5 Rural Carrier Procedures

510 Introduction

511 Purpose

511.1 Recording Time and Attendance

The procedures for recording time and attendance for rural carriers are described in this chapter. The elements discussed include the forms to be used (520); designation codes and examples of time certificates (530); the Fair Labor Standards Act (FLSA), including the guarantee period and overtime (540); rural routes (550); computation of compensation (560); equipment maintenance allowance (570); leave types (580); and adjustments (590).

511.2 Instructions

The instructions for recording the official time and attendance for rural carriers at all Postal Service installations are intended to be consistent with the applicable provisions of the collective bargaining agreement between the Postal Service and the National Rural Letter Carriers' Association (NRLCA).

511.3 **System Integrity**

The rural payroll system ensures that all employees are properly paid. Payment is in compliance with the requirements of the FLSA. The integrity of the system depends upon the degree to which postmasters, supervisors, and timekeepers comply with these instructions in 511.2.

512 System Overview

The rural time certificates are entered into the Rural Time and Attendance Collection System (RTACS). All time and attendance edits are performed online as the data are entered. As the data are edited, the system displays messages and highlights incorrect data. The facility administrator should contact the appropriate office when clarification is needed.

Contents

520 Forms Used

The following chart lists timecards and supporting forms that are used for time and attendance and for the collection of rural route data to determine the carrier's salary:

	Time	ecards
Exhibit	PS Form	Title
520a	PS Form 1314	Regular Rural Carrier Time Certificate
520b	PS Form 1314-A	Auxiliary Rural Carrier Time Certificate
520c	PS Form 1314-F	Rural Carrier FMLA Certificate
	Support	ing Forms
Exhibit	PS Form	Title
520d	PS Form 4240	Rural Carrier Trip Report
520e	PS Form 2240-R	Rural Pay or Leave Adjustment Request
520f	PS Form 4241	Rural Delivery Statistics Report
520g	PS Form 4003	Official Rural Route Description
520h	PS Form 4241-A	Rural Route Evaluation
520i	PS Form 2847	Rural Carrier Payment Authorization
520j	PS Form 8127	Rural Carrier Supplemental Payment
120f	PS Form 3971	Request for or Notification of Absence
120g	PS Form 1723	Assignment Order
120h	PS Form 1221	Advanced Sick Leave Authorization
120i	PS Form 1224	Court Leave Duty — Statement of Service
120j	PS Form 3973	Military Leave Control

Rural Carrier Procedures 520

Exhibit 520a

PS Form 1314, Regular Rural Carrier Time Certificate

VK					ed Carrier		9-1 1/19/03		F	Finance N	umber		same a			curity Nur	nber	D	es/Act	Route	No.	FL	SA Ye	ar .	P
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	Hours	100s						_	Hours	100s	Hours	100s		+	Hours	100s		+			+		Hours	4	100
2	Hours	100s							Hours	100s	Hours	100s			Hours	100s							Hours		100
	_					·					Actual	W	ek 1 Ir			Whole M	Ulas		tual	Wee	k 2 Infi	ormatio		Miles	_
es/Act		Name	of Relief	Carrier			Social Sec	curity Num	ber		Actual ekly Hours	Tr	No EM	EM	De		Omit -		ly Hours	Tr	EM	EM -	Dev +		mit
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										Hours	s 100s					_		Hours	100s			_			
										Hours	100s							Hours	100s						
				carrier o	rendered	d service	P	ostmaster'	's Signature	_								Date					Carrier's Initials		
-		-		-	TIME C																	_			_

 Annual Leave - Cont. of Pay

- Donated Leave

H - Holiday Leave

V - Holiday Work
 B - Holiday Work - Non-Rural Assignment
 W - IOD/LWOP

L - Leave w/o Pay

- Limited Duty

M - Military Leave

N - Military LWOP

- QWL/EI

G - QWL/EI Relief Day Taken
X - Relief Day Taken (Previous "R") **

R - Relief Day Worked (No Sub)
Y - Relief Day Worked - Non-Rural Assignment

S - Sick Leave

Z - Steward Duty

- Training

- Work Hours Other Than Rural

K - 10-Day Route J - 11-Day Route

PS Form 1314, August 1998 (Page 2 of 2)

PS Form 1314, Regular Rural Carrier Time Certificate, is preprinted and issued to each regular rural carrier each pay period. Time credits and equipment maintenance information are transferred to this document from PS Form 4240, Rural Carrier Trip Report, for both the regular rural carrier and any replacement carriers. The certificate is then submitted to the designated site for processing.

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^{*} When "Other Leave" is recorded, reason must be given. Explanation:

^{**} Relief day taken for working previous "R" day. Does not apply to substitute rural carriers (Des 72), or rural carrier associates (Des 74), or newly appointed regular rural carriers with FLSA code of "A".

520 Time and Attendance

Exhibit 520b

PS Form 1314-A, Auxiliary Rural Carrier Time Certificate

			Name	of Assigne	ed Carrier		A SA CARRELLIA	to a second second second		nance Num	ber		Social	Security N	lumber		Des/Act	Rou	te No.	FLSA	Year	PF
νĸ	Act		Work	Train			Equipme	ent Allowance			Leave - V	Vhole Hours			1000	67-1	N - No	Service			Xmas	
W.	Weekly	Hours	Days	Ho	urs	Hours	Tr	Miles	GT	Annual	Sick	Other	COP		Sat.	Mon.	Tue.	Wed.	Thur	. Fri.	Work	Hour
1	Hours	100s		Hours	100s																Hours	10
2	Hours	100s		Hours	100s																Hours	10
						-							nformation					We		ormation		
es/A	ct	Nam	e of Relie	f Carrier			Social Se	curity Numbe	er	Weekh	tual			t Allowance	G	- 100	Actual ekly Hour	-		quipment Al		G
	-					_				vveeki	/ Hours	Hours	Tr	Miles	G	346	ekiy nour	S Ho	ours	Tr	Miles	- (-
	+									Hours	100s		-		+	Hou	rs 100	s				
	-									Hours	100s		-		-	Hou	rs 100	s				
	-					-				Hours	100s				-	Hou	rs 100	s				
	+									Hours	100s				_	Hou	rs 100	s				_
	1									Hours	100s					Hou	rs 100	s				
										Hours	100s					Hou	rs 100	s				

AUXILIARY RURAL CARRIER TIME CERTIFICATE

Equipment Maintenance Allowance

Hours - 2 digits Trips - 1 digit Miles - 3 digits

Leave Hours

Each hours type = 2 digits. All leave hours are valid for Auxiliary Carriers (Des. 77 and Des. 79) only. (COP hours valid for Des. 73-75-78-79.)

DACA (Days Assigned Carrier Absent) for Auxiliary Route only. Enter N (No Service) when service is performed by relief carrier.

PS Form 1314-A, August 1998 (Page 2 of 2)

PS Form 1314-A, Auxiliary *Rural Carrier Time Certificate*, is preprinted each pay period for all auxiliary rural carriers (Designation 77) and rural carrier associates (Designation 79). Substitute rural carriers (Designation 73), rural carrier relief (Designation 75), rural carrier associate (Designation 78), PTF rural carriers (Designation 76) and temporary relief carrier (Designation 70) employees receive a preprinted card only when time has been entered for them the previous pay period. The pay period, year and route number are left blank on the preprinted certificates for Designations 73, 75, 76, 78, and 70 to allow the postmaster or timekeeper to use the certificate for any pay period in which service is performed. Payroll data are transferred to this form from PS Form 4240, Rural *Carrier Trip Report*, or PS Form 1234, *Utility Card*.

