ON BEHALF OF THE AMERICAN POSTAL WORKERS UNION,
CONGRATULATIONS ON YOUR CAREER APPOINTMENT!

The Collective Bargaining Agreement (CBA), which is the contract between the APWU and the USPS, covers all aspects of your career appointment related to wages, hours, working conditions, and benefits. Collectively we fight to continue protections against lay-offs, reduce outsourcing of our work, improve working conditions and win good salaries for the services we provide to the American public. Here is a brief overview of some of the benefits the APWU has achieved in negotiations on your behalf:

**TYPES OF CAREER POSITIONS IN THE CLERK CRAFT**
- Full-Time Regular (FTR)
- FTR in a Non-Traditional Full-Time duty assignment (NTFT)
- Part-Time Flexible (PTF)

**PROBATIONARY PERIOD**
PSEs who are converted to career in the Clerk Craft that have already served 1 year as a PSE will not be required to serve a probationary period after conversion to career.

**SENIORITY PROVISIONS**
On your behalf, the APWU has negotiated basic seniority rights. As a career employee there are provisions of the CBA in which your seniority date will be an essential benefit such as: job bidding, vacation planning, involuntary reassignment (excessing), and various provisions established at the local level.

**REGULAR PAY INCREASES**
Career employees receive regular wage and step increases in accordance with the CBA. Currently the wage and step progression are as follows:

<table>
<thead>
<tr>
<th>PS Grades</th>
<th>Entry Level &amp; Top Step</th>
<th>Waiting Period Between Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>J1 / I</td>
<td>36 weeks</td>
</tr>
<tr>
<td>5 - 7</td>
<td>F1 / J</td>
<td>36 weeks</td>
</tr>
<tr>
<td>8</td>
<td>F1 / K* t</td>
<td>30 weeks</td>
</tr>
<tr>
<td>9 - 11</td>
<td>D / P</td>
<td>30 weeks</td>
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</tbody>
</table>

*Steps will change to A / P effective June 18, 2022*

**SUNDAY PREMIUM PAY**
When your regular work schedule includes a period of service, of which any part is within the period commencing at midnight Saturday and ending at midnight Sunday, you are paid extra compensation at the rate of 25% of your base hourly rate for each hour of work performed during that period.

**OVERTIME PAY**
Overtime pay is paid at the rate of 1½ times the basic hourly straight-time rate. Full-time career employees will be able to sign up on an Overtime Desired List (ODL) prior to the beginning of each quarter.

- **FTR & PTF**: Overtime is paid for work performed after 8 hours on duty in a service day, or 40 hours in a service week.
- **FTR in a NTFT Duty Assignment**: Overtime pay will be in accordance with the Overtime Rules for NTFT Duty Assignments MOU.

**PENALTY OVERTIME PAY**
This rate is paid at the rate of 2 times the basic hourly straight-time rate, excluding the month of December.

- **FTR**: Is paid at this rate when they work overtime on more than 4 of the employee’s 5 scheduled days in a service week; work over 10 hours on a regularly scheduled day; over 8 hours on a non-scheduled day; or over 6 days in a service week.

**FTR in a NTFT Duty Assignment**: Is paid at this rate in accordance with the Overtime Rules for NTFT Duty Assignments MOU.

- **PTF**: Is paid this rate for all work in excess of 10 hours in a service day, or 56 hours in a service week.

**NIGHT DIFFERENTIAL PAY**
For time worked between the hours of 6:00 p.m. and 6:00 a.m., you are paid additional compensation. This amount is a flat amount based upon your position, grade, and level.

**OUT-OF-SCHEDULE PREMIUM PAY**
This rate is paid to eligible regular employees, at an additional 50% of the employee’s basic hourly rate, for time worked outside of, and instead of, their regular schedule, when working on a temporary schedule at the request of management.

**COST OF LIVING ADJUSTMENTS (COLA)**
During the life of the 2021-2024 Contract, eligible employees covered by the CBA will receive a COLA, twice per year, if the Consumer Price Index (CPI) increases. In the event the CPI falls, we do not take a reduction in pay.
CALCULATED BASED UPON THE HOURS IN PAY STATUS AS FOLLOWS:

THE EMPLOYEE CONVERTS TO FULL-TIME STATUS. THE RATE OF ACCRUAL IS
OF EACH LEAVE YEAR, 40 HOURS OF ANNUAL LEAVE WILL BE ADVANCED UNTIL
THE SCHEDULED AMOUNT, UP TO THE MAXIMUM CREDIT ALLOWABLE FOR THEIR
IN THE SAME MANNER AS A PTR AND FOR PAID HOURS IN EXCESS OF THEIR
REGULAR SCHEDULES OF LESS THAN 40 HOURS WILL RECEIVE PRO-RATED AL
OR MORE RECEIVE AL EQUAL TO THE MAXIMUM FOR THEIR LEAVE CATEGORY.

FTR:

FTR IN A NTFT DUTY ASSIGNMENT:

THE NTFT BID DUTY ASSIGNMENT ESTATABLISHES THEIR MINIMUM DAILY AND WEEKLY GUARANTEES.

