion.

3. Upgrades:

For employees who receive a noncompetitive upgrade, a 2 percent salary increase is usually granted, unless a higher increase is required to place the salary at the minimum of the higher grade position. The increase is provided with the NOA 910, Position Reevaluation, Upgrade. Some EAS mass upgrades are not associated with a salary increase, depending upon the language of the EAS pay packages agreed to through pay consultations with the management associations.

4. Definitions of Salary Terms:

- a. Rate retention - employee's salary protected through protected rate, saved rate, saved grade, or frozen salary.
- b. Peer group - employees identified as being in the same grade, having like responsibility and rank.
- c. 52-week aggregate increase - the sum total of salary increases an employee has received for merits and promotions during the 52-week period preceding a promotion, excluding those granted exactly 52 weeks earlier. (This term is related to certain EAS promotion actions, and is used to limit promotion increases under certain situations. See Compensation Update 2005-02, <http://blue.usps.gov/hrisp/hris/memos/2005/text/may16-2005.htm>).

5. Promotional Increase Considerations:

To determine the appropriate percentage increase, consider such items as the following:

- a. Salary history - the increase percentage received by the employee during the past year or two, and under what conditions the increases were granted.

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- b. Loss or gain of income or expenses - changes to the employee's eligibility for overtime, night shift, and Sunday premiums and significant changes to personal expenses for relocation, commuting, taxes, etc.
- c. Peer group - the new salary's relationship to the employee's peer group in the new position.
- d. Subordinate salary relationship - the new salary's relationship to the new position subordinates' salaries.
- e. Other factors - changes in actual job responsibilities, relationship of the new salary to midpoint and maximum, employee's length of service, and increases granted to other employees under the same or similar circumstances.

No one factor can or should be used by itself. Good pay administration requires that management use its discretion in setting salaries.

6. Effects of Rate Retention on Promotion Within EAS:

- a. If the employee is assigned to a grade higher than the grade serving as the basis for the rate retention, the action is a promotion and the rate retention is terminated, and normal promotion rules apply.
- b. If the employee is assigned to a grade equal to or lower than the grade serving as the basis for the rate retention, the action is a reassignment. The rate retention continues if the grade of the new position is lower than the grade serving as the basis for rate retention. The rate retention is terminated if the grade of the new position is equal to, or greater, than the grade serving as the basis for rate retention. See ELM 415.71 for more information.

C. **Bargaining Unit Promotions and Details to Nonbargaining Unit Positions (ELM 413.22 and applicable National Agreement, Higher Level Assignment)**

1. Promotions in General:

As in all changes between schedules, consult ELM Exhibit 418.1, Equivalent Grades (see Appendix A) to determine if such a change represents a promotion. Bargaining unit employees promoted into the EAS salary schedule receive a 5 percent increase to the annual equivalent of their existing bargaining unit salary. If the result is below the minimum or above the maximum, adjust it to the new salary range minimum or maximum. If the job is covered by the Supervisory Differential Adjustment for the new position, the employees is assigned the SDA minimum rate, since the promotion increase is larger than the typical 5 percent increase over the current rate of pay.

2. Part-Time Employees Promoted to EAS:

Full-time regular annual salaries are used as their current annual salary for calculating the promotion increase. Part-time flexible (PTF) employees' hourly rates are converted to regular annual salaries by using the current salary for their attained step and multiplying by 2,000. To convert part-time regular (PTR) employees to an annual salary, multiply their hourly rate by 2,080.

3. PTF Details to Higher Level EAS Positions:

PTF employees remain PTFs while temporarily assigned to a higher level position (see ELM 422.143). To place an employee on a higher level temporary assignment, complete a PS Form 1723, *Assignment Order*, for each pay period applicable. The appropriate higher level pay is programmed into the Time and Attendance Control System (TACS). The rate of pay is determined by adding 5 percent to employee's annual equivalent rate of pay (i.e. their PTF

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rate of pay, times 2,000), or adjusting the rate of pay to the EAS minimum (whichever is greater). Employees who serve on higher level temporary assignments to SDA-related job titles are **not** given the SDA minimum rate of pay. This is because employees must actually be selected and placed into an SDA-eligible job in order to receive the SDA minimum rate of pay.

4. Rural Carrier Promotions to EAS:

To adjust for the different methods of paying for overtime between the Rural Carrier schedule and the EAS schedule, first convert the current salary to a 40-hour route at the carrier's attained step. Then follow the general policy in C1 above. For more information, see Compensation Update 2003-08, <http://blue.usps.gov/hrisp/hris/memos/2003/text/sep12-2003-revised.htm>.

5. Rural Carrier Details to EAS:

Details of 30 days or less are paid by rural time card, at the employee's evaluated salary. After an employee is on a detail 30 days, process a Form 50 to be effective at the beginning of the next pay period. Convert the current salary to a 40-hour route at the carrier's attained step and increase that salary by 5%. If the result is below the minimum or above the maximum, adjust it to the new salary range minimum or maximum. Use "Detail," NOA 901 (see the Rural Carrier National Agreement, Article 25). For more information, see Compensation Update 2004-01, <http://blue.usps.gov/hrisp/hris/memos/2004/text/feb9-2004.htm>

6. PS Form 50 Processing for Promotions:

Several elements may change as a result of this action. Pay close attention to the uniform allowance, clearing rural data on promotions from rural carrier craft, etc.

7. PS Form 50 Processing for Details:

Except for rural carrier details over 30 days, do *not* process a "detail" PS Form 50 action to detail a bargaining unit employee to an EAS position. Use instead PS Form 1723, *Assignment Order*.

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D. **Nonbargaining Unit to Bargaining Unit Promotions and Repromotions (ELM 418, 422.123)**

1. Promotional Increase:

If the employee has never been assigned to the bargaining unit grade before, or the employee is being placed into RSC P or C, add 5 percent to the current salary. If that amount is between two steps, advance it to the next higher step for the new position. The new salary cannot be below the minimum, or above the maximum, of the new grade. The next step date is established by creating a full waiting period before the next step increase.

2. Promotions to Previously Held Higher Grade (Repromotions):

Note: Does not apply to promotions to RSC P or C.

If the promotion is to a grade previously held, assign the step and next step date as if service had been continuous in that higher grade (see ELM 422.123).

3. Effect of Special Pay:

If an EAS employee with a saved rate or saved grade is promoted to the bargaining unit, the saved rate or saved grade is discontinued. (See ELM 415.6 and 421.5).

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4. Higher Level Service Continuous to Promotion:

Higher level service continuous to the date of promotion can be counted toward computation of the next step date. State in the Remarks section of the Form 50 that such credit has been granted, and state the period of service credited (see ELM 422.144). See also Compensation Update 2003-06, <http://blue.usps.gov/hrisp/hris/memos/2003/text/jul18-2003.htm>.

5. Promotion to a Part-Time Position:

Follow the promotion rules above, which are based upon the employee's annual equivalent rate of pay. Once the promotion increase has been calculated, divide by 2,080 if the employee is to be placed into a PTF position, or by 2,000 if the employee is to be placed into a PTR position. CMS (and SAP) should automatically offer the correct hourly rate for part-time employees.

6. Special Form 50 Processing Requirements:

Observe the usual elements that are subject to change on all promotion actions. The next step date is generally computed to allow for a full waiting period following the promotion. Note the uniform allowance carefully, as this type of promotion may change an employee from ineligible to eligible.

E. Associate Supervisor Promotions

Note: For more information, visit the Selection, Evaluation and Recognition website, at <http://blue.usps.gov/hrisp/ser/asp.htm>.

1. General:

The Associate Supervisor Program was developed during the 1990s to develop a national pool of well-trained employees eligible to fill vacant EAS supervisory positions. Individuals accepted to the program attend a 16-week training course, which combines classroom learning with on-the-job experience. During the training program, the employee is typically given higher level pay, as is common for many temporary duty assignments.

Upon graduation, how the employee is handled depends upon whether he or she is part of the "Standard Track" or the "Universal Track."

2. ASP Standard Track (Standard for Metro Areas):

After graduation, employees are promoted noncompetitively to EAS-15, Associate Supervisor positions. When promoted, employees are given a 5% pay increase, or brought to the Supervisor Differential Adjustment (SDA) minimum rate, whichever is greater. While in the EAS-15 position, the employee is eligible for periodic pay adjustments under the SDA process.

