



American Postal Workers Union, AFL-CIO

Mark Dimondstein, President  
Anna Smith, Organization Director  
Lamont Brooks, Clerk Craft Director

# CLERK CRAFT CAREER EMPLOYEES

## Rights & Benefits at a Glance

### 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:

PS Grades	Entry Level & Top Step	Waiting Period Between Steps
4	JJ/I	36 weeks
5-7	FF/J	36 weeks
8	A/P	30 weeks
9-11	D/P	30 weeks

#### 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 in the CBA.

**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.

## HOLIDAY PAY

**FTR:** Receives 11 paid holidays per year.

**FTR in a NTFT Duty Assignment:** Receives 8 hours of holiday pay regardless of the number of hours of their regular schedule.

**PTF:** Receives holiday pay in their base salary by receiving a higher straight-time hourly rate throughout the year.

## WORK HOUR GUARANTEES

**FTR:** Is guaranteed 8 hours a day and 40 hours per week; 8 hours work (or pay in lieu of work) when called in on their non-scheduled day; and they are guaranteed a minimum of 4 consecutive hours of work (or pay in lieu of work) when called in outside of their regular work schedule unless they continue to work into their regular scheduled shift.

**FTR in a NTFT Duty Assignment:** The NTFT bid duty assignment establishes 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 service may be used in computing the years of service that determines the annual leave category, see the Employee and Labor Relations Manual (ELM) Section 510 for more details.

**FTR:** Earns leave based upon their number of creditable years of service. For each full biweekly pay period employees who have:

- Less than 3 years earn 104 hours; 3 Years but less than 15 years earn 160 hours; 15 Years or more earn 208 hours.

**FTR in a NTFT Duty Assignment:** Regular schedules of 40 hours or more receive AL equal to the maximum for their leave category. Regular schedules of less than 40 hours will receive pro-rated AL in the same manner as a PTR and for paid hours in excess of their scheduled amount, up to the maximum credit allowable for their leave category within the pay period.

**PTF:** Earns up to the same amount as a FTR employee. At the start of each leave year, 40 hours of annual leave will be advanced until the employee converts to full-time status. The rate of accrual is calculated based upon the hours in pay status as follows:

- Less than 3 years earn 1 hour for each unit of 20 hours in pay status; 3 years but less than 15 years earn 1 hour for each unit of 13 hours in pay status; 15 years or more earn 1 hour for each unit of 10 hours in pay status.

## SICK LEAVE ACCRUAL

**FTR:** Accrues 4 hours for each full biweekly pay period, up to 104 hours per leave year.

**FTR in a NTFT Duty Assignment:** Regular schedules of 40 hours per week or more accrue 4 hours for each full biweekly pay period. Regular schedules of less than 40 hours per week will accrue leave at the rate of 1 hour for each unit of 20 hours in a pay status up to 104 hours per leave year.

**PTF:** Accrues 1 hour for each unit of 20 hours in pay status up to 104 hours per leave year.

## 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 LIMITS FOR NEW CAREER EMPLOYEES:

### 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.

### POSTAL SERVICE HEALTH BENEFIT PROGRAM (PSHBP)

Outside of Open Season, newly eligible employees may enroll within 60 days of becoming eligible for PSHBP. [opm.gov/healthcare-insurance/pshbp/](http://opm.gov/healthcare-insurance/pshbp/)

### FEDERAL EMPLOYEES GROUP LIFE INSURANCE (FEGLI)

Career postal employees will automatically receive Basic Life 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](http://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 5% 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](http://tsp.gov)

### 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.

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