Rural Carrier Procedures 520

Exhibit 520c

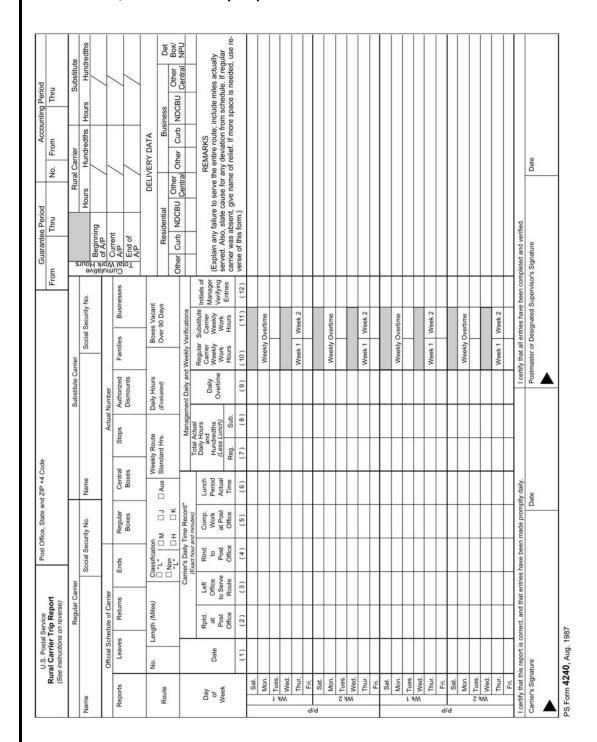
PS Form 1314-F, Rural Carrier FMLA Certificate

Name of Assigned Carrier		Finance Number	Social Security Number	Des/Act	Route No.	. Y	rear	PP
	Week 1	Week 2			Wee	k 1	Wee	k 2
FMLA AL Hours	Hours 100s	Hours 100s	FMLA SL Hours		Hours	100s	Hours	100s
FMLA LWOP Hours	Hours 100s	Hours 100s	FMLA SL Dependent Care		Hours	100s	Hours	100s
Non-FMLA SL Dependent Care	Hours 100s	Hours 100s	FMLA Replacement Carrier	Unavailab	ele Hours	100s	Hours	100s
FMLA COP Hours	Hours 100s	Hours 100s	FMLA IOD/OWCP Hours		Hours	100s	Hours	100s

PS Form 1314-F, *Rural Carrier FMLA Certificate*, is used to record FMLA hours. The certificate is processed with the other rural certificates.

520 Time and Attendance

Exhibit 520d (page 1) PS Form 4240, Rural Carrier Trip Report



PS Form 4240, *Rural Carrier Trip Report*, is the official timekeeping document for rural carriers who do not use a time clock. On the last day of the pay period, the postmaster or designee transfers all payroll information for the regular and replacement carriers from this document to PS Forms 1314 or 1314–A as appropriate. Instructions for completing this form are printed on the reverse side.

Rural Carrier Procedures 520

Exhibit 520d (page 2)

PS Form 4240, Rural Carrier Trip Report

INSTRUCTIONS

All entries shall be in ink. Complete one copy and retain at post office.

Postmaster or Designated Supervisor shall:

- Complete all information blocks on the upper portion of the form.
 Complete Columns 7-12 on a daily or weekly basis, as appropriate.

- Complete Columns 7-12 on a daily or weekly basis, as appropriate.
 See that the carrier makes appropriate entries for each delivery trip in columns 1-6 and the REMARKS column.
 Determine total actual daily workhours and minutes and, using USPS Notice 30, Conversion Table, or facsimile, convert this time to hours and hundreths and enter the time in Columns 7-8. Entries in Columns 9-11 must also be shown in hours and hundreths.
 Record the CUMULATIVE TOTALS for actual hours worked by the regular and substitute carrier for the 52-week guarantee period (as specified in the Agreement), and not on the basis of calendar or fiscal year.
 Record daily overtime for all actual time worked in excess of 12 hours a day, or 8 hours a day, whichever is appropriate (National Agreement). Authorized overtime hours worked during prescribed Christmas period shall be identified by circling the entry in Column 9.
- Record weekly overtime for all hours and hundreths worked in excess of 56 or 40 in a week, whichever is appropriate (National Agreement), in the open blocks in Columns 10 and 11.
- Enter A/L, S/L, etc., in Column 7 when the regular carrier is on annual leave, sick leave, etc., enter hours worked each day by the relief carrier in Column 8.
- Submit amended Form 4003 if unnecessary travel can be eliminated or when otherwise required.

 During the accounting period, if as sufficient number of boxes are added to or subtracted from a route to trigger a change in the oute's evaluation, adjust the carrier's compensation as required in Part 415.

 When the Guarantee Period ends during an accounting period, close out the 4240 and begin a new sheet.

Carrier Shall:

- Make daily entries in Columns 1-6 and the REMARKS column.

 If additional space is required for REMARKS, use the ADDITIONAL INFORMATION space below; precede remarks by date(s) where appropriate.
- Record information regarding the changes (increase or decrease) in the number of boxes, stops, families, official route miles, etc., in the space below as the changes occur.

Names of Post Offices Supplied by Locked Pouch

2.			5.			8.						
3.			6.			9.						
		Use this information to	o update "DELIVERY DATA" when ne	kt Form 42	240 is p	repared.	S.					
	Boxes/Stops			R	esiden	tial		Busi	ness			Det
Date	(+) or (-)	Box #, Street Addres	s, Apt./Suite # and Customer's Name	Other	Curb	NDCBU	Other Central	Other	Curb	NDCBU	Other Central	Box/ NPU
1.										1		

Additional Information

The collection of this information is authorized by 39 USC 401, 1003, 1005, 5 USC, 8339. It will be used to reflect accurate timekeeping. As a routine use, this information may be disclosed to a Federal agency when relevant to the administration of employment benefits and programs including EEO, to an appropriate law enforcement agency for investigation or prosecutive purposes, to a Congressional office at your request, to the OMB for review of private relief legislation, to a labor organization as required by the NLRA, and where pertinent, in a legal proceeding to which the Postal Service is a party. Completion of this form is a pre-condition to your employment.

PS Form 4240, Aug. 1987 (Reverse)

This side of PS Form 4240 provides instructions for completing the form.

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Exhibit 520e

PS Form 2240-R, Rural Pay or Leave Adjustment Request POSTAL SERVICE Date Rural Pay or Leave Adjustment Request ☐ Form 1314 Correction ☐ Form 1314-A Correction Corrected Form 1314 (Attach original) Name of Assigned Carrier Finance Number Actual Wkly Days Assigned Carner Absent Work Hours Sat. Mon. Tue. Wed. Thur. Fri Training COP Limited Route Dev. GT Miles Xmas Assist Veh. Omit Work Hours Hours Duty Hours Overtime Hours 1 Hours | 100s Hours | 100s 2 Hours | 100s Hours 100s Hours 100s Hours L 100s Hours | 100s Week 1 Information Week 2 Information Trips No EM Whole Miles EM Dev + Omit Whole Miles Actual Wkly Actual Wkly Work Hours Trips No EM Des/Act Name of Relief Carrier Social Security Number Work Hours Dev + Omit -Hours | 100s Hours 100s Hours | 100s Hours | 150s Hours | 100s Corrected Form 1314-A (Attach original) Name of Assigned Carrier Social Security Number Route No. Finance Number Des/Act Leave - Whole Hours Actual Wkly Work Hours Training Equipment Allowance N - No Service Xmas Assist Wk Days Hours Annual Sick Other COP Sat. Mon. Tue. Wed. Thur. Work Hours Hours Trips Miles GT Fri Hours | 100s Hours | 100s Hours | 100s 2 Hours | 100s Hours | 100s Hours | 100s Week 1 Information Week 2 Information Actual Wkly Equipment Allowance Actual Wkly Work Hours Trips Miles GT Work Hours Trips Miles GT Social Security Number Hours | 160s Hours | 100s Hours | 100s Hours | 100s Hours 100s Hours | 100s Hours | 100s Hours | 100s Hours | 100s Hours I 100s Remarks (If more space is needed use reverse side) Return to: (Issuing office complete this block) Employee's Signature and Date Adjustment Clerk's Signature and Date Approving Officer's Signature and Date PS Form 2240-R, August 1998

Use PS Form 2240-R, Rural *Pay or Leave Adjustment Request*, to correct an employee's pay, leave or deductions.