During the next 18 months, the employee applies for vacant EAS-17 initial level supervisor positions (e.g. Supervisor, Customer Service or Supervisor, Distribution Operations). Once selected, the employee receives a standard 6% promotion increase.

The Standard Track therefore involves two promotions: (1) when the employee graduates the ASP training program, and (2) 18-months later, once promoted to the initial level supervisor position.

Note: Promotional increases related to the Associate Supervisor Program should not be capped by the "20% rule" that states that the maximum salary increase due to multiple

III. PROMOTIONS AND REPROMOTIONS

promotions over a 12 month period cannot exceed 20% of the employee's salary on the date of the first promotion.

3. ASP Universal Track (Remote sites):

Graduates of the Universal Track are promoted noncompetitively directly into vacant EAS-17 initial level supervisor positions (e.g. Supervisor, Customer Service or Supervisor, Distribution Operations). When this occurs, employees are given a 5% pay increase, or brought to the Supervisor Differential Adjustment (SDA) minimum rate, whichever is greater. While in the EAS-17 initial level supervisor position, the employee is eligible for periodic pay adjustments under the SDA process.

Because the employee is placed directly into the initial level supervisor position, the employee does not have a second promotion, but is rather given a pay adjustment after the first 90 days. This pay adjustment (NOA 894) should be a standard 6% pay increase.

IV. REASSIGNMENTS

A. Bargaining Unit to Nonbargaining Unit Reassignments to Equivalent Grade (ELM 418.4, 414.22)1. General:

A bargaining unit employee who is permanently assigned to a nonbargaining position with an equivalent grade continues to receive the former salary. However, it may not be set below the minimum or exceed the maximum for the new grade.

2. If the employee is reassigned to an EAS 19 or below position and has served 52 weeks or more in the bargaining unit position since the last step, promotion, or other equivalent increase, advance the salary by 3 percent of the new salary, provided all of the following conditions are met:
 - The employee does not receive an equivalent increase (a salary increase equal to a most prevalent step in the former position) with the reassignment.
 - The employee has satisfactory service.
 - The new salary is below the new maximum.
3. If the employee is reassigned to an EAS 15 - 19 position covered by the Supervisory Differential Adjustment (SDA), the new salary must be equal to or greater than the SDA minimum rate.

B. Nonbargaining to Bargaining Unit Reassignments to Equivalent Grade, Except to Rural Carrier (ELM 418.3, 422.124)1. General:

A nonbargaining employee permanently assigned to a bargaining unit position of the same or equivalent grade, is placed in a step of the new grade equal to the current salary. If the current salary falls between two steps of the new grade, set the new salary at the higher of the two steps. The salary may not be set below the new position's salary range minimum nor above the maximum. However, if an employee returns to a previously held grade and rate schedule, the step assignment is as if the employee had never left that grade.

2. Count creditable service in the former position since the last merit, promotion, or other equivalent increase toward a step increase in the bargaining unit position. If more time has passed since the last increase than the required wait period at the assigned step, advance the salary one extra step and establish a new waiting period.
3. A new next step date is established when the employee receives an equivalent increase or an additional step in the new position reassigned.

C. Bargaining Unit to Bargaining Unit Reassignments, Except to Rural Carrier (ELM 418.1, 422.124)

1. General:

A bargaining unit employee reassigned to another position in the same grade and same salary schedule has no change to the step, salary, or next step date.

When a bargaining unit employee is reassigned to a position in a different bargaining unit salary schedule and the position has an equivalent grade according to ELM exhibit 418.1, place the employee's salary in a step of the equivalent grade equal to the current salary. If the current salary falls between two steps of the equivalent grade, set the new salary at the higher of the two steps. The salary may not be set below the new position's salary range minimum nor above the maximum. However, if an employee returns to a previously held grade and rate schedule, the employee returns to the step that would have attained had they never left that grade.

2. Creditable Service for Step Increase in the former position counts toward a step increase in the new position, unless the employee's salary is increased with this reassignment by at least the most prevalent step in the former position. When a step or most prevalent step is received with this reassignment, a new step waiting period is started with the reassignment.

D. Reassignment to Rural Carrier (Rural Carrier Collective Bargaining Agreement, Art. 9.1.C.)

Persons newly appointed as a rural carrier from any position must start at step A, unless they have continually been on the Postal Service rolls since August 7, 1991, in which case the salary is set at step C. A new step waiting period begins.

E. Reassignments of Rural Carriers to Other Bargaining Units

1. General:

Refer to Compensation Update 2003-08,
<http://blue.usps.gov/hrisp/hris/memos/2003/text/sep12-2003-revised.htm>.

2. Reassignments due to workplace injury are one of the most common reasons for a Rural Carrier to experience a cross-craft reassignment and reassignment to a modified assignment offer. Typically, the employees will be allowed "saved rate" special pay protection (special salary code "S"). Refer to Chapter 11 of EL-505, *Injury Compensation* for more information. See also Compensation Update 2004-02,
<http://blue.usps.gov/hrisp/hris/memos/2004/text/feb13-2004.htm>.

V. VOLUNTARY CHANGE TO LOWER LEVEL

V. VOLUNTARY CHANGE TO LOWER LEVEL

A. Bargaining Unit to Bargaining Unit, or Nonbargaining Unit to Bargaining Unit (ELM 422.125)

1. Step Assignment to a Formerly Held Grade:

Note: This rule no longer applies to placements into RSC P or C.

a. General:

The employee is assigned to the step and next step date in the lower grade as if service had been continuous in the lower grade (i.e. as if he or she had never left the lower grade).

2. Step Assignment to a New Lower Grade:

Note: This rule is used for all reduction in grade placements for RSC P or C.

- a. Assign the employee to the step and next step date in the lower grade as if all service since the date of the career appointment had been in the lower grade.

B. Bargaining Unit to Nonbargaining Unit (ELM 415.51, 418.4)

A bargaining unit employee who applies, is selected, and is placed, into a lower than equivalent grade in the EAS pay schedule has his or her salary determined as follows:

1. If the employee's current salary is equal to, or less than, the maximum of the new pay range, the employee maintains their current pay.
2. If the employee's current salary is above the maximum for the EAS grade, the salary is reduced to the current maximum for that grade.
3. If the employee has a protected rate, the rate retention is terminated at the time of voluntary change to lower level.
4. Employees who voluntarily apply, are selected and placed into lower level EAS positions do not receive salary protection (i.e. special pay handling) of any type.

C. Nonbargaining Unit to Nonbargaining Unit (ELM 415.51)

1. Organization changes:

Employees assigned to lower graded positions as a result of an organizational change receive saved grade for two years (special salary code H). If at the end of the two year period, if the employee's salary is above the maximum of the assigned grade, the employee receives saved rate (saved/protected code S).

2. Refusal of reasonable reassignment:

Employees who do not accept reasonable reassignments (normally positions for which they are qualified and within the commuting area) may be assigned to a lower graded position and their salary reduced by the dollar amount of the last promotion action.

3. Demotion for cause:

The current salary of employees demoted for cause will immediately be reduced by 10%, or to the maximum rate of the new position, whichever results in a greater salary reduction.

VI REEMPLOYMENT OR REASSIGNMENT OF EMPLOYEES INJURED ON DUTY

VI. Reemployment or Reassignment of Employees Injured on Duty (ELM 546.142a)
(OWCP REHAB)

When a person with an injury or disability certified to be work-related by the Office of Workers Compensation Program (OWCP) is reemployed or reassigned, the earnings must be at least as much as that person would have acquired at the time of reemployment or reassignment had there been no injury or disability. This includes night shift and Sunday premiums. In cases where individuals received night shift and/or Sunday premiums at the time of their injury or disability, but whose schedules are changed to accommodate the injury or disability so that they are no longer eligible, the current salary may need to be adjusted to prevent loss of earnings. (To determine current salary for rural carriers injured on the job, see E below.)

Note: Detailed instructions are given in Compensation Update 2004-02,
<http://blue.usps.gov/hrisp/hris/memos/2004/text/feb13-2004.htm>.

