

SUPERVISOR COMPENSATION CHANGES

1. SALARY RANGES

The salary structure for EAS pay grades will be adjusted as indicated below. The effective dates for these structure changes are December 28, 2002 and December 27, 2003. The resulting salary structure is shown in Attachment A.

EAS Grouping	Effective Dec 28, 2002		Effective Dec 27, 2003	
	Minimum	Maximum	Minimum	Maximum
EAS Grades 1-10	0.0%	0.0%	0.0%	0.0%
EAS Grades 11-15	0.0%	2.55%	0.5%	3.00%
EAS Grades 16-21	0.0%	3.30%	0.5%	3.50%
EAS Grades 22-26	0.0%	3.75%	0.5%	4.00%

The adjustments to the salary structure will not automatically change employee salaries. Employee salaries will be adjusted within their respective salary ranges based on individual performance determinations in accordance with the merit pay program as discussed in number 2 below.

2. MERIT PAY PROGRAM

The EAS merit pay program will be revised to provide the following pay adjustments for FY2002 and FY2003 individual performance effective December 28, 2002 and December 27, 2003 respectively.

EAS Merit Pay Program Award Matrix for FY2002 Performance					
Rating	Employee's Salary Position in Range				
	First Quartile ⁽¹⁾	Second Quartile ⁽¹⁾	Third Quartile ⁽¹⁾	Fourth Quartile ⁽¹⁾	At or Above Maximum ⁽¹⁾
Far Exceeded Objectives/ Expectations ⁽²⁾	5.75% basic salary increase ⁽³⁾	5.55% basic salary increase ⁽³⁾	5.25% basic salary increase ⁽³⁾	4.75% basic salary increase up to max; remainder in lump sum not to exceed 2.5% of the max	Lump sum of 2.5% of the max
Met Objectives/ Expectations	4.75% basic salary increase ⁽³⁾	4.55% basic salary increase ⁽³⁾	4.25% basic salary increase ⁽³⁾	3.75% basic salary increase up to max; remainder in lump sum not to exceed 2.0% of the max	Lump sum of 2.0% of the max
Unacceptable	0%	0%	0%	0%	0%
Not Rated	0%	0%	0%	0%	0%

- (1) First quartile represents a salary that is 0 percent to 24.9 percent through the salary range.
 Second quartile represents a salary that is 25 percent to 49.9 percent through the salary range.
 Third quartile represents a salary that is 50 percent to 74.9 percent through the salary range.
 Fourth quartile represents a salary that is 75 percent to 99.9 percent through the salary range.
 Maximum represents a salary that is 100 percent through the salary range.
- (2) There is a fifteen percent limitation on the number of "far exceeded" ratings.
- (3) New basic salary for an employee in a lower quartile cannot exceed the new basic salary for an employee in the next higher quartile with the same performance rating.

EAS Merit Pay Program Award Matrix for FY2003 Performance					
Rating	Employee's Salary Position in Range				
	First Quartile⁽¹⁾	Second Quartile⁽¹⁾	Third Quartile⁽¹⁾	Fourth Quartile⁽¹⁾	At or Above Maximum⁽¹⁾
Far Exceeded Objectives/ Expectations ⁽²⁾	6.0% basic salary increase ⁽³⁾	5.8% basic salary increase ⁽³⁾	5.5% basic salary increase ⁽³⁾	5.0% basic salary increase up to max; remainder in lump sum not to exceed 2.5% of the max	Lump sum of 2.5% of the max
Met Objectives/ Expectations	5.0% basic salary increase ⁽³⁾	4.8% basic salary increase ⁽³⁾	4.5% basic salary increase ⁽³⁾	4.0% basic salary increase up to max; remainder in lump sum not to exceed 2.0% of the max	Lump sum of 2.0% of the max
Unacceptable	0%	0%	0%	0%	0%
Not Rated	0%	0%	0%	0%	0%

- (1) First quartile represents a salary that is 0 percent to 24.9 percent through the salary range.
Second quartile represents a salary that is 25 percent to 49.9 percent through the salary range.
Third quartile represents a salary that is 50 percent to 74.9 percent through the salary range.
Fourth quartile represents a salary that is 75 percent to 99.9 percent through the salary range.
Maximum represents a salary that is 100 percent through the salary range.
- (2) There is a fifteen percent limitation on the number of "far exceeded" ratings.
- (3) New basic salary for an employee in a lower quartile cannot exceed the new basic salary for an employee in the next higher quartile with the same performance rating.

3. MERIT EVALUATION PROGRAM

Effective with the FY2002 EAS Merit Pay Program, the limitation on the number of "Far Exceeded" ratings will be raised from 10 percent to 15 percent of employees on rolls at the end of the fiscal year. Coincident with the elevation of this limitation, new guidance will be issued which will assist management in making distinctions between the performance ratings.