Rural Carrier Procedures 520

Exhibit 520f PS Form 4241, Rural Delivery Statistics Report **US Postal Service Rural Delivery** Post Office, State, and ZIP + 4 Statistics Report (Follow Instructions in Chapter 5 of Handbook PO-603) District ZIP Code Carrier's Name Date of Count From - Through Route Miles (Hundredths) Parcel Lockers Regular Boxes Centralized NDCBU Coll. Vehicle Finance No. Boxes Stops Reg. Cert. Ins. Spec. Exp. (F) Papers. COD Letter Sector/Segmen Letters Postage Change of Add. Form Magazines, and Catalogs (C) Customs Due Del. (G) Parcels Box Holders Mark-Ups Date 3821 (A) (B) (D) (H) (K) (1)Total Letter Size and Flats Coll. (N) Loading in Actual Minutes Total Distance of Auth. Daily Dismount Del. (Feet) (V) Ord. Ins. PP Reg. & Cert. Return Re-ceipts Auth. Daily Dismounts MO Other Locked Suitable Pouch Weight DPS Letters Applica Stamp Accepted (Total) (P) (Q) (R) (S) (T) ☐ Special (A) National ☐ Amended Current Detour ☐ Yes ☐ No In the event that I am eligible to elect a higher route classification, I agree to use sufficient annual leave during the guarantee period to assure that my total actual work (B) Families Served Detour Miles (Hundreds) hours will not exceed 2,080 during the guarantee period. Number of Locked Pouch Stops Seasonal Route? ☐ Yes ☐ No Carrier's Signature (D) Mail Withdrawal ☐ Yes ☐ No In Season? ☐ Yes ☐ No Time Used During Count (Hrs. & Hund.) (Subtract Lunch Time from Office and/or Route Time as Reported on Form 4240) Seasonal Miles (Hundreds) Regular Boxes Date of Local Conference Office Time Central Boxes Route Time Certified To Be Correct H) 🗆 EMA □ OEMA ☐ Govt. Veh. Carrier's Signature Net Total Time If 39:00 Plus Convert to Regular ☐ Yes □ No Auxiliary ☐ Yes (J) High Option

Use PS Form 4241, *Rural Delivery Statistics Report*, to submit data from the national or special count to determine the standard hours and minutes of the route. The standard hours and minutes are converted to evaluated hours to determine the salary provided the carrier (see exhibit 554.2).

☐ Yes

All Entries in Column "R" Must Be Explained on Reverse.

□ No

(K) Leave Commitment ☐ Yes

Used

Waiting and Counting Time

PS Form **4241**, May 1994

Postmaster's Signature and Date

(Discard Previous Edition)

520 Time and Attendance

Exhibit 520g

PS Form 4003, Official Rural Route Description

						S. Postal Service	_			1.11.0		
				OF		RAL ROUTE		PTION				
Postmaste	r will complet	e this part. Se	e instruction	ns for comp	oletion on rev	erse of Part 3.						
Post Office						*New	Base Hour (Standard Hou	r) Change Requ	uired		
					Adjustment			Coll/Comp			Consolidation	
					Convert to Re	eg.		Discontinued			New Route*	
					Extension		or ones.	Locked Pouc	h		Detour*	
State and ZI	P+4 Code				Option Election	on T		Parcel Locke	r		Seasonal Rou	rte*
					Remeasured	-		Vehicle Data			Hardship*	
Finar	nce No.	Route	No.	New	Length	Conv	erted to cen	tralized boxes	only	NDCBU	Parcel	Option
						Weekly	Weekly	Dismount	Converted	Coll/Comp	Locker	
						Dismounts	Dis	tance	Reg Boxes			Low
Locke	d Pouch	Weekly	Weekly D	ismount	Regular	Centralized		Base	Vehic	e Data	Effe	ctive
No.	Avg dly. wt.	Dismounts	Dista		Boxes	Boxes	Stops	Change		EMA		ate
					1	II				OEMA		
		1 1						1		Govt. Veh.		
Name of Ca	rrier	•			Approved By				Date			
PS Form 40	03, August 199	3 (computerize	d)						<u> </u>			

PS Form 4003, *Official Rural Route Description*, records changes to route data other than changes resulting from a mail count. Data to be recorded on this form can include changes to boxes (centralized and regular), stops, weekly dismounts, weekly dismount distance, lock pouch allowances, extension (temporary route deviations for more than 30 days), remeasurements, amended counts, new routes created, and adjustments for seasonal routes and detours.

PS Form 4003 is also used to record the conversion of regular boxes to centralized boxes, weekly dismounts, and weekly dismount distance associated with the conversions. A change to route (other than converted to centralized box data) must amount to 60 minutes (1 hour) to initiate a change in route compensation. The converted centralized box data are stored in the system until a 1-hour change is triggered. At that time, the converted centralized box data are applied to the base route data. If the net change is less than 1 hour, no change in compensation will result. Exercise extreme caution when submitting PS Form 4003 with a base hour change. All stored data accumulated toward the next 1-hour change will be dropped, and in some cases the bank time must be restored.

