



November 14, 2019

Mr. Daniel M. Heins  
President  
United Postmasters and Managers  
of America  
8 Herbert Street  
Alexandria, VA 22305-2628

Dear Mr. Heins:

The July 20, 2018, pay decision established a joint work team to explore and resolve pay issues impacting Postmasters. This is confirmation of our agreement that resulted from the collaborative effort between the Postal Service and the United Postmasters and Managers of America (UPMA). The following outlines those agreed to changes to pay policies for Postmasters:

1. The Pay for Performance (PFP) matrix for fiscal year (FY) 2019 will be modified to reflect the percentage payouts in cells 4-15 that were contained in the FY2018 pay matrix.

<b>(3)</b> 1.0% <b>Lump Sum</b>	<b>(6)</b> 3.0%	<b>(9)</b> 5.0%	<b>(12)</b> 7.0%	<b>(15)</b> 9.0%
<b>(2)</b> 0.0%	<b>(5)</b> 2.5%	<b>(8)</b> 4.5%	<b>(11)</b> 6.5%	<b>(14)</b> 8.5%
<b>(1)</b> 0.0%	<b>(4)</b> 2.0%	<b>(7)</b> 4.0%	<b>(10)</b> 6.0%	<b>(13)</b> 8.0%

Payouts for those employees in cells 4-15 will be paid consistent with our existing pay policies.

2. The PFP National Performance Assessment (NPA) Composite Weights will be modified for FY2020.

Corporate 50%  
Unit 50%

3. The improvement factor that is currently applied to the NPA indicator, Total Accidents will be expanded to NPA service indicators at the Corporate and Unit level for FY2020. Adding an improvement factor that recognizes significant improvement to same period last year (SPLY) will drive performance and continuous improvement consistent with our pay for performance principles.
4. All career Full-Time Postmasters will earn annual and sick leave as provided in Table 1 of the Employee and Labor Relations Manual (ELM) 512.311. Table 2 will no longer be applicable to full-time Postmasters with a career appointment date on or after October 6, 2012.

Postmasters that formerly earned leave under Table 2 will begin to earn leave under Table 1 as of January 4, 2020. Accrual of leave under this new category will be prospective.

Table 1

Leave Category	Creditable Service	Maximum Leave Per Year
4	Less than 3 years	4 hours for each full biweekly pay period; i.e., 104 hours (13 days) per 26–period leave year.
6	3 years but less than 15 years	6 hours for each full biweekly pay period plus 4 hours in last full pay period in calendar year; i.e., 160 hours (20 days) per 26–period leave year.
8	15 years or more	8 hours for each full biweekly pay period; i.e., 208 hours (26 days) per 26–period leave year.

All career Part-Time Postmasters will earn annual and sick leave as provided in Table 1 of the Employee and Labor Relations Manual (ELM) 512.311. Table 2 will no longer be applicable to full-time Postmasters with a career appointment date on or after October 6, 2012. Postmasters that formerly earned leave under Table 2 will begin to earn leave under Table 1 as of January 4, 2020. Accrual of leave under this new category will be prospective.

Table 1

Leave Category	Years of Creditable Service	Maximum Leave per Year	Rate of Accrual	Hours in Pay Status	Hours of Leave Earned per Period
4	Less than 3 years	104 hours, or 13 days per 26–period leave year or 4 hours for each biweekly pay period.	1 hour for each unit of 20 hours pay in status.	20 40 60 80	1 2 3 4 (max.)
6	3 years but less than 15 years	160 hours, or 20 days per 26–period leave year or 6 hours for each full biweekly pay period. <sup>1</sup>	1 hour for each unit of 13 hours in pay status.	13 26 39 52 65 78	1 2 3 4 5 6 (max.) <sup>1</sup>
8	15 years or more	208 hours, or 26 days per 26–period leave year or 8 hours for each full biweekly pay period.	1 hour for each unit of 10 hours in pay status.	10 20 30 40 50 60 70 80	1 2 3 4 5 6 7 8 (max.)

<sup>1</sup> Except that the accrual for the last pay period of the calendar year may be 10 hours, provided the employee has the 130 creditable hours or more in a pay status in the leave year for leave purposes.

**Recording Hours for Annual and Sick Leave**

- a. Units of hours in a pay status are converted into annual leave credits at the rate of 1 hour for each unit of 20, 13, or 10 hours in a pay status — up to a maximum of 4, 6, or 8 hours per biweekly pay period, depending on the employee's leave category.
- b. Hours in a pay status in excess of these whole units are accumulated and carried forward as excess workhours. These excess (uncredited) workhours are added to hours in a pay status in the next period.
- c. Whole units of creditable hours (20, 13, or 10) are then converted into leave hours at the unit rate — provided no more leave is credited to a part-time employee than could be earned in the same leave year by a full-time employee.
- d. The maximum credit allowable for a particular leave category is calculated by multiplying the period number by the number of leave hours allowable per period.

5. Changes to salary ranges for Postmasters will be effective January 4, 2020.

EAS Grade	Minimum	Maximum
15	\$49,300	\$72,500
16	\$51,700	\$81,100
17	\$54,900	\$84,700
18	\$56,300	\$88,400
18B (43)	\$61,600	\$90,000
19	\$62,300	\$92,600
20	\$67,800	\$97,650
21	\$73,600	\$102,350
22	\$76,100	\$110,950
23	\$80,300	\$117,000
24	\$85,100	\$122,800
25	\$96,300	\$128,900
26	\$103,300	\$135,300

Part Time Postmasters Grade	Occ - Code	Minimum		Maximum	
		Hourly	Annual Equivalent	Hourly	Annual Equivalent
PTPO-56	2301-0056	\$17.50	\$36,400	\$30.12	\$62,650
RMPO-56	2301-0057				

I want to thank you for your participation and personal engagement in the work team to address issues relative to our pay for performance program. These modifications will enhance our current pay for performance program by better aligning individual contributions to pay, continue to drive performance improvement, and strengthen our established pay for performance principles.

As discussed, the joint work team will continue its work relative to pay issues impacting Postmasters and I look forward to those meetings.

Thank you again for your contributions on this important matter.

Sincerely,



Doug A. Tulino