4. SUPERVISORY DIFFERENTIAL ADJUSTMENT

While the eligibility criteria for the Supervisory Differential Adjustment (SDA) remains the same, i.e., EAS exempt employees in Grades 15 to 18 who directly supervise two or more full-time equivalent bargaining unit employees, the current method of calculating the SDA will change effective January 11, 2003. A fixed SDA rate will be set at the levels illustrated in the following table for the life of this pay package.

Position	EAS Grade	Occ Code	SDA Rate
Supervisor, Maintenance Operations	16	4704-6050	\$48,500
Supervisor, Postal Police	16	2335-0003	\$47,500
Supervisor, Vehicle Maintenance	16	5823-6005	\$47,000
All other SDA-eligible supervisors	15-18	Varies	\$45,000

5. TEAM INCENTIVE PROGRAM

Due to the current economic situation facing the Postal Service, there will be no new funding of team incentive programs for FY2002 and FY2003. The Pay-for-Performance Program (formerly EVA Variable Pay Program) reserve accounts will be distributed to employees in one lump sum payment in the regular paycheck dated October 25, 2002. Employees separated for cause prior to the payment of these amounts will forfeit any unpaid balance in the reserve account.

6. HIGHER LEVEL PAY

For supervisors who are rated special-exempt for additional pay, the waiting period for higher level pay will be reduced from ten (10) to five (5) consecutive work days (excluding a break for normal days off). For all other employees, the waiting period remains ten (10) consecutive work days (excluding a break for normal days off).

7. ANNUAL LEAVE EXCHANGE

Effective with the 2003 leave year, the maximum amount of annual leave exchange will be increased from 104 hours to 120 hours. This new limit will be available for the annual leave exchange open season beginning November 15, 2002.

8. POSITION UPGRADES

FIELD POSITIONS

a. Effective August 24, 2002 (PP 19-02), the following positions will be raised one grade level and receive the normal two percent (2%) upgrade policy. Local personnel offices are responsible for processing the forms 50 for these upgrades. Use NOA 910, Position Reevaluation – Upgrade.

Title	From		To	
	Grade	Occ Code	Grade	Occ Code
Occupational Health Nurse Administrator	EAS-17	0610-4002	EAS-18	0610-0001
Field Secretary ¹¹	EAS-11	0318-2041	EAS-12	0318-0007
¹¹ NOTE: This applies to field secretaries using this occupation code reporting to District Managers, P&DC/F Managers, Postmasters (EAS-26+), REC Managers (EAS-23+), and Human Resource Managers. Positions using this code in area offices and headquarters are not eligible for the upgrade. Processing instructions will be forthcoming.				
Field Staff Secretary ¹²	EAS-9	0318-2039	EAS-10	0318-0008
¹² NOTE: This applies to field secretaries using this occupation code reporting to the Remote Encoding Center Managers. Positions using this code in area offices and headquarters are not eligible for the upgrade. Processing instructions will be forthcoming.				
Supervisor, Maintenance Operations	EAS-16	4704-6050	EAS-17	2355-0010
Manager, Maintenance	EAS-15	1640-7047	EAS-16	2355-0009
Manager, Maintenance	EAS-16	1640-7043	EAS-17	2355-0008
Supervisor, Vehicle Maintenance	EAS-16	5823-6005	EAS-17	5823-0007

b. Effective August 24, 2002 (PP 19-02), the following positions will be raised one grade level, but will not receive the normal upgrade policy. Processing for these upgrades will be accomplished by HRIS. No local processing is required.

Title	From		To	
	Grade	Occ Code	Grade	Occ Code
Supervisor, Customer Services	EAS-16	2305-6121	EAS-17	2310-0022
Supervisor, Distribution Operations	EAS-16	2315-6076	EAS-17	2315-0066
Supervisor, Transportation Operations	EAS-16	2150-6028	EAS-17	2330-0040

For this upgrade event only, certain managers of the supervisory positions immediately above will also be upgraded one grade. For example, an EAS-17 manager of an EAS-16 supervisory position targeted for a one grade upgrade will also receive an upgrade. These positions will be raised one grade, but will not receive the normal 2 percent upgrade policy. Information and processing instructions on these secondary upgrades will be forthcoming. Local personnel offices are responsible for processing the forms 50 for these upgrades. Use NOA 910, Position Reevaluation – Upgrade.

Immediate Manager Upgrade Chart					
If Supervisor Upgrade is:		And Current Immediate Manager Grade is:			
From EAS	To EAS	EAS-17	EAS-18	EAS-19	EAS-20 or above
15 16	16 17	Then New Immediate Manager Grade is:			
		18	19	20	No change

c. In addition, effective August 24, 2002 (PP 19-02), the following positions will be raised one grade level, but will not receive the normal upgrade policy. Processing for these upgrades will be accomplished by HRIS. No local processing is required.