Exhibit 520h PS Form 4241-A, Rural Route Evaluation

Finance No. Pate of Count Pate Parcels Boxholdren Reg Cert Spec Customs Due Changes Markups Forms Due Changes Markups Forms Due Changes Customs Due Changes Changes Customs Due Changes Ch	Finance No. Proceedings Proceeding Proceding	SE				oc.	U.S. RURAL ROU	U.S. Postal Service OUTE EVALUA	U.S. Postal Service ROUTE EVALUATION	NO!				DATE	DATE PROCESSED
Letters Sec/Geg Letters Flats Parcele Boxholders Flats Parcele Boxholders Reg Cart Spec Costons Due Changes Stamps Forms	Carlotte Geológia Lettern Radomanose For Number Delivered Parcela Boatodeen Ego and fase Castedra Castedr	set Offic	ce, State and Zip	+ 4 Code						Finance	Š.		Date of Count		
Collected Accepted	1 1.0	ie		3	ekky Time Allowa	unces For Numbe	r Delivered								DPS
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MODE of Expension Applications Collected Loading Letters Collected (Applications) (Applications) Duese (Applications) (Applications) Loading (Applications) (Applications) Other (Applications) (Applications) (Applications) Parcel Loading (Applications) (App	Particular Manual Part	-													
Maj Time Abovance For Number Deleved Weekly Time Abovance For Number Parcels Route-Time	Parcel of Parc	Š.	M.O. Applications	Collected Letters and Flats	Accepted Parceis (ordinary &	Postage Dues	Loading	ō	ther	Withdra	wing	Strapping	Stamps	Personal	Return Receipts
Majorano For Number Dakeered Weekly Time Allowance For Number Ordine Majorano For Number Dakeered Weekly Time Allowance For Number Ordine Majorano For Number Ordine Majora	Name	2													
Reg Cert Spec COD's W.O. Parcels Pegistered Parameter	Prouch P	9	Widy Time Allowance	For Number Delivered		Allowance For Numbe	₩ Accepted	6					lookad	NDCBH	
Volume Standards (in hours and minutes) Actual Time (in hours and minutes) Actual Time (in hours and minutes) Aux Assist (hrs & mins) Wait & Count Factor Office Route Route Total Vehicle Weekly Dismounts Route Miles Regular Central Total Vehicle Families Vehicle Dismounts Dismounts Dismounts Pistance Rie No. Name Social Security Des Step Salary FLSA Floor Pouches Salary	Standards (in hours and minutes) Actual Time (in hours and minutes) Aux Assist (fins & mins) Aux Assist (fins & mins) Aux Assist (fins & mins) Wait & Count Unload	9	Reg Cert Spec Exp and Ins	0	Appli	Parcels (ordinary &	Registered & Certified	R F	roels e-Time	N N N N N N N N N N N N N N N N N N N		Box	Pouch Delivery	Coll/Comp Parcel Locker	Dismount Allow
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Miles Regular Central Total Vehicle Served USPS Weekly Dismount Rotate Boxes Boxes Stops Served Used Dismounts Distance Relief Rite Name Social Security Des Step Salary FLSA Hours EMA Pouches Salary	Miles Regular Number of Stope	و	Factor	Office	Route	Total	Office	Ĕ	oute	Tota		Office	Route	Wait & Count	Unload (Route Time
Miles Regular Contral Total Vehicle Families Vehicle Dismount Rolate Relief Dismount Rolate Relief Relief Dismounts Distance Relief Relief Name Social Security Des Step Salary FLSA Hours EMA Pouches Salary	Inc. Miles Regular Central Boxes Stope Serviced Used Diemounts Distance Relief	4													
Miles Regular Central Total Vehicle Families Vehicle Dismounts Distance Relief The Social Security Des Step Salary FLSA Hours EMA Pouches Salary No. Name Social Security Des Step Salary FLSA Hours EMA Pouches Salary Note Total Dismounts Distance Relief Relief Dismounts Dismounts Dismounts Dismounts Dismounts Dismounts Dismounts Dismounts Salary Relief Social Security Des Step Salary FLSA Hours EMA Pouches Salary	Miles Regular Certral Total Vehicle Families Vehicle Distance Distance Relief Distance Distance Relief Distance Distance Relief Distance Distance Distance Distance Distance Relief Distance Dis	ja j			Numbe	ĮQ.			-	JSD	S	100	1		
Rite Name Social Security Des Step Salary FLSA Eval EMA Lock Protected No. Number Salary	Fig.	<u>o</u>	Miles	Regular Boxes	Central Boxes	Total Boxes	Vehicle Stops	Ē	milies	Vehi	e.2	Dismounts	Distance	Relief	
Rie Name Social Security Des Step Salary FLSA Eval EMA Lock Protected Number Number	line Rite No. No. No. Social Security Des Step Salary FLSA Hours EMA Lock Protected Guarantee to. Number to. Number to. Number to. Number to. Number to. Salary Example to. Salary Examp	5													
(0)	MOTE: The figures shown on Lines 1, 2, and 3 represent the nurbber of minutes allowable under the daily time standards for a one week period. These minutes were developed from the mail bount data on Forms 4241. All Line 1 and 2 items except DPS Letters represent office time. Line 1 DPS Letters and all Line 3 items and Line 4 febroad/Linead represent route time. Line 4 (standard and some control between the standard and standard and some control between the standard fine shown on Line 4. Line 5 represents current route statisfies from latest base hour change. Line 6 represents the carrier's salary information.	ë o	Rte No.	Na	те	Social	Security	ļ	Step			ļ		Protected Salary	Guaranteed Salary
	NOTE: The figures shown on Lines 1, 2, and 3 represent the number of minutes allowable under the daily time standards for a one week period. These minutes were developed from the mail bount data on Forms 4241. All Line 1 and 2 items except DPS Letters represent office time. Line 1 DPS Letters and all Line 3 items and Line 4. Relocat/Unload represent route time. Line 4 (standard and and and and and and and and and an	9													

The Integrated Business Solutions Services Center (IBSSC) prints and issues PS Form 4241-A, Rural Route Evaluation, to personnel on rural routes as a result of national counts, special counts, or a change in route data initiated by the submission of PS Form 4003. In addition to the route data, the regular carrier's salary, equipment maintenance allowance, and time credits (plus or minus) toward the next 1 hour change are identified.

520 Time and Attendance

Exhibit 520i

PS Form 2847, Rural Carrier Payment Authorization

POSTAL SERVICE ®			arrier Payment Authorization
This form MUST be completed for ev Route Test.			o record the carrier's time in minutes, include needed to explain the test, identify the
 Record the date, location, route type, ber of the Rural Route being tested. 	and route num-	mail, sam mail. This	ple boxes and delay caused by counting the information is used to pay the carrier for at assisting in the test.
Record name of carrier/carrier substi nation, and Social Security Number.	tute, roster desig-	Both carr	ier and postmaster MUST sign this form.
Date of Test (MM/DD/YYYY) Name	of Facility		ZIP + 4 Code
Facility Finance Number Rural Route Typ	e		Rural Route Number
<u> </u>	(H, J, K, M, A)		▶
Name of Carrier	Roster Designation	Social Security Numb	per Time Assisting on Test
Name of Carrier	TVUSION DOSIGNATION	J J J	(in Minutes)
Signature of Rural Carrier		Signature of Postmaste	r
lılılılılılıllıllıllıllıllıllıllı RURAL UNIT US POSTAL SERVICE 2825 LONE OAK PKY EAGAN MN 55121-9635	ահահահոհ		

PS Form 2847, *Rural Carrier Payment Authorization*, is used only when a carrier is involved in a Rural Carrier Route Test conducted in support of the Office of Revenue and Cost Systems.

Rural Carrier Procedures 520

Exhibit 520j

PS Form 8127, Rural Carrier Supplemental Payment

	POSTAL SERVICE 7M		
	Instruct	ions	
Lo	cal Postmaster		
1.	Complete this form for a Regular Rural Carrier (Design time must be recorded on Form 1314-A, Auxiliary Rural C		(Replacement carrier's
2	Record the carrier's name, Social Security number, and block.)	finance number. (Issuing office r	nust complete return to
3.	Record the date and the time in minutes. (Do not enter an	ny hours on form.)	
4.	Indicate the pay period, year, and week.		
5.	The carrier, postmaster, and District MUST sign this form		
6.	Record reason for payment in justification. If no reason i processed.	is given, or the form is incomplete	, it will be returned, un
7.	Submit form to District for approval by Operations Program	m Support.	
Dis	strict		
	Confirm proper completion and suitability for payment, the	en complete signature block below	
Carri	er Name (Last, first, middle initial)	Social Security Number	Finance Number
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	Date of Service	Pay Period/Year	
	Time in Minutes (e.g. Record 1.58 hours as 95 minutes.)	Week	
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PS Form 8127, Rural Carrier Supplemental Payment, was designed to fulfill the requirements in article 9.2.N of the agreement with the National Rural Letter Carriers' Association. Article 9.2.N requires carriers to be paid for viewing training films, slides, or other training presentations not incidental to normal daily rural carrier performance. This training includes events such as the annual Combined Federal Campaign

530 Time and Attendance

talk, the annual Savings Bond Drive film, and special project films, or other training during the year for which time may not have been included in the route evaluation.

PS Form 8127 has been authorized for the one-time payment for fulfilling the Carrier Label Address Sequence System (CLASS), for the Postal Service employee survey, and for conducting the undeliverable-as-addressed bulk business mail survey. This form is also used to report the completion of work associated with the Federal Home Loan Bank Board survey, Consumer Service Index (CSI) talks, and automation and Corporate Automation Plan talks or meetings that local management requires rural carriers to attend.

Although no exact definition exists, functions that are proper for supplemental payment should meet the following criteria:

- a. An action or task that is not directly related to normal daily work functions (casing and delivering the mail).
- b. An action or task that does not occur on a daily or weekly basis.
- c. An action or task for which no time has been allotted in the rural route standards.

530 Designation Codes and Time Certificates

531 **Designation Codes**

The following payroll designation codes (with the exception of Designation 99) are used on all PS Forms 50, *Notification of Personnel Action*, and on all payroll documents to identify employment status of an individual rural carrier.

Des/Act	Title
Code	
70 – 0	Temporary Relief Carrier (359 day appointment)
70 – 1	Temporary Relief Carrier (359 day appointment, not to exceed 180 days worked in a calendar year)
71 – 0	Regular rural carrier
72 – 0	Substitute rural carrier serving a vacant route, or serving the route in the absence of the regular carrier in excess of 90 calendar days
73 – 0	Substitute rural carrier
74 – 0	Rural carrier associate serving vacant route, or serving the route in the absence of the regular carrier in excess of 90 calendar days
75 - 0	Rural carrier relief
76 - 0	Part-time flexible
77 – 0	Auxiliary rural carrier
78 – 0	Rural carrier associate
79 – 0	Rural carrier associate assigned to an auxiliary route in excess of 90 calendar days
99 – 0	City employee serving as emergency replacement carrier (due equipment maintenance allowance only)

531.1 Temporary Relief Carrier

531.11 **Designation/Activity Code 70 – 0**

This is a nonbargaining employee who provides service on a regular or auxiliary route. His or her appointment may not exceed 359 days. The employee must have at least a 6-day break in service before he or she can be appointed to another 359 days.