A. Reemployment or Reassignment to the Former Grade

Individuals placed into a position with the same grade as was held at the time of injury or disability receive the current salary for that grade and the step that the individual would have acquired had there been no injury or disability. See Compensation Update 2004-02.

B. Reemployment or Reassignment to a Higher Grade

Individuals placed in a position with a grade higher than that of the position held at the time of injury or disability are placed in the higher grade at the current salary for the grade and step that the individual would have acquired had there been no injury or disability. If that salary is between steps in the higher grade, the individual's salary is increased to the next higher step. See Compensation Update 2004-02.

C. Reemployment or Reassignment to a Lower Grade:

1. Salary Would Have Been Below Maximum: When the salary for the grade and step that the individual would have acquired had there been no injury or disability is *below the maximum* for the lower grade, the individual is placed at that salary or in any higher step in the lower grade that is less than one full step above that salary. See Compensation Update 2004-02.
2. Salary Would Have Been Above Maximum: When the salary for the grade and step that the individual would have acquired had there been no injury or disability is *above the maximum* for the lower grade, the individual is afforded saved rate (Saved/Protected Code S).

D. Reemployment or Reassignment to a Position in a Different Salary Schedule, Except From Rural Carriers

See Compensation Update 2004-02.

E. Reemployment or Reassignment of Rural Carrier Injured on Duty

1. Injured on Duty and Partially Recovered:
 - a. Compensation by OWCP: The *Federal Employees Compensation Act (FECA) Procedures Manual*, Chapter 2-900.12.g and 2-901.15.f.2 establishes how pay is determined for loss of wage earning capacity for rural carriers. This section states that if the pay rate changes during the period of disability as the result of a route evaluation, compensation payments continue to be based on the pay rate as of the date the employee stopped working.
 - b. Limited Duty While Assigned as a Rural Carrier: When a rural carrier is assigned to limited duty, pay continues based on the route's evaluation on the date of the injury or

VI REEMPLOYMENT OR REASSIGNMENT OF EMPLOYEES INJURED ON DUTY

disability. For pay purposes, the route evaluation remains the same, even if the route is evaluated up or down during the period of limited duty. Limited duty employees continue to receive all increases based on the route's evaluation on the date of injury or disability. See CMS Update 96-102, <http://blue.usps.gov/hrisp/hris/updates/cms/1996/text/cms96102.htm>.

2. Reemployment in a Different Position or a Permanent Reassignment: When it becomes necessary (because of a permanent injury or disability) to offer a rural carrier a rehabilitation reassignment, see Compensation Update 2004-02. For the rehabilitation reassignment, the general principle is to offer the employee a return-to-duty salary that is calculated as if the employee had never been injured. This includes taking into account step increases, general increases, and cost of living adjustments that would have occurred during the period of injury. The general principle of allowing a rehabilitation reassignment salary as if the employee had never been injured allows the employee to be removed from the compensation rolls of the OWCP, since loss of wage earning capacity under the Shadrick formula is eliminated (Albert C. Shadrick, 5 ECAB 376 (1953)).

F. Creditable Service for Step Increases

See Compensation Update 2004-02.

APPENDIXES

- A: ELM Exhibit 418.1, Equivalent Grades**
- B. Promotion Chart RSC C and P**
- C. Next Step Date Calculator**
- D Bargaining Unit Step Increase Waiting Periods**
- E Instructions For Using Web-Based Pay Action Tools**
- F. Promotion, Reassignment and Change to Lower Level Look-Up Charts**

APPENDIX A: ELM Exhibit 418.1, Equivalent Grades

Exhibit 418.1

Equivalent Grades

C — Mail Equipment Shops & Material Distribution Center	E — EAS	U — Attorneys	S — PCES Executives	F — A-E Postmasters	G — Postal Nurses	K — Operating Services Division	M — Mail Handlers	N — Information/Technology Accounting Service Centers	P — Postal Service	Q — City Carriers	R — Rural Carriers	T — Tool & Die Shop	Y — Postal Police Officers
-	1 to 4	-	-	-	-	-	-	-	-	-	-	-	-
-	5	-	-	A-E	-	-	-	-	-	-	-	-	-
-	6	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	1	-	-	-	-	-	-	-
-	7	-	-	-	-	2	-	-	-	-	-	-	-
1	8	-	-	-	-	-	-	-	1	-	-	-	-
2	9	-	-	-	-	3	-	-	2	-	-	-	-
3	-	-	-	-	-	4	-	-	3	-	-	-	-
4	10	-	-	-	-	5	4	6,7,8	4	-	-	4	-
5	11	-	-	-	X*	6	5	9,10	5	-	X*	-	-
6	12	-	-	-	-	7	6	11,12	6	1	-	6	X*
7	-	-	-	-	-	-	-	13	7	2	-	7	-
8	13	-	-	-	-	8	-	14	8	-	-	8	-
9	14	-	-	-	-	9	-	15	9	-	-	9	-
10	15	-	-	-	-	-	-	16	10	-	-	-	-
11	16	-	-	-	-	-	-	17	11	-	-	11	-
12	17	-	-	-	-	-	-	18	12	-	-	-	-
-	18	-	-	-	-	-	-	19	-	-	-	-	-
-	19	-	-	-	-	-	-	20	-	-	-	-	-
-	20	-	-	-	-	-	-	21	-	-	-	-	-
-	21	-	-	-	-	-	-	22	-	-	-	-	-
-	22	-	-	-	-	-	-	23	-	-	-	-	-
-	23	-	-	-	-	-	-	-	-	-	-	-	-
-	24	-	-	-	-	-	-	-	-	-	-	-	-
-	25	X*	-	-	-	-	-	-	-	-	-	-	-
-	26	-	1	-	-	-	-	-	-	-	-	-	-
-	-	-	2	-	-	-	-	-	-	-	-	-	-

* 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,

The placement action is ...

Lateral reassignment to an equivalent grade.

Promotion.

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.

APPENDIX B: Promotion Chart RSC C and P

See *Postal Bulletin* issue 22158, July 7, 2005.

<http://www.usps.com/cpim/ftp/bulletin/2005/html/pb22158/welcome.htm>.

APPENDIX C: Next Step Date Calculator

(Also see "pay periods" tab at http://blue.usps.gov/hrisp/comp/calcs/ps_conversion_calculator.xls)

Use the table below to calculate the next step date as follows:

1. Locate in the date column, the effective date from which you need to determine the next step. (Note, if there is not a direct match in the date column, the pay action date is incorrect and must be corrected.)
2. Note the sequence (Seq.) number to the left of the date located in 1. above (e.g., Seq. for 01/21/95 = 3).
3. To the sequence number noted in 2. above, add the number of weeks required to the next step, as indicated in the step increments chart provided (e.g., Step A to B = 96 weeks).
4. Locate the sum derived in 3. above in the appropriate sequence column. The corresponding date represents the effective date of the next step increase (e.g., 96 + 3 = 99 = NSD 11/23/96).