Title	From		To	
	Grade	Occ Code	Grade	Occ Code
Manager, Customer Services	EAS-16	2305-7037	EAS-17	2305-7035
Manager, Customer Services	EAS-16	2310-6011	EAS-17	2305-7035
Supervisor, Vehicle Supply	EAS-16	2003-6024	EAS-17	2003-6025

POSTAL POLICE POSITIONS

Effective August 24, 2002 (PP 19-02), the following postal police positions will be raised one grade level, but will not receive the normal upgrade policy. Processing for these upgrades will be accomplished by HRIS. No local processing is required.

Title	From		To	
	Grade	Occ Code	Grade	Occ Code
Supervisor, Postal Police	EAS-16	2335-0003	EAS-17	2335-0022
Tour Supervisor, Postal Police	EAS-17	2335-0004	EAS-18	2335-0023
Manager, Postal Police Division A	EAS-17	2335-0007	EAS-18	2335-0008
Manager, Postal Police Division B	EAS-18	2335-0008	EAS-19	2335-0024
Manager, Postal Police Division C	EAS-20	2335-0009	EAS-21	2335-0025
Manager, Postal Police Division D	EAS-22	2335-0010	EAS-23	2335-0026
Manager, Postal Police Facility A	EAS-17	2335-0005	EAS-18	2335-0006
Manager, Postal Police Facility B	EAS-18	2335-0006	EAS-19	2335-0027
Manager, Postal Police Facility C	EAS-20	2335-0011	EAS-21	2335-0028

9. LEAVE STUDY

In cooperation with the management associations, the Postal Service will study alternative designs of postal leave policies as set forth in Chapter 510 of the Employee and Labor Relations Manual. The purpose of this study will be to ensure that our leave policies are market-based as mandated by the Postal Reorganization Act, and that they are efficiently designed to serve the underlying purposes for providing paid and unpaid leave.

EAS SALARY STRUCTURE

EAS Grade	Effective December 28, 2002				
	Minimum	25th %-ile	50th %-ile	75th %-ile	Maximum
1	20,875	22,284	23,693	25,102	26,511
2	21,559	23,014	24,470	25,925	27,380
3	22,269	23,772	25,275	26,778	28,281
4	23,167	24,731	26,295	27,858	29,422
5	23,939	25,555	27,171	28,786	30,402
6	24,802	26,476	28,150	29,824	31,498
7	25,818	27,561	29,304	31,046	32,789
8	26,853	28,666	30,478	32,291	34,103
9	27,902	29,785	31,669	33,552	35,435
10	28,931	30,884	32,837	34,789	36,742
11	30,340	33,409	36,478	39,546	42,615
12	31,796	35,012	38,229	41,445	44,661
13	33,280	36,646	40,012	43,378	46,744
14	35,017	38,559	42,101	45,643	49,185
15	36,935	40,671	44,407	48,142	51,878
16	38,246	43,015	47,783	52,552	57,320
17	39,942	44,922	49,902	54,881	59,861
18	41,697	46,896	52,094	57,293	62,491
19	43,673	49,118	54,563	60,007	65,452
20	46,042	51,782	57,523	63,263	69,003
21	48,279	54,298	60,317	66,336	72,355
22	51,149	57,778	64,407	71,035	77,664
23	53,937	60,927	67,917	74,907	81,897
24	56,606	63,942	71,278	78,614	85,950
25	59,422	67,123	74,824	82,524	90,225
26	62,386	70,471	78,556	86,640	94,725

EAS Grade	Effective December 27, 2003				
	Minimum	25th %-ile	50th %-ile	75th %-ile	Maximum
1	20,875	22,284	23,693	25,102	26,511
2	21,559	23,014	24,470	25,925	27,380
3	22,269	23,772	25,275	26,778	28,281
4	23,167	24,731	26,295	27,858	29,422
5	23,939	25,555	27,171	28,786	30,402
6	24,802	26,476	28,150	29,824	31,498
7	25,818	27,561	29,304	31,046	32,789
8	26,853	28,666	30,478	32,291	34,103
9	27,902	29,785	31,669	33,552	35,435
10	28,931	30,884	32,837	34,789	36,742
11	30,492	33,842	37,193	40,543	43,893
12	31,955	35,467	38,978	42,490	46,001
13	33,446	37,121	40,796	44,471	48,146
14	35,192	39,059	42,927	46,794	50,661
15	37,120	41,199	45,277	49,356	53,434
16	38,437	43,659	48,882	54,104	59,326
17	40,142	45,596	51,049	56,503	61,956
18	41,905	47,598	53,292	58,985	64,678
19	43,891	49,854	55,817	61,780	67,743
20	46,272	52,559	58,845	65,132	71,418
21	48,520	55,112	61,704	68,295	74,887
22	51,405	58,747	66,088	73,430	80,771
23	54,207	61,949	69,690	77,432	85,173
24	56,889	65,014	73,139	81,263	89,388
25	59,719	68,248	76,777	85,305	93,834
26	62,698	71,652	80,606	89,560	98,514