531.12 **Designation/Activity Code 70 – 1**

These employees are hired from the annuitant ranks, and the appointment may not exceed 359 days. The employee is limited to 180 workdays within each calendar year. When the employee reaches his or her 180 workday limit, process SF 50, *Notification of Personnel Action*, to terminate employment. The employee may be rehired at the beginning of the next calendar year (pay period 01-XX) to begin another 359-day appointment with a limit of 180 workdays.

When completing PS Form 1314-A for temporary relief carrier (TRC) annuitants who work auxiliary assistance on a route, the office must indicate the number of days to be counted toward the 180 days worked. If the carrier works on a regular route H001 on Monday and performs auxiliary assistance for route J006 for 2 hours on Monday, you must indicate on PS Form 1314-A that "0" days is added toward the 180 days worked. The day was captured on the regular route and should not be counted as another day worked because the work was performed on the same day (see exhibits 531.12a and b).

The earnings statement (PS Form 1223) will reflect the number of days worked to assist the carrier in keeping track of days for that calendar year.

Exhibit 531.12a
PS Form 1314, Regular Rural Carrier Time Certificate

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531.2 Time and Attendance

Exhibit 531.12b PS Form 1314-A, Auxiliary Rural Carrier Time Certificate

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531.2 Regular Rural Carrier (Career) - Designation 71

The regular rural carrier (career) is the only full-time regular rural employee entitled to benefits such as retirement, leave, and life insurance. Regular rural carriers serve on routes with pay route types H, J, K, and M.

531.3 Substitute Rural Carrier

531.31 Designation 72

A substitute rural carrier (Designation 73) can be appointed via SF 50 to serve full time on a vacant regular route or in the absence of a regular carrier for more than 90 days. The substitute rural carrier earns annual and sick leave on the assigned route only and is compensated for the balance of his or her annual leave upon return to the Designation 73 position. Sick leave is handled in accordance with *Employee and Labor Relations Manual* (ELM) 513.712. Designation 72 employees have FICA deductions withheld and earn step increases (see 581.2 for additional information).

A substitute rural carrier (Designation 72) may work as a substitute (Designation 73) on a regular rural route other than the assigned route. However, the substitute rural carrier (Designation 72) may not work on an auxiliary route or provide auxiliary assistance on a regular route.

Work performed as a Designation 73 must be recorded on the assigned regular carrier's PS Form 1314. Leave Without Pay (LWOP) must be charged to the assigned route.

531.32 Designation 73

Entered on duty date must be before July 21, 1981. Designation 73 employees have bidding privileges on regular rural carrier positions, have FICA deductions, and earn step increases, but do not earn leave.

Contents

531.4 Rural Carrier Relief - Designation 75

Entered on duty date must be on or after July 21, 1981. Employees hired between July 21, 1981, and November 12, 1986, are without time limitation. After November 12, 1986, employees not hired from a competitive register of eligibles as a result of an open competitive examination have a limited time appointment. Designation 75 employees are not entitled to step increases, leave, or cost of living allowance (COLA), nor are they eligible for life insurance, Civil Service Retirement System (CSRS), or Federal Employees Retirement System (FERS).

531.5 Part-Time Flexible Carrier - Designation 76

This is a career employee and the entered on duty date must be on or after September 9, 2000. All qualified substitute rural carriers and rural carrier associates (RCAs) that have completed their probationary period are eligible to bid on PTF assignments. PTFs are only assigned to K routes. Designation 76 employees have bidding privileges on regular rural carrier positions, have FICA deductions, earn step increases, and leave.

531.6 Auxiliary Rural Carrier - Designation 77

Entered on duty date must be before July 21, 1981. An auxiliary rural carrier may perform service on an auxiliary route only. Designation 77 employees earn step increases and leave, and have FICA deductions. When the auxiliary route is converted to a regular route or is consolidated with another route, the auxiliary rural carrier (Designation 77) should be terminated. Any auxiliary rural carrier that becomes a multi-employee Designation 77/78 will be hired at the current RCA hourly rate.

531.7 Rural Carrier Associate

531.71 Designation 78

Entered on duty date must be on or after April 11, 1987. Designation 78 employees have bidding privileges on regular rural carrier positions under the USPS/NRLCA national agreement, Article 12, section 3B. Rural carrier associates (RCA) are not entitled to step increases, leave, or COLA. In addition, they are not eligible for life insurance, CSRS, or FERS.

531.72 **Designation 74**

An RCA (Designation 78) can be appointed via SF 50 to serve full time on a vacant route or in the absence of the regular carrier for more than 90 days. Effective January 21, 1988, Designation 74 employees began earning annual and sick leave on their assigned routes only and will be compensated for the annual leave balance on return to their Designation 78 position. Sick leave is handled in accordance with ELM 513.712. Designation 74 employees have FICA deductions withheld, do not earn step increases, and are not entitled to COLA.

A Designation 74 employee may work as a replacement carrier on a regular route and on an auxiliary route. Leave will be earned at a maximum of 4 hours per pay period only on the route assigned as a Designation 74.

531.8 Time and Attendance

Work performed on a regular route as a Designation 78 must be recorded on the assigned regular carrier's PS Form 1314, *Regular Rural Carrier Time Certificate*. LWOP must be charged to the assigned route. All work performed on an auxiliary route must be recorded on PS Form 1314-A, *Auxiliary Rural Carrier Time Certificate*.

531.8 **Designation 79**

An RCA (Designation 78) can be appointed, via SF 50, after being assigned to the auxiliary route for more than 90 calendar days. Leave is earned only on the assigned auxiliary route. The carrier is in leave category 4, earning 1 hour of sick leave and annual leave for every 20 hours worked on the assigned auxiliary route.

531.9 Miscellaneous

531.91 Multipositions

Appointments to the position of substitute rural carrier (Designation 73) or auxiliary rural carrier (Designation 77) were made on or before July 21, 1981. All rural appointments after this date are restricted to regular rural carrier (Designation 71), rural carrier relief (Designation 75), or rural carrier associate (Designations 78, 79, or 74).

When an employee's current designation is 73, a Designation 77 may be added, creating a dual Designation 77/73. However, when an employee's current designation is 77, a Designation 73 cannot be added.

Under the conditions of the Memorandum of Understanding between the Postal Service and the NRLCA, certain auxiliary rural carriers (Designation 77) may also be established as rural carrier associates (Designation 78). These employees will be compensated at their attained step of the Designation 77 position and earn leave for providing service on auxiliary routes only. All other service is compensated as a rural carrier associate (Designation 78).

Rural carrier associates (Designation 78) assigned to an auxiliary route will be in a multi Designation 79/78.

531.92 **Dual Employees**

Dual employees are those employees appointed to positions as Designations 3X, 4X, or 6X (city), and 7X (rural), where X = any number. An example would be 41/73. This is a city part-time flexible clerk and a rural substitute carrier. New appointments to substitute rural carrier (Designation 73) or auxiliary rural carrier (Designation 77) have been discontinued since implementation of the 1981 Postal Service/NRLCA agreement. Therefore, only current Designations 73 and/or 77 are permitted additional appointments of 3X, 4X, or 6X.

Designation/Act 75 - 0, 78 - 0, and 70 - 0 employees may have a dual appointment as a 58 (postmaster relief) or 6X (city).

All service as a Designation 3X, 4X, 58 (postmaster relief), or 6X must be recorded on PS Form 1230-A, *Time Card - Week 1*, or PS Form 1230-B,

Time Card - Week 2. All service as a Designation 7X must be recorded on PS Form 1314-A, *Auxiliary Rural Carrier Time Certificate*, or as the replacement carrier on PS Form 1314, *Regular Rural Carrier Time Certificate*.