PTF:

HAS A SCHEDULE GUARANTEE OF 24 HOURS PER PAY PERIOD, AND IS
GUARANTEED AT LEAST 4 HOURS OF WORK (OR PAY IN LIEU OF WORK), WHEN
REQUESTED OR SCHEDULED TO WORK.

ANNUAL LEAVE ACCRUAL

MILITARY LEAVE

IN SOME CIRCUMSTANCES, CAREER POSTAL EMPLOYEES, WHO ARE MEMBERS OF THE ARMED FORCES, ARE ELIGIBLE FOR PAID MILITARY LEAVE. SEE THE EMPLOYEE & LABOR RELATIONS MANUAL (ELM), SECTION 517 FOR MORE DETAILS.

COURT LEAVE

THIS LEAVE IS GRANTED TO ELIGIBLE CAREER EMPLOYEES PER THE ELM.

UNIFORM AND WORK CLOTHES ALLOWANCE

EACH EMPLOYEE REQUIRED TO WEAR A UNIFORM RECEIVES AN ANNUAL UNIFORM ALLOWANCE, CREDITED ON THEIR ANNIVERSARY DATE.

ABILITY TO REQUEST LIGHT DUTY

CAREER EMPLOYEES MAY REQUEST TEMPORARY LIGHT DUTY IF THEY ARE INJURED OFF THE JOB, OR HAVE A CONDITION IN WHICH THEY CAN WORK, BUT MAY BE IN NEED OF ACCOMMODATIONS.

BIDDING RIGHTS

CAREER EMPLOYEES HAVE THE OPPORTUNITY TO BID ON VACANT DUTY ASSIGNMENTS POSTED PER THE CBA.

PRIORITY SCHEDULING

PTF: WHEN WORKING AT THE STRAIGHT-TIME RATE SHALL BE GIVEN PRIORITY IN SCHEDULING OVER PSE EMPLOYEES.

IMPORTANT BENEFIT TIME FRAMES TO KEEP IN MIND AS A CAREER EMPLOYEE:

FEDERAL EMPLOYEES RETIREMENT SYSTEM (FERS)

CAREER EMPLOYEES ARE ENROLLED IN FERS. YOU MAY BE ELIGIBLE TO BUY BACK YOUR MILITARY TIME, WHICH MAY BE BENEFICIAL TO YOU IN YOUR RETIREMENT CALCULATIONS. SHARED SERVICES CAN PROVIDE YOU DETAILED INFORMATION.

FEDERAL EMPLOYEES HEALTH BENEFIT PROGRAM (FEHBP)

OUTSIDE OF OPEN SEASON, NEWLY ELIGIBLE EMPLOYEES MAY ENROLL WITHIN 60 DAYS OF BECOMING ELIGIBLE FOR FEHBP. OPM.GOV/HEALTHCARE-INSURANCE/HEALTHCARE

FEDERAL EMPLOYEES GROUP LIFE INSURANCE (FEGLI)

CAREER POSTAL EMPLOYEES WILL AUTOMATICALLY RECEIVE FEGLI INSURANCE COVERAGE. YOU MUST HAVE BASIC INSURANCE TO ELECT ANY ADDITIONAL OPTIONAL INSURANCE AND MUST ENROLL WITHIN 60 DAYS OF BECOMING ELIGIBLE. OPM.GOV/HEALTHCARE-INSURANCE/LIFE-INSURANCE

THRIFT SAVINGS PLAN (TSP)

TSP IS A RETIREMENT SAVINGS AND INVESTMENT PLAN FOR FEDERAL EMPLOYEES. ALL CAREER EMPLOYEES ARE PERMITTED TO ENROLL OR CHANGE THEIR TSP AT ANY TIME. CAREER EMPLOYEES HIRED AFTER JULY 31, 2010, ARE AUTOMATICALLY ENROLLED IN THE TSP, AND 3% OF YOUR BASIC PAY IS DEDUCTED FROM YOUR PAYCHECK EACH PAY PERIOD AND DEPOSITED IN THE TRADITIONAL BALANCE OF YOUR TSP ACCOUNT, UNLESS YOU HAVE MADE AN ELECTION TO CHANGE OR STOP YOUR CONTRIBUTIONS. TSP.GOV/INDEX.HTML

FLEXIBLE SPENDING ACCOUNTS (FSA)

ONCE CONVERTED, EMPLOYEES WHO WISH TO ENROLL IN EITHER OF THE FSA PROGRAMS, HEALTH CARE FSA OR DEPENDENT CARE FSA, MUST DO SO WITHIN 60 DAYS AFTER BECOMING ELIGIBLE. HEALTH CARE FSA CAN BE USED TO COVER HEALTH CARE EXPENSES (FOR YOU AND/OR YOUR FAMILY) THAT ARE NOT PAID BY YOUR (OR YOUR SPOUSE’S) MEDICAL, DENTAL OR VISION PLANS, OR BY INSURANCE; AND DEPENDENT CARE FSA CAN BE USED IF YOU HAVE DEPENDENT CARE EXPENSES.