se	q	date	seq	date	seq	date	seq	date	seq	date	seq	date
	1	01/07/9		10/12/9	18	07/18/9	27	04/22/0	36	01/26/0	46	11/01/0
		5	93	6	5	8	7	0	9	2	1	3
	3	01/21/9		10/26/9	18	08/01/9	27	05/06/0	37	02/09/0	46	11/15/0
		5	95	6	7	8	9	0	1	2	3	3
	5	02/04/9		11/09/9	18	08/15/9	28	05/20/0	37	02/23/0	46	11/29/0
		5	97	6	9	8	1	0	3	2	5	3
	7	02/18/9		11/23/9	19	08/29/9	28	06/03/0	37	03/09/0	46	12/13/0
		5	99	6	1	8	3	0	5	2	7	3
	9	03/04/9		12/07/9	19	09/12/9	28	06/17/0	37	03/23/0	46	12/27/0
		5	1	6	3	8	5	0	7	2	9	3
	11	03/18/9		12/21/9	19	09/26/9	28	07/01/0	37	04/06/0	47	01/10/0
		5	3	6	5	8	7	0	9	2	1	4
	13	04/01/9		01/04/9	19	10/10/9	28	07/15/0	38	04/20/0	47	01/24/0
		5	5	7	7	8	9	0	1	2	3	4
	15	04/15/9		01/18/9	19	10/24/9	29	07/29/0	38	05/04/0	47	02/07/0
		5	7	7	9	8	1	0	3	2	5	4
	17	04/29/9		02/01/9	20	11/07/9	29	08/12/0	38	05/18/0	47	02/21/0
		5	9	7	1	8	3	0	5	2	7	4
	19	05/13/9		02/15/9	20	11/21/9	29	08/26/0	38	06/01/0	47	03/06/0
		5	1	7	3	8	5	0	7	2	9	4
	21	05/27/9		03/01/9	20	12/05/9	29	09/09/0	38	06/15/0	48	03/20/0
		5	3	7	5	8	7	0	9	2	1	4
	23	06/10/9		03/15/9	20	12/19/9	29	09/23/0	39	06/29/0	48	04/03/0
		5	5	7	7	8	9	0	1	2	3	4
	25	06/24/9		03/29/9	20	01/02/9	30	10/07/0	39	07/13/0	48	04/17/0
		5	7	7	9	9	1	0	3	2	5	4
	27	07/08/9		04/12/9	21	01/16/9	30	10/21/0	39	07/27/0	48	05/01/0
		5	9	7	1	9	3	0	5	2	7	4
	29	07/22/9		04/26/9	21	01/30/9	30	11/04/0	39	08/10/0	48	05/15/0
		5	1	7	3	9	5	0	7	2	9	4
	31	08/05/9		05/10/9	21	02/13/9	30	11/18/0	39	08/24/0	49	05/29/0
		5	3	7	5	9	7	0	9	2	1	4
	33	08/19/9		05/24/9	21	02/27/9	30	12/02/0	40	09/07/0	49	06/12/0
		5	5	7	7	9	9	0	1	2	3	4
	35	09/02/9		06/07/9	21	03/13/9	31	12/16/0	40	09/21/0	49	06/26/0
		5	7	7	9	9	1	0	3	2	5	4
	37	09/16/9		06/21/9	22	03/27/9	31	12/30/0	40	10/05/0	49	07/10/0
		5	9	7	1	9	3	0	5	2	7	4
	39	09/30/9		07/05/9	22	04/10/9	31	01/13/0	40	10/19/0	49	07/24/0
		5	1	7	3	9	5	1	7	2	9	4
	41	10/14/9		07/19/9	22	04/24/9	31	01/27/0	40	11/02/0	50	08/07/0
		5	3	7	5	9	7	1	9	2	1	4
	43	10/28/9		08/02/9	22	05/08/9	31	02/10/0	41	11/16/0	50	08/21/0
		5	5	7	7	9	9	1	1	2	3	4

APPENDIX C

	11/11/9	13	08/16/9	22	05/22/9	32	02/24/0	41	11/30/0	50	09/04/0
45	5	7	7	9	9	1	1	3	2	5	4
	11/25/9	13	08/30/9	23	06/05/9	32	03/10/0	41	12/14/0	50	09/18/0
47	5	9	7	1	9	3	1	5	2	7	4
	12/09/9	14	09/13/9	23	06/19/9	32	03/24/0	41	12/28/0	50	10/02/0
49	5	1	7	3	9	5	1	7	2	9	4
	12/23/9	14	09/27/9	23	07/03/9	32	04/07/0	41	01/11/0	51	10/16/0
51	5	3	7	5	9	7	1	9	3	1	4
	01/06/9	14	10/11/9	23	07/17/9	32	04/21/0	42	01/25/0	51	10/30/0
53	6	5	7	7	9	9	1	1	3	3	4
	01/20/9	14	10/25/9	23	07/31/9	33	05/05/0	42	02/08/0	51	11/13/0
55	6	7	7	9	9	1	1	3	3	5	4
	02/03/9	14	11/08/9	24	08/14/9	33	05/19/0	42	02/22/0	51	11/27/0
57	6	9	7	1	9	3	1	5	3	7	4
	02/17/9	15	11/22/9	24	08/28/9	33	06/02/0	42	03/08/0	51	12/11/0
59	6	1	7	3	9	5	1	7	3	9	4
	03/02/9	15	12/06/9	24	09/11/9	33	06/16/0	42	03/22/0	52	12/25/0
61	6	3	7	5	9	7	1	9	3	1	4
	03/16/9	15	12/20/9	24	09/25/9	33	06/30/0	43	04/05/0	52	01/08/0
63	6	5	7	7	9	9	1	1	3	3	5
	03/30/9	15	01/03/9	24	10/09/9	34	07/14/0	43	04/19/0	52	01/22/0
65	6	7	8	9	9	1	1	3	3	5	5
	04/13/9	15	01/17/9	25	10/23/9	34	07/28/0	43	05/03/0	52	02/05/0
67	6	9	8	1	9	3	1	5	3	7	5
	04/27/9	16	01/31/9	25	11/06/9	34	08/11/0	43	05/17/0	52	02/19/0
69	6	1	8	3	9	5	1	7	3	9	5
	05/11/9	16	02/14/9	25	11/20/9	34	08/25/0	43	05/31/0	53	03/05/0
71	6	3	8	5	9	7	1	9	3	1	5
	05/25/9	16	02/28/9	25	12/04/9	34	09/08/0	44	06/14/0	53	03/19/0
73	6	5	8	7	9	9	1	1	3	3	5
	06/08/9	16	03/14/9	25	12/18/9	35	09/22/0	44	06/28/0	53	04/02/0
75	6	7	8	9	9	1	1	3	3	5	5
	06/22/9	16	03/28/9	26	01/01/0	35	10/06/0	44	07/12/0	53	04/16/0
77	6	9	8	1	0	3	1	5	3	7	5
	07/06/9	17	04/11/9	26	01/15/0	35	10/20/0	44	07/26/0	53	04/30/0
79	6	1	8	3	0	5	1	7	3	9	5
	07/20/9	17	04/25/9	26	01/29/0	35	11/03/0	44	08/09/0	54	05/14/0
81	6	3	8	5	0	7	1	9	3	1	5
	08/03/9	17	05/09/9	26	02/12/0	35	11/17/0	45	08/23/0	54	05/28/0
83	6	5	8	7	0	9	1	1	3	3	5
	08/17/9	17	05/23/9	26	02/26/0	36	12/01/0	45	09/06/0	54	06/11/0
85	6	7	8	9	0	1	1	3	3	5	5
	08/31/9	17	06/06/9	27	03/11/0	36	12/15/0	45	09/20/0	54	06/25/0
87	6	9	8	1	0	3	1	5	3	7	5
	09/14/9	18	06/20/9	27	03/25/0	36	12/29/0	45	10/04/0	54	07/09/0
89	6	1	8	3	0	5	1	7	3	9	5
	09/28/9	18	07/04/9	27	04/08/0	36	01/12/0	45	10/18/0	55	07/23/0
91	6	3	8	5	0	7	2	9	3	1	5

APPENDIX D: Bargaining Unit Step Increase Waiting Periods
 (All Waiting Periods Shown Are Expressed in Weeks)

RSC P & C		Postal Service (PS 1) & Mail Equipment Shops / Material Distribution Center (MESC 1) Schedule 1																	
Steps (From-To)	BB-AA	AA-A	A-B	B-C	C-D	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O	O-P	Yrs.	
Grades 1 - 3	44	96	96	88	88	44	44	44	44	44	44	34	34	26	26	24		15.8	
Grades 4 - 7			96	96	44	44	44	44	44	44	44	34	34	26	26	24		12.4	
Grades 8 - 10					52	44	44	44	44	44	44	34	34	26	26	24	30	9.4	

Current as of Spring 2003.

RSC PB & CB		Postal Service (PS 2) & Mail Equipment Shops / Material Distribution Center (MESC 2) Schedule 2																	
Steps (From-To)	BB-AA	AA-A	A-B	B-C	C-D	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O	O-P	Yrs.	
Grades 1 - 3	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44		13.5	
Grades 4 - 7			36	36	36	36	36	36	36	36	36	36	36	36	36	36		9.7	
Grades 8 - 11						30	30	30	30	30	30	30	30	30	30	30	30	6.9	

Current as of Spring 2003.

RSC M		Mail Handlers (MH) Schedule													
Steps (From-To)	A-B	B-C	C-D	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O	Yrs.
Grades 4 - 7	96	96	44	44	44	44	44	44	44	34	34	26	26	24	12.4

Current as of Spring 2003.

RSC R		Rural Carrier Evaluated (RC) Schedule													
Steps (From-To)	A-B	B-C	C-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	Yrs.
Grade 1	96	96	44	44	44	44	44	44	44	34	34	26	26	24	12.4

Current as of Spring 2003.

RSC B		Rural Carrier Auxiliary (RAUX) Schedule													
Steps (From-To)	A-B	B-C	C-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	Yrs.
Grade 5	96	96	44	44	44	44	44	44	44	34	34	26	26	24	12.4

Current as of Spring 2003.

RSC G		Postal Nurses (PNS) Schedule													
Steps (From-To)	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	12-13	13-14	14-15	Yrs.
Grade 1	52	44	44	44	44	44	44	44	44	44	44	44	44	44	12.0

Current as of Spring 2003.

Postal Police Officers (PPO) Schedule																					
RSC Y	Steps (From - To)																				Yrs.
	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	
Grade 6	78	42	34	34	34	34	34	34	34	34	26	26	26	26	26	26	26	26	26	52	13.0

Current as of Spring 2005.

Bargaining Unit Step Increase Waiting Periods
 (All waiting periods shown are expressed in weeks.)

RSC K		Operating Services Division, Headquarters & Facilities Services Section, Merrifield, VA														
Steps (From-To)	AA-A	A-B	B-C	C-D	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O	Yrs.
Grades 1-3	96	96	88	88	44	44	44	44	44	44	34	34	26	26	24	14.9
Grade 4		96	96	88	44	44	44	44	44	44	34	34	26	26	24	13.2
Grades 5-7		96	96	44	44	44	44	44	44	44	34	34	26	26	24	12.4
Grades 8-9				52	44	44	44	44	44	44	34	34	26	26	24	8.8

Current as of Spring 2003.

RSC N		Information Technology / Accounting Service Centers (IT/ASC) Schedule															
Steps (From-To)	A-B	B-C	C-D	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O	O-P	P-Q	Yrs.
Grades 6-10	96	96	44	52	52	52	52	52	52	52						11.5	
Grade 11		96	44	52	52	52	52	52	52	52						9.7	
Grade 12				52	52	52	52	52	52	52	52					8.0	
Grade 13				52	52	52	52	52	52	52	52	52				9.0	
Grades 14-16				52	52	52	52	52	52	52	52	52				10.0	
Grades 17-23				52	52	52	52	52	52	52	52	52	52	52	52	13.0	

RSC Q		City Carriers (CC) Schedule														
Steps (From-To)	A-B	B-C	C-D	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O	Yrs.	
Grades 1 - 2	96	96	44	44	44	44	44	44	44	34	34	26	26	24	12.4	

Current as of Spring 2003.

APPENDIX E: Instructions for Using Web-Based Pay Action Tools

There are two bargaining unit calculators, the [Step Calculator](#) and the [PS schedule 1 to schedule 2 Conversion Calculator](#). These files are spreadsheets in Microsoft Excel. They may be used by HR personnel in the field, or by payroll specialists in the Eagan Accounting Service Center.

In general, the two calculators automate what could be done by hand, with paper and pencil, a pay period calendar, and appropriate reference documents, such as the Employee and Labor Relations Manual, Handbook EL-312, and various Memorandums of Understanding (MOUs) that cover various personnel actions in bargaining unit pay.

Today, most aspects of craft placements are automated in CMS. However, there are certain actions in craft placements that are not fully automated.

PS schedule 1 to schedule 2 Step Calculator

http://blue.usps.gov/hrisp/comp/calcs/step_calculator4.xls

The PS schedule 1 to schedule 2 Step Calculator was created during the 1990s by the Compensation function. It is a Microsoft Excel spreadsheet that is updated each time there is a change to the pay schedules. Currently, this calculator only covers the PS Schedule 1 & 2 (RSC P & C, PB & CB), City Carriers' Schedule (RSC Q), and the Mail Handlers' Schedule (RSC M).

You may find the [Step Calculator](#) useful for the following purposes:

- Step progression where no pay action occurs
- Step assignments due to change to lower level grade not formerly held
- Step assignments due to change to lower level grade formerly held
- Repromotions
- Step deferments
- Quality Step Increases (QSI)

The Step Calculator also contains pay period dates from 1970 – 2014.

Conversion Calculator http://blue.usps.gov/hrisp/comp/calcs/ps_conversion_calculator.xls

The Conversion Calculator was created in 1999 by the Compensation. It is a Microsoft spreadsheet that can convert individuals in the old PS Schedule to the new PS Schedule 2. You may find the [Conversion Calculator](#) useful for correcting service histories and verifying placement into PS Schedule 2 for PS Schedule 1 individuals not currently in Schedule 2.

The Conversion Calculator is used *only* for placements of employees in PS Schedule 1 who encounter a Schedule 2 triggering event. Examples of such events are:

- Attainment of Step I in PS Schedule 1
- Promotion
- Change to Lower Level

USING THE STEP CALCULATOR

I. Determining Step Progression (no change actions)

The most basic function of the Step Calculator is to automate the pay period charts and the step progression schedule of weeks negotiated by each bargaining unit. The result is a printout of the step assignment an employee would receive during his or her career, with the applicable next step dates.

To obtain this type of printout, complete the following actions:

1. Clear the worksheet and set the Caps Lock Key to ALL CAPS.

2. Type in the employee's name. Cursor down one space and type in the employee's SSN.
3. Cursor down to the highlighted/shaded cell under the heading EFF DATE, and enter the employee's career appointment date (use the slash (/) as a separator between month, day, and year). **NOTE:** After entering the effective date, a message indicating "OK," or "CHECK PAY PERIOD" will appear in the upper left corner of the section. The spreadsheet will indicate "OK" if the correct date is used – the first day of the pay period. If the spreadsheet says "CHECK PAY PERIOD," the given date is not the first day of the pay period, and the career accession date will need to be adjusted in CMS.
4. Using the right arrow key, cursor over to the next highlighted cell under the heading GR (grade), and enter the grade level.
5. Using the right arrow key again, cursor over to the next highlighted cell under the heading STP (step) and enter the employee's entry step.
6. Using the right arrow key again, cursor over to the next highlighted cell under the heading RSC (rate schedule code), and enter the appropriate code (P,Q or M).

The step calculator will now automatically fill in the step progress for the employee.

II. Change to Lower Level to a New Lower Grade

Section (Column) 1 – Career Accession

1. Clear the worksheet and set the Caps Lock Key to ALL CAPS.
2. Type in the employee's name. Cursor down one space and type in the employee's SSN.
3. Cursor down to the highlighted/shaded cell under the heading EFF DATE, and enter the employee's career appointment date (use the slash (/) as a separator between month, day, and year). **NOTE:** After entering the effective date, a message indicating "OK," or "CHECK PAY PERIOD" will appear in the upper left corner of the section. The spreadsheet will indicate "OK" if the correct date is used – the first day of the pay period. If the spreadsheet says "CHECK PAY PERIOD," the given date is not the first day of the pay period, and the career accession date will need to be adjusted in CMS.
4. Using the right arrow key, cursor over to the next highlighted cell under the heading GR (grade), and enter the grade level.
5. Using the right arrow key again, cursor over to the next highlighted cell under the heading STP (step) and enter the employee's entry step.
6. Using the right arrow key again, cursor over to the next highlighted cell under the heading RSC (rate schedule code), and enter the appropriate code (P,Q or M).

The step calculator will now automatically fill in the step progress for the employee.

Section (Column) 2 – Change to Lower Level

The change to lower level rule is to assign the step as if all service had been in the lower grade.

1. Under the heading EFF DATE, enter the same date used for the employee's career appointment (see Section 1).
2. Under the heading GR, enter the new grade to which the employee is being reduced.
3. Under the heading STP, enter the entry step for the grade which was in effect as of the employee's career appointment date.

- Under the heading RSC, enter the RSC of the grade to which the employee is being reduced.

III. Change to Lower Level to a Formerly Held Grade

Section (Column) 1 – Career Accession

In Section 1, enter the appropriate information for the employee's original career appointment

- Clear the worksheet and set the Caps Lock Key to ALL CAPS.
- Type in the employee's name. Cursor down one space and type in the employee's SSN.
- Cursor down to the highlighted/shaded cell under the heading EFF DATE, and enter the employee's career appointment date (use the slash (/) as a separator between month, day, and year). **NOTE:** After entering the effective date, a message indicating "OK," or "CHECK PAY PERIOD" will appear in the upper left corner of the section. The spreadsheet will indicate "OK" if the correct date is used – the first day of the pay period. If the spreadsheet says "CHECK PAY PERIOD," the given date is not the first day of the pay period, and the career accession date will need to be adjusted in CMS.
- Using the right arrow key, cursor over to the next highlighted cell under the heading GR (grade), and enter the grade level.
- Using the right arrow key again, cursor over to the next highlighted cell under the heading STP (step) and enter the employee's entry step.
- Using the right arrow key again, cursor over to the next highlighted cell under the heading RSC (rate schedule code), and enter the appropriate code (P,Q or M).

The step calculator will now automatically fill in the step progress for the employee.

Sections (Columns) 2 & 3 – Change to Lower Level

- In Section 2, enter the appropriate information for the employee's promotion. [Refer to the ELM]
- In Section 3, enter the effective date and grade for the employee's change to lower level.
- Now, look back to the section where the grade was formerly held (Section 1) and look down the effective dates column to determine the step the employee would have been in as of the effective date of the change to lower level had the employee not been promoted.
- In Section 3, enter the step attained in number 3 above. Also enter the RSC.
- Look back again to the section where the grade was formerly held and determine the date the employee would have advanced to the next higher step had the employee not been promoted.
- In Section 3, enter this date (by over-typing the existing date) as the next step date following the change to lower level.

The progression following the change to lower level is now the same as the progression in the formerly held grade.

IV. Repromotion

The "repromotion" policy applies to all rate schedule codes except for the new PS Schedule 2. The repromotion policy is as follows:

An employee is repromoted if he or she is promoted to a bargaining unit grade previously held, or to one equivalent to the one previously held, before a change to lower level, as defined further under [ELM] 421.5, Rate Retention Provisions. When a repromotion occurs, the employee is assigned to the step in the repromoted grade, or its equivalent, with waiting period credit toward the next step date as if he or she had remained continuously in that previously held grade.

Currently, CMS is not programmed to recognize that an employee may have served before in the promoted grade (or its equivalent). For this reason, the step and next step date in non-PS Schedule 2 promotions can be over-written when the repromotion calculation needs to be performed.

The Step Calculator can facilitate determination of the step and next step date in a repromotion action.

Section (Column) 1 – Career Accession

In Section 1, enter the appropriate information for the employee's original career appointment.

1. Clear the worksheet and set the Caps Lock Key to ALL CAPS.
2. Type in the employee's name. Cursor down one space and type in the employee's SSN.
3. Cursor down to the highlighted/shaded cell under the heading EFF DATE, and enter the employee's career appointment date (use the slash (/) as a separator between month, day, and year). **NOTE:** After entering the effective date, a message indicating "OK," or "CHECK PAY PERIOD" will appear in the upper left corner of the section. The spreadsheet will indicate "OK" if the correct date is used – the first day of the pay period. If the spreadsheet says "CHECK PAY PERIOD," the given date is not the first day of the pay period, and the career accession date will need to be adjusted in CMS.
4. Using the right arrow key, cursor over to the next highlighted cell under the heading GR (grade), and enter the grade level.
5. Using the right arrow key again, cursor over to the next highlighted cell under the heading STP (step) and enter the employee's entry step.
6. Using the right arrow key again, cursor over to the next highlighted cell under the heading RSC (rate schedule code), and enter the appropriate code (P,Q or M).

The step calculator will now automatically fill in the step progress for the employee.

Sections (Columns) 2 & 3 – Change to Lower Level

1. In Section 2, enter the appropriate information for the employee's promotion to grade PS-06. [Refer to the ELM]
2. In Section 3, enter the effective date and grade for the employee's change to lower level.
3. Now, look back to the section where the grade was formerly held (Section 1) and look down the effective dates column to determine the step the employee would have been in as of the effective date of the change to lower level had the employee not been promoted.
4. In Section 3, enter the step attained in number 3 above. Also enter the RSC.
5. Look back again to the section where the grade was formerly held and determine the date the employee would have advanced to the next higher step had the employee not been promoted.
6. Enter this date as the next step date following the change to lower level in Section 3.

The progression following the change to lower level is now the same as the progression in the formerly held grade.

Section (Column) 4 – Repromotion

1. In Section 4, enter the effective date and grade of the repromotion.
2. Look back to the section where the higher grade was formerly held (i.e. Section 2) and look down the effective dates column to determine the step the employee would have been in as of the effective date had they remained in the higher grade.
3. In Section 4, enter the step determined in number 2 above. Enter the RSC.
4. Look back to the section where the higher grade was formerly held (i.e. Section 2). Look down the EFF DATE column to determine the next step date the employee would have advanced to had there been no lower-level action. Enter this date under the effective date of the repromotion.

The progression following the repromotion will now be the same as the progression in the formerly held higher grade.

V. Step Deferments

The general rule is that step deferments occur for only one reason: extended periods of Leave Without Pay (LWOP). Deferments due to excessive LWOP are created using the following schedule:

LWOP (Weeks)	Deferment (Pay Periods)
0 to less than 13	No Deferment
13 to less than 26	7
26 to less than 40	13
40 to less than 52	20
52	26
More than 52	1 PP for each 2 weeks of LWOP

Step deferments are used when an employee has been on 13 weeks or more of LWOP, not due to being on military furlough, OWCP workers' compensation injury status, or official union business.

Step deferments are processed by CMS and the Payroll coordination. An NOA 888 is used for step deferment.

NOTE: LWOP for less than 13 weeks does not create a need for step deferment.

In Section (Column) 1, enter the appropriate information for the employee's original career appointment.

1. Clear the worksheet and set the Caps Lock Key to ALL CAPS.
2. Type in the employee's name. Cursor down one space and type in the employee's SSN.
3. Cursor down to the highlighted/shaded cell under the heading EFF DATE, and enter the employee's career appointment date (use the slash (/) as a separator between month, day, and year). **NOTE:** After entering the effective date, a message indicating "OK," or "CHECK PAY PERIOD" will appear in the upper left corner of the section. The spreadsheet will indicate "OK" if the correct date is used – the first day of the pay period. If the spreadsheet says "CHECK PAY PERIOD," the given date is not the first day of the pay period, and the career accession date will need to be adjusted in CMS.
4. Using the right arrow key, cursor over to the next highlighted cell under the heading GR (grade), and enter the grade level.
5. Using the right arrow key again, cursor over to the next highlighted cell under the heading STP (step) and enter the employee's entry step.

- Using the right arrow key again, cursor over to the next highlighted cell under the heading RSC (rate schedule code), and enter the appropriate code (P,Q or M).

Step Deferment (see example print out from Step Calculator below)

- Go to the row that has the date the employee would have progressed to the next step absent the deferment. (In the example below, 09/26/87.)
- Change that step value to the former step value instead. Go to the cell in the EFF DATE column just under the 09/26/87 cell.
- Click the mouse on the button that says Defer Step/QSI.
- Enter in the number of pay periods of step deferment (in this example, 7).
- When prompted, enter in DEF in the pop-up box and hit enter.

The step progression will be adjusted to note the correct next step date with the deferment, which in this example is 01/02/88.

OK EFF DATE	GR	STP	RSC	PP	WKS
01/19/85	5	B	P	03-85	96
11/22/86		C		25-86	44
09/26/87	DEF	C		21-87	14
01/02/88		D		02-88	44
11/05/88		E		24-88	44
09/09/89		F		20-89	44
07/14/90		G		16-90	44
05/18/91		H		12-91	44
03/21/92		I		08-92	44
01/23/93		J		03-93	34
09/18/93		K		20-93	34
05/14/94		L		11-94	26
11/12/94		M		24-94	26
05/13/95		N		11-95	24
10/28/95		O		23-95	

V. Quality Step Increases (QSIs)

Quality step increases are a reward for craft employees who have sustained exceptional performance. The rules for quality step increases are given in ELM 474.2.