When the combined weekly workhours are greater than 40, all hour credits and remuneration are combined, and a FLSA overtime calculation is generated. The FLSA overtime payment due (if any) is made the following pay period, and a message is printed on the employee's earnings statement. The FLSA calculation formula is provided in Handbook F-18, *Payroll Journal Guide*.

531.93 Nonrural Postal Employee

Designation 99 employees do not require a SF 50. Designation 99 is used by the payroll system when making payment for Equipment Maintenance Allowance (EMA) to employees other than rural carriers. Therefore, no employees are carried on the rolls as Designation 99. The workhours of postal employees other than rural carriers are reported on PS Forms 1230.

532 Time Certificates

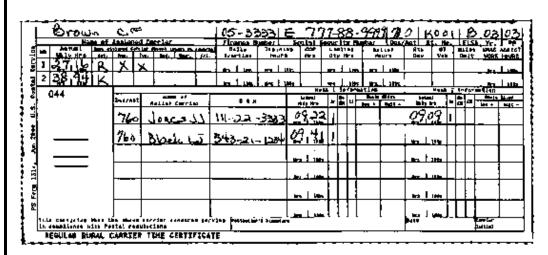
When transcribing data onto PS Form 1314, *Regular Rural Carrier Time Certificate*, and PS Form 1314-A, *Auxiliary Rural Carrier Time Certificate*, all fields used must be zero-filled. For example, when recording 8½ hours in a 4-digit field such as Actual Weekly Work Hours, enter it as 0850; when recording 3 miles in a 3-digit field such as Miles Omitted, enter it as 003. Exhibit 532a and 532b use Xs to show the size of each field on PS Forms 1314 and 1314-A, respectively, and then show how the forms look with actual data entered.

532 Time and Attendance

Exhibit 532a

PS Form 1314, Regular Rural Carrier Time Certificate

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Exhibit 532b

PS Form 1314-A, Auxiliary Rural Carrier Time Certificate

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533 Days Assigned Carrier Absent Codes

PS Form 1314

- A Annual Leave
- **B** Holiday Work Nonrural
- C Continuation of Pay
- **D** Donated Leave
- **E** Limited Duty
- F QWL/EI
- G QWL/EI X Day
- H Holiday Leave
- J 11-Day Route
- K 10-Day Route
- L Leave without Pay
- M Military Leave
- N Military LWOP
- O Other Leave
- P Work Hours other than rural
- R Relief Day Worked (No relief available)
- S Sick Leave
- T Training
- **U** AWOL (Absent without leave)
- V Holiday Work
- W IOD/LWOP
- X Relief Day Taken (Worked an "R" or "3" day)
- Y Relief Day Worked on non rural assignment
- **Z** Steward Duty
- 2 HQ Authorized Administrative Leave
- **3 –** Carrier works relief day paid additional 50%
- 4 Day of Reflection
- 5 Carrier works relief day paid additional 150%
- 6 Court Leave

PS Form 1314-A

- 2 HQ Authorized Administrative Leave
- **H** Holiday
- N No Service

Contents

Rural Carrier Procedures 541.2

540 Fair Labor Standards Act

541 Application

Sections 7(a) and 7(b)(2) of the Fair Labor Standards Act (FLSA) apply to rural carrier compensation.

541.1 Compensation Under FLSA, Section 7(a)

The following employees are compensated in accordance with FLSA, section 7(a):

- Regular rural carriers assigned to evaluated routes having less than 35 hours of required service per week or mileage routes having less than 31 paid miles per week.
- b. Employees appointed as regular rural carriers to routes covered under 7(b)(2) after the beginning of the guarantee period who do not agree in writing to terminate the guarantee agreement at the end of the guarantee period. At the beginning of the next guarantee period, the carrier shall be compensated under the provisions of section 7(b)(2) of the Fair Labor Standards Act.
- c. Substitute rural carriers (Designation 72) serving a vacant route or route where the regular carrier is on extended leave, who do not agree in writing to terminate the guarantee agreement at the end of the guarantee period.
- d. Substitute rural carriers (Designation 73), relief rural carriers (Designation 75), rural carrier associates (Designations 74 and 78), part time flexble (Designation 76) auxiliary rural carriers (Designation 77), rural carrier associates assigned to an auxiliary route (Designation 79), and temporary replacement carriers (Designation 70).
- e. A regular rural carrier compensated pursuant to FLSA section 7(b)(2) who actually works more than 2,240 hours within the guarantee period.

541.2 Compensation Under FLSA, Section 7(b)(2)

The following employees are compensated in accordance with FLSA, section 7(b)(2):

- Regular rural carriers assigned to evaluated routes having 35 or more standard hours or mileage routes having 31 or more paid miles per week.
- b. Substitute rural carriers (Designation 72) serving a vacant route or route where the regular carrier is on extended leave. The substitute must be assigned to a route that qualifies for compensation under section 7(b)(2) of the FLSA and must agree in writing to terminate the guarantee agreement at the end of the guarantee period.
- c. An employee appointed as a regular rural carrier during the guarantee period, as set forth in paragraph (a), and who agrees in writing at the time of appointment to terminate the guarantee agreement on the last day of the guarantee period.

Contents Time and Attendance

542 Guarantee — Evaluated Compensation Schedule

Regular rural carriers receiving evaluated compensation receive a guaranteed annual wage for 2,080 hours of actual work. The following rules apply to Guarantee — Evaluated Compensation Schedule:

- a. The guaranteed salary for the respective routes is the annual salary, attained step, in effect at the beginning of the guarantee period. The period continues for 52 consecutive weeks beginning and ending with pay periods. This salary must not be for less than 35 hours and cannot exceed the salary for 40 hours. The guarantee of compensation differs for each route evaluation between 35 and 40 hours.
- b. The salary cannot be reduced below the guaranteed salary set forth at the beginning of the guarantee period. The employee's step is locked and step increases earned after the guarantee salary does not affect the guaranteed salary. The salary may be adjusted upward, except that any compensation paid above 40 hours is not considered guaranteed annual wages. Adjustments in compensation may be made upward or downward, between 40- and 48-hour levels, without affecting the annual guarantee. However, the salary cannot be reduced below the 40-hour compensation level during the guarantee period.

Guarantee — Nonevaluated Compensation — Mileage Schedule

Regular rural carriers receiving nonevaluated compensation receive a guaranteed annual wage for 2,080 hours of actual work. The following rules apply to Guarantee — Nonevaluated Compensation:

- a. The guaranteed salary for the respective routes is the annual salary, attained step, in effect at the beginning of the guarantee period. The period continues for 52 consecutive weeks beginning and ending with pay periods. This salary must not be for less than 31 miles and cannot exceed the salary for 42 miles. The guarantee of compensation differs for each route length between 31 and 42 miles.
- b. The salary cannot be reduced below the guaranteed salary set forth at the beginning of the guarantee period. It may be adjusted upward, except that any compensation paid above the 42-mile level is not considered guaranteed annual wages. Adjustments in compensation may be made upward or downward without affecting the annual guarantee. However, the salary cannot be reduced below that of a 42-mile route during the guarantee period. Most carriers would qualify for salary protection above the 42-mile level unless the carrier failed to sign an agreement to use sufficient annual leave earned during the guarantee period to ensure that the actual workhours will not exceed 2,080. In this situation, the saved salary for the rural carrier is limited to the salary guarantee.

544 Maximum Actual Workhours

During the guarantee period, the assigned regular carrier receives compensation based on the route evaluation (evaluated or mileage rate, as appropriate) for all hours actually worked through 2,080.

Contents

For all hours actually worked over 2,080 to 2,240, the assigned carrier will be compensated at the FLSA overtime rate. Leave will continue to be paid at the daily evaluated rate. If the rural carrier exceeds 2,240 hours of actual work, section 7(b)(2) is void, and the carrier will receive pay in accordance with section 7(a), which requires overtime to be paid for all workhours in excess of 8 hours per day or 40 hours per week, less any bona fide overtime already paid during the guarantee period.

To recompute the pay, notify the Eagan Accounting Service Center (ASC) that the carrier went over 2,240 hours in the guarantee year.

545 Bona Fide Overtime

545.1 **Definition**

Bona fide overtime is not subject to additional pay if the carrier exceeds 2,240 hours of actual work during the guarantee period. Overtime compensation is paid to rural carriers covered under FLSA section 7(b)(2) for hours actually worked in excess of:

- a. 12 hours per day.
- b. 56 hours per week.
- c. 2,080 hours in the 52 consecutive week guarantee period.

545.2 Recording Overtime in Excess of 12 Hours a Day

Any hours over 12 a day must be listed under the Daily Overtime block for that particular week (see exhibit 545a). Exhibit 545b is an example of a PS Form 1314 reflecting that the carrier worked the relief day the first week. It also shows the hours for the first week.

Exhibit 545a

Recording Daily Overtime

Days of the Week Worked	Hours
Saturday	12.12
Monday	Relief day taken
Tuesday	12.05
Wednesday	10.80
Thursday	10.52
Friday	10.45
Total hours	55.94

545.3 Time and Attendance

Exhibit 545b

PS Form 1314, Regular Rural Carrier Time Certificate

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For Saturday and Tuesday, the carrier is entitled to overtime. PS Form 1314 must be completed with a 17 in the hundredths section of the Daily Overtime block for the first week. A comparison is made between Actual Weekly Work Hours (over 56) and Daily Overtime (over 12 in a day). Payment is made on the greater of the two.

545.3 Payment of FLSA Overtime Compensation

Overtime compensation is payable at 150 percent of the carrier's regular rate of pay. The regular rate is the total amount of compensation earned, divided by the total hours actually worked since the beginning of the guarantee period (FLSA overtime).

Note: Previous overtime and leave hours as well as compensation for these hours are excluded from this computation.

546 FLSA Codes

546.1 Purpose

FLSA codes are used to determine payroll calculations for rural carriers. In most cases, this code is automatically determined and included on the preprinted PS Form 1314. Code B is the only code used to identify coverage under section 7(b)(2) of FLSA. All other codes (A, N, L, and P) identify coverage under section 7(a) of FLSA (see exhibit 546).

Exhibit 546

FLSA Code Guide

Salary = Evaluation at contractual hourly rate if under 40.01 hrs	Over 40 = Contractual Hrly Rate OT = 150% Contractual Hrly Rate Wkly OT - Over 40	P	77 74 75 78 79 70										×	x x x	substitute rural carriers (Des. 72) appointed after the beginning of the guarantee period to a route 35 hours or over who do not agree in writing to period. These employees will be converted automatically to FLSA Code B at the beginning of the next guarantee period. and substitute rural carriers (Des. 72) who agree in writing to terminate the guarantee at the end of the guarantee period. rural carriers (Des. 72) who were on the rolls at the beginning of the guarantee period assigned to mileage routes over 31 miles or to evaluated routes			 Auxiliary rural carriers (Des. 77) and rural carrier associates (Des. 79) performing service on auxiliary routes are compensated the evaluation of the route except during the XMAS period. If carrier goes over 40.00 hours in a week, the carrier is compensated at the RSC B hourly rate and 150% for all hours over 40. Rural carrier relief (Des. 75), rural carrier associates (Des. 78) and Temporary Relief carriers (Des. 70) have hourly rate of compensation at RSC B without COLA. (Refer to section 566.5 and 566.6). All actual hours of service reported on Form 1314-A (auxiliary sasistance) are calculated at this rate. Actual hours reported in excess of 40.00 are paid at 150 percent of this rate. Service performed on a regular rural route is reported on Form 1314. The compensation on a regular route is determined by the daily evaluated hours on the particular route times the above rate. Multiply this daily rate times the number of days service is performed in the week. Follow this same procedure when more than one route is serviced. 	c. When total actual workhours of service in the week on all timecards exceed 40,00, then 2.b. above does not apply. The carrier is paid at the hourly rate for all hours worked and OT over 40,00.
40.01	3 B r 40	Ь	76 7										×		35 hounnext gua			without 00 are p ated hou	hourly
= under tion)	Over 40=RSC B OT=150% RSC I Wkly OT - Over	Ľ	73 7	×	×	x x	×		×	×	×	×	×		a route g of the s end of gned to			on of the RSCB ss of 40.	aid at the
Salary = under 40.01 (Evaluation)	Over 40=RSC B OT=150% RSC B Wkly OT – Over 40		72	^	71				×	^	^	.0			period to beginnin tee at the			s evaluati Isation at d in exces by the da in one ro	rrier is pa
Salary = Eval OT = 50%	Reg Wkly Rate Wkly OT-Over 40	N	71	×					×						substitute rural carriers (Des. 72) appointed after the beginning of the guarantee period to a route 35 hours or over who period. These employees will be converted automatically to FLSA Code B at the beginning of the next guarantee period and substitute rural carriers (Des. 72) who agree in writing to terminate the guarantee at the end of the guarantee period rural carriers (Des. 72) who were on the rolls at the beginning of the guarantee period assigned to mileage routes over 3			liary rural carriers (Des. 77) and rural carrier associates (Des. 79) performing service on auxiliary routes are compensated the evaluation of the route .00 hours in a week, the carrier is compensated at the RSC B hourly rate and 150% for all hours over 40. It carrier relief (Des. 75), rural carrier associates (Des. 78) and Temporaray Relief carriers (Des. 70) have hourly rate of compensation at RSC B without a. All actual hours of service reported on Form 1314-A (auxiliary assistance) are calculated at this rate. Actual hours reported in excess of 40.00 are b. Service performed on a regular rural route is reported on Form 1314. The compensation on a regular route is determined by the daily evaluated the Auxiliary his daily rate times the number of days service is performed in the week. Follow this same procedure when more than one route is serviced.	does not apply. The ca
Salary = Evaluation Overtime = FLSA Reg Hrly Rate	Daily OT – Over 12 Wkdy OT – Over 56 Yrly OT – Over 2080	В	72		x	×				×	×				ed after the beg ed automatically agree in writing olls at the beginn			on auxiliary rout r all hours over a rs (Des. 70) hav lated at this raft sation on a regu low this same pr	then 2.b. above
Salary = 1 Overtim Reg Hr	Daily OT Wkly OT Yrly OT –		7.1		×	×				×	×				es. 72) appoint will be convert (Des. 72) who	1 miles.	aluated hours.	ming service e and 150% fo e and 150% for ry Relief carrie ance) are calc. The compentre week. Fol	exceed 40.00,
SSCB = 150% Rate	Over 8 Over 40		72	100000000000000000000000000000000000000			×					×			carriers (D employees iral carriers es. 72) who	hours or 3	than 35 ev rural carrie	3. 79) performant rall be hourly rall and Tempora and Tempora assist Form 1314 enformed in	timecards
Salary = RSC B Overtime = 150% RSC B Rate	Daily OT – Over 8 Wkly OT – Over 40	A	71				×	***				×			substitute rural period. These of nd substitute ru ural carriers (D	ian 35 evaluated hours or 31 miles.	es having less xible (Des. 76)	ssociates (Dees at the RSC I see (Des. 78) are 1314-A (aux is reported on ys service is preserved in the reservice is preserved in the reservice is preservice in the reservice	he week on all
	Commit- ment Signed			N/A	N/A	yes	ou		N/A	N/A	yes	ou	N/A	N/A		tes with less tha	assigned to rour	nd rural carrier a r is compensaticarrier associat reported on Fon gular rural route e number of da	rs of service in
ry and Overtim	Carrier On Rolls at the Beginning Guar Year		Routes	N/A	yes	ou	ou	Routes	N/A	yes	ou	ou	N/A	N/A	pular rural carriers ntee at the end of regular rural carri amers (Des. 71):	s assigned to rou	arriers (Des. 72) stitute (Des. 73) a	a week, the carrie a week, the carrie of (Des. 75), rural hours of service a erformed on a reg daily rate times th	al actual workhou
Rural Carrer Salary and Overtime	Route Criteria		Mileage	Under 31 miles	Over 30 miles	Over 30 miles	Over 30 miles	Evaluated	Under 35 hours	35 hrs or over	35 hrs or over	35 hrs or over	Aux Service	RCA, RCR, TRC	FLSA Code A Nowly appointed regular rural carriers (Des. 71) and Nowly appointed regular rural carriers (Des. 71) and terminate the guarantee at the end of the guarantee FLSA Code B 1. Newly appointed regular rural carriers (Des. 71) and substitute having 35 hours or more. 1. All regular rural carriers (Des. 71) and substitute FLSA Code N	Regular rural carriers assigned to routes with less the FLSA Code L	 Substitute rural carriers (Des. 72) assigned to routes having less than 35 evaluated hours. Applies to all substitute (Des. 73) and part time flexible (Des. 76) rural carriers. 	 Auxiliary rural carriers (Des. 77) and rural carrier associates (Des. 79) performing service on auxiliary routes over 40.00 hours in a week, the carrier is compensated at the RSC B hourly rate and 150% for all hours over 40. Rural carrier relief (Des. 75), rural carrier associates (Des. 78) and Temporary Relief carriers (Des. 70) have ta. All actual hours of service reported on Form 1314. All axistance) are calculated at this rate. a. Service performed on a regular route is reported on Form 1314. The compensation on a regular Multiply this daily rate times the number of days service is performed in the week. Follow this same proo 	c. When tot