QSIs should be done in CMS, however, the Step Calculator can verify the results. In a QSI, there are two aspects to consider:

1. What is the proper step assignment?
2. What is the next step date?

These two questions depend upon when the individual receives the QSI. If the employee has completed less than half of the weeks required to progress to the next step, the employee is increased by one step at the time of the QSI and the next step date remains the same as before. If, however, the employee has completed one-half or more than half of the time required for the next step, the employee is actually increased by two steps at the time of the QSI, and a new, full waiting period is established.

To obtain this result in the Step Calculator:

In Section 1, enter the appropriate information for the employee's most recent step increase information.

1. Clear the worksheet and set the Caps Lock Key to ALL CAPS.
2. Type in the employee's name. Cursor down one space and type in the employee's SSN.
3. Cursor down to the highlighted/shaded cell under the heading EFF DATE, and enter the employee's most recent step increase date. **NOTE:** After entering the effective date, a message indicating "OK," or "CHECK PAY PERIOD" will appear in the upper left corner of the section. The spreadsheet will indicate "OK" if the correct date is used – the first day of the pay period. If the spreadsheet says "CHECK PAY PERIOD," the given date is not the first day of the pay period, and the career accession date will need to be adjusted in CMS.
4. Using the right arrow key, cursor over to the next highlighted cell under the heading GR (grade), and enter the grade level.
5. Using the right arrow key again, cursor over to the next highlighted cell under the heading STP (step) and enter the employee's entry step.
6. Using the right arrow key again, cursor over to the next highlighted cell under the heading RSC (rate schedule code), and enter the appropriate code (P,Q or M).

Quality Step Increase (see example print out from Step Calculator below)

1. Under the EFF DATE, over-type the date with the date of the QSI.
2. Hit enter.
3. Click on the "DEFER STEP/QSI" button.
4. In the pop-up box, enter in the number of pay periods that would have been required for the employee to reach the next step absent the QSI.
5. In the next pop-up box, type "QSI." Hit enter.

The Step Calculator now displays the correct next step date, just as before the QSI action.

OK 1					
ORIGINAL GRADE					
EFF DATE	G R	STP	RSC	PP	WKS
04/20/02	7	H	P1	10-02	44
02/22/03		I		06-03	44
12/27/03		J		02-04	34
08/21/04		K		19-04	34
04/16/05		L		09-05	26
10/15/05		M		22-05	26
04/15/06		N		09-06	24
09/30/06		O		21-06	

USING THE CONVERSION CALCULATOR

I. Attainment of Step I in PS Schedule 1

To see this progression, in Section 1 of the Conversion Calculator, do the following:

1. Enter the effective date in the EFF DATE cell.
2. Next to this cell, type in the grade and step for the RSC.

You will see the output showing the conversion:

II. Promotion

The Step Calculator can be used to calculate conversions that occur because of promotions *after November 20, 1999*.

Section (Column) 1

1. Type in the effective date in the EFF DATE cell.
2. Next to this cell, type in the grade and step for the RSC.

Section (Column) 2

1. Type in the effective date in the EFF DATE cell.
2. Type in the grade.

The Conversion Calculator will automatically calculate the step from Schedule 1 to Schedule 2.

III. Change to Lower Level

Section (Column) 1

1. Type in the effective date of career accession in the EFF DATE cell.
2. In the Grade cell, type in the lower-level grade.
3. In the STP cell, type in the entry step in the lower grade.

Section (Column) 2

1. Type in the effective date of the change to lower level in the EFF DATE cell.
2. Type in the lower level grade.
3. The Conversion Calculator determines the step in Schedule 2.

APPENDIX F: Promotion, Reassignment and Change to Lower Level Look-Up Chart

1. Promotion Look-Up Chart

ELM Exhibit 421.82 Promotion Increases

Effective November 20, 1999

Note: Use this chart in conjunction with Exhibit 418.1, Equivalent Grades, to determine whether or not a change represents an equivalent grade or a higher grade.

From Rate Schedule	To Rate Schedule													
	C — Mail Equipment Shops / Material Distribution Center (MESC-1)	CB — Mail Equipment Shops / Material Distribution Center (MESC-2)*	E — Executive & Administrative (EAS)	F — A-E Postmasters (A-E)**	G — Postal Nurses (PNS)	K — HQ Operating Service (OSD)	M — Mail Handlers (MH)	N — Info. Technology / Accounting Serv. Cen. (IT/ASC)	P — Postal Service (PS-1)	PB — Postal Service (PS-2)*	Q — City Carriers (CC)	R — Rural Carriers (RC)***	T — Tool and Die Shop (TDS)	Y — Postal Police Officers (PPO)
C — Mail Equipment Shops / Material Distribution Center (MESC-1)	-	9	2	-	1	1	1	1	-	9	1	3	1	1
CB — Mail Equipment Shops / Material Distribution Center (MESC-2)*	-	5	2	-	7	7	7	7	-	5	7	3	7	7
E — Executive & Administrative (EAS)	-	8	6	6	8	8	8	8	-	8	8	3	8	8
F — A-E Postmasters (A-E)**	-	8	6	-	8	8	8	8	-	8	8	3	8	8
G — Postal Nurses (PNS)	-	9	2	-	-	1	1	1	-	9	1	-	1	1
K — HQ Operating Service (OSD)	-	1	2	-	1	1	1	1	-	1	1	3	1	1
M — Mail Handlers (MH)	-	9	2	-	1	1	1	1	-	9	1	3	1	1
N — Information Technology / Accounting Service Centers (IT/ASC)	-	1	2	-	1	1	1	1	-	1	1	3	1	1
P — Postal Service (PS-1)	-	9	2	-	1	1	1	1	-	9	1	3	1	1
PB — Postal Service (PS-2)*	-	5	2	-	7	7	7	7	-	5	7	3	7	7
Q — City Carriers (CC)	-	9	2	-	1	1	1	1	-	9	1	3	1	1
R — Rural Carriers (RC)***	-	9	2	-	1	1	1	1	-	9	1	-	1	1
T — Tool & Die Shop (TDS)	-	8	2	-	8	8	8	8	-	8	8	3	4	8
Y — Postal Police Officers (PPO)	-	1	2	-	1	1	1	1	-	1	1	-	1	-

*New schedules effective 11/20/1999 for all new hires and promotions from within and from other rate schedules.
 **For A-E postmasters promoted to full-time positions, first adjust the current wage to the full-time equivalent rate. For EAS employees promoted to A-E postmasters, compute the full-time equivalent rate per item number 7 below, and convert to the A-E rate using the appropriate hours for the office.
 ***Rural carriers promoted into a different salary schedule are converted first to the wage for a 40-hour evaluated route, attained step, before applying the applicable promotional increase.

Wage Adjustment Calculations – To use this chart:

Step 1. In the vertical list on the left side, locate the rate schedule of the employee's position before the change action.

Step 2. On the same line, cross over to the rate schedule of the position into which the employee is being assigned.

Step 3. Use the number found in that cell to choose from the following:

Calculation Method to Use —Number in cell above:

1. To current full-time salary, add 2 times the most prevalent step increment of the current grade (add 3 times for a promotion of 3 or more grades). Advance this amount to the next higher salary step in the new grade if between two steps. If the employee is promoted to a bargaining unit grade previously held (i.e. repromotion), refer to 422.123(a)(4).
2. To the current full-time salary, add 5 percent. If the result is below the minimum or above the maximum of the new grade, the new salary is adjusted to fit within the range. SDA covered positions may not be paid less than the agreed to SDA rate.
3. Place at Step A all new regular rural carriers appointed from other schedules unless they were on Postal Service rolls before August 7, 1991. In that case, place instead at Step C.
4. Assign the Incumbent Rate of the new position to employees promoted from the Incumbent Rate of the former position. For employees at less than the Incumbent Rate, to the current full-time salary add 2 percent for a one-grade promotion, and 3 percent increase for a two or more grade promotion.
5. Use the PS and MESCS Schedule 2 to Schedule 2 Promotion Chart. Note, however, that the bargaining unit repromotion rule does not apply to promotions within Schedule 2 (see Exhibit 422.123b).
6. To the current full-time salary, add up from 3 to 10 percent (up to 12% with Vice President approval.) The new salary may not be below the minimum or exceed the maximum for the new grade. SDA covered positions may not be paid less than the agreed to SDA rate.
7. To the current full-time salary, add 2 step increments of the current grade. Advance this amount to the next higher salary step in the new grade if between two steps. If the employee is promoted to a bargaining unit grade previously held, place the salary and the next step the same as if the employee had remained in that grade.
8. To the current full-time salary, add 5 percent. Advance this amount to the next higher salary step in the new grade if between two steps. If the employee is promoted to a bargaining unit previously held (i.e., repromotion), place the salary and next step date the same as if the employee had remained in that grade.
9. Use the PS and MESCS Schedule 1 to Schedule 2 Promotion Chart. Note: the bargaining unit repromotion rule does not apply to promotions to or within Schedule 2 (see Exhibit 422.123a).

2. Reassignment Look-Up Chart

Reassignment	To Rate Schedule													
	C - Mail Equipment Shops/Material Distribution Center (MESC schedule-1)	CB - Mail Equipment Shops/Material Distribution Center (MESC schedule-2)	E- Executive and Administrative (EAS)*	F - A-E Postmasters (A-E)*	G - Nurses (PNS)	K- HQ Operating Service (OSD)	M- Mailhandlers (MH)	N - Information Technology/Accounting Service Center (IT/ASC)	P - Postal Service (PS schedule-1)	P - Postal Service (PS schedule-2)	Q - City Carriers (CC)	R - Rural Carriers (RC)	T - Tool and Die Shop (TDS)	Y — Postal Police Officers (PPO)
From Rate Schedule														
C- Mail Equipment Shops/Material Distribution Center (MESC schedule-1)	-	1	1	1	1	1	1	1	-	1	1	1	1	1
CB - Mail Equipment Shops/Material Distribution Center (MESC schedule-2)	-	1	1	1	1	1	1	1	-	1	1	1	1	1
E- Executive and Administrative (EAS)	-	1	1	1	1	1	1	1	-	1	1	1	1	1
F- A-E Postmasters (A-E)*	-	1	1	1	1	1	1	1	-	1	1	1	1	1
G - Nurses (PNS)	-	1	1	1	1	1	1	1	-	1	1	1	1	1
K - HQ Operating Service (OSD)	-	1	1	1	1	1	1	1	-	1	1	1	1	1
M - Mailhandlers (MH)	-	1	1	1	1	1	1	1	-	1	1	1	1	1
N - Information Technology/Accounting Service Center (IT/ASC)	-	1	1	1	1	1	1	1	-	1	1	1	1	1
P - Postal Service (PS schedule-1)	-	1	1	1	1	1	1	1	-	1	1	1	1	1
P - Postal Service (PS schedule-2)	-	1	1	1	1	1	1	1	-	1	1	1	1	1
Q - City Carriers (CC)	-	1	1	1	1	1	1	1	-	1	1	1	1	1
R - Rural Carriers (RC)	-	1*	1*	1*	1*	1*	1*	1*	-	1*	1*	2*	1*	1*
T - Tool and Die Shop (TDS)	-	1	1	1	1	1	1	1	-	1	1	1	1	1
Y — Postal Police Officers (PPO)	-	1	1	1	1	1	1	1	-	1	1	1	1	1

Reassignments footnotes.

* Career rural carriers who receive evaluated compensation are converted to a 40-hour route equivalent before their salary is taken into consideration during a cross-RSC placement action.

1. Remaining with the same rate schedule code: The salary and merit anniversary date, or step and next step date, do not change following reassignment. Reassignment to a formerly held equivalent grade in another rate schedule code: If the employee has formerly been in that equivalent grade in the other rate schedule code, assign the step and next step date as if service had been uninterrupted since the last time held. If the placement is into RSC P or C, the employee is placed into PS Schedule 2. The PS Schedule Conversion Calculator may be necessary in order to properly compute the employees step and next step date. Reassignment to an equivalent grade not formerly held in another rate schedule code: Take the employee's current salary and slot it to the new pay schedule. If the salary is between steps, assign the higher step. Allow creditable service since the last step increase (or equivalent increase) according to ELM 422.124.

2. Rural carriers are not reassigned within their own bargaining unit – their route is evaluated and adjusted up or down due to production factors.

3. Change to Lower Level Look-Up Chart

Change to Lower Level	To Rate Schedule													
	C- Mail Equipment Shops/Material Distribution Center (MESC schedule-1)	CB - Mail Equipment Shops/Material Distribution Center (MESC schedule-2)	E- Executive and Administrative (EAS)*	F- A-E Postmasters (A-E)*	G - Nurses (PNS)	K- HQ Operating Service (OSD)	M- Mailhandlers (MH)	N - Information Technology/Accounting Service Center (IT/ASC)	P - Postal Service (PS schedule-1)	P - Postal Service (PS schedule-2)	Q - City Carriers (CC)	R - Rural Carriers (RC)	T - Tool and Die Shop (TDS)	Y — Postal Police Officers (PPO)
C- Mail Equipment Shops/Material Distribution Center (MESC schedule-1)	-	2	5	6	1	1	1	1	-	2	1	3	1	1
CB - Mail Equipment Shops/Material Distribution Center (MESC schedule-2)	-	2	5	6	1	1	1	1	-	2	1	3	1	1
E- Executive and Administrative (EAS)	-	2	4	6	1	1	1	1	-	2	1	3	1	1
F- A-E Postmasters (A-E)*	-	2	5	6	1	1	1	1	-	2	1	3	1	1
G - Nurses (PNS)	-	2	5	6	-	1	1	1	-	2	1	3	1	1
K - HQ Operating Service (OSD)	-	2	5	6	1	1	1	1	-	2	1	3	1	1
M - Mailhandlers (MH)	-	2	5	6	1	1	1	1	-	2	1	3	1	1
N - Information Technology/Accounting Service Center (IT/ASC)	-	2	5	6	1	1	1	1	-	2	1	3	1	1
P - Postal Service (PS schedule-1)	-	2	5	6	1	1	1	1	-	2	1	3	1	1
P - Postal Service (PS schedule-2)	-	2	5	6	1	1	1	1	-	2	1	3	1	1
Q - City Carriers (CC)	-	2	5	6	1	1	1	1	-	2	1	3	1	1
R - Rural Carriers (RC)	-	2*	5*	6*	1*	1*	1*	1*	-	2*	1*	-	1*	1*
T - Tool and Die Shop (TDS)	-	2	5	6	1	1	1	1	-	2	1	3	1	1
Y — Postal Police Officers (PPO)	-	2	5	6	1	1	1	1	-	2	1	3	1	-

Change to Lower Level footnotes.

* Career rural carriers who receive evaluated compensation are converted to a 40-hour route equivalent before their salary is taken into consideration during a cross-RSC placement action.

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. To New Lower Grade. The employee is assigned to the step and next step date in the lower grade as if all postal service had been in the lower grade.
2. All voluntary reduction in grade personnel actions: employees are assigned in PS Schedule 2 (RSC PB or CB) as if all service has been in the lower grade.
3. Place at Step A all new regular rural carriers appointed from other schedules, unless the employee has been continuously on the rolls since August 7, 1991, in which case place at Step C instead.
4. If the change to lower level is the result of an organizational change, the employee receives saved grade for two years, and if at the end of the two year period, if the salary is above the maximum of the new grade, establish saved salary (Saved/Protected Code S). If it is a voluntary reduction in grade, the employee keeps their existing salary, as long as it fits within the maximum of the lower grade; if not, the salary is reduced to the maximum of the lower grade.
5. The employee keeps their existing salary, as long as it fits within the maximum of the lower grade; if it does not, the salary is reduced to the maximum of the lower grade.
6. A-E part-time postmasters (RSC F) are paid an hourly rate within the range allowed by the A-E pay schedule. The minimum and maximum hourly rate is based upon a pre-defined annual equivalent, divided by 2,080. If a full-time post office is down-graded to a part-time office, the postmaster's annual salary is retained for 2 years according to ELM 415.52. This will mean that "special exception" special pay may be required, since the hourly rate necessary to achieve this goal may be more than the maximum rate usually allowed by the pay schedule. Upon placement, an A-E postmaster's basic rate of pay equals the hourly rate, times the number of service hours of the post office.