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546.2 Types of Codes

546.21 FLSA Code B

FLSA code B applies to newly appointed regular rural carriers (Designation 71) and substitute rural carriers (Designation 72) who agree in writing to terminate the guarantee agreement at the end of the guarantee period. In addition, this code applies to all regular rural carriers (Designation 71) who were on the rolls at the beginning of the guarantee period assigned to rural carrier schedule(RCS) (mileage) routes having 31 or more paid miles or to evaluated routes having 35 or more standard hours.

546.22 **Designation 72 FLSA Code B**

A substitute rural carrier (Designation 72) is compensated on the RCS (mileage) or evaluated schedule, whichever is appropriate. The carrier must agree in writing to terminate the guarantee agreement on the last day of the guarantee period, upon the filling of the vacancy, or upon the return of the regular rural carrier to the route, whichever occurs first. This signed document is irrevocable; if the substitute is still assigned to such a route at the end of a guarantee period, the agreement to terminate is renewed automatically. These carriers will be compensated under FLSA section 7(b)(2).

546.23 FLSA Code A

FLSA code A applies to newly appointed regular and substitute rural carriers (Designation 72) appointed after the beginning of the guarantee period to a route having 35 or more standard hours per week who do not agree in writing to terminate the guarantee at the end of the guarantee period. The regular rural carrier will automatically be converted to FLSA code B at the beginning of the next guarantee period.

546.24 Designation 72 FLSA Code A

When the substitute carrier (Designation 72) does not agree in writing to terminate the guarantee agreement on the last day of the guarantee period, the carrier will be compensated under section 7(a) of FLSA. The substitute carrier (Designation 72) is provided the opportunity to sign the agreement at the beginning of each guarantee period.

546.25 FLSA Code N

FLSA code N applies to regular rural carriers (Designation 71) only, assigned to routes having less than 35 standard hours per week, or RCS (mileage) routes having less than 31 paid miles per week.

546.26 FLSA Code L

FLSA code L applies to substitute rural carriers (Designation 72) assigned to routes where the assigned regular carrier (Designation 71) on the route has a FLSA code N (less than 35 standard hours or 31 paid miles). This code also applies to all substitute (Designation 73) and part-time flexible (Designation 76) rural carriers performing service on all types of regular rural routes.

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546.27 FLSA Code P

FLSA code P applies to auxiliary rural carriers (Designation 77), part-time flexible rural carriers (Designation 76), substitute rural carriers (Designation 73), rural carrier reliefs (Designation 75), rural carrier associates (Designations 74, 78, and 79), and temporary replacement carriers (Designation 70 - 0).

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550 Route Types

Rural route types (classifications) are determined by the route evaluation as developed from the national mail count or interim adjustment.

551 Regular Rural Routes

551.1 M — Mileage (Rate Schedule Code - RSC) Route

The regular carrier's salary is based upon 12 days per pay period, 312 days per year, or 2,496 hours per year. Mileage routes were established when the compensation for the route miles on the mileage chart was greater than the evaluated hours method of compensation. However, mileage routes can no longer be established. When they become vacant, they are automatically converted and posted under the evaluated hours method.

551.2 H — Evaluated Hour Route

The regular carrier's salary is based on 12 days per pay period, 312 days per year, or 2,496 hours per year. Evaluated pay hours on an H type route may vary from 12 to 46 hours per week.

551.3 J — Evaluated Hour Route

The regular carrier's salary is based on 5 days during 1 week and 6 days the other week, for a total of 11 days per pay period, 286 days a year, or 2,288 hours per year. One relief day per pay period is authorized. Evaluated pay hours vary from 41 to 46 hours per week.

551.4 K — Evaluated Hour Route

The regular carrier's salary is based upon 5 days each week, 260 days per year, or 2,080 hours per year. One relief day is authorized each week. Evaluated pay hours vary from 40 to 48 hours per week.

552 Auxiliary Route

An auxiliary route has insufficient evaluated hours to become a regular route, usually less than 39 evaluated hours. A rural carrier associate (Designation 79) or auxiliary carrier (Designation 77) is assigned to this type of route.

Contents

553 L Route Classification

L routes have a density of 12 or more boxes per mile. Effective with the 1981 National Agreement, any route type H, J, K, M, or A that meets this criterion, as determined by the 1980 mail count or any future mail count will be converted to an L route. The L classification on a mileage route does not affect the compensation provided the carriers on those routes. An L route may convert back if the density falls below 12 boxes per mile as indicated by an official national or special mail count.

554 Route Classifications/Option

554.1 **Determining Classification**

Route classification is based on the standard hours and minutes of the route. When the standard hours and minutes are 44:11 or higher, but less than 52:54, the rural carrier has the opportunity to choose high or low option. If high option is elected, the carrier must work an additional day in the pay period. For example, if the standard hours and minutes of a route are 46:42, the carrier can elect to work 11 days (low option) or 12 days (high option) in the pay period. Any rural carrier whose route may be classified in more than one evaluated classification may elect the higher route classification if the following requirements are met:

- a. It must be demonstrated that the rural carrier's actual workhours will not exceed 2,080 during the guarantee period. Such determination should be based on, but not be limited to, the rural carrier's performance during the previous year.
- b. The rural carrier agrees in writing to use sufficient annual leave to assure that the total actual hours worked will not exceed the 2,080 annual guarantee.
- c. The rural carrier must be in a 6 or 8-hour (20- or 26-day) leave category.

554.2 Comparison

This comparison applies only to routes that are eligible to be a mileage route. In those instances when the standard hours and minutes of a route fall into a high/low option category, the RSC (mileage) salary is compared to the evaluated hour salary to determine the proper option, if any. The basic salary (salary without COLA) is used for comparison purposes. The following example illustrates the steps in making a comparison:

Example:

a. If the evaluated hours and minutes are 48:08 and the pay miles are 111, the evaluated hours of 48:08 fall between 47:28 and 48:32 on the Classification Chart (see Exhibit 554).

47.28 48.32 RCS More than 44 hrs. HD J-44 H-46 Less than 44 hrs. HD K-40 J-44

Rural Carrier Procedures 554.2

 To determine the proper option, the salary for 44 evaluated hours (appropriate evaluated schedule) is compared with the salary for 111 pay miles (appropriate RCS - mileage schedule) at the employee's attained step.

44 evaluated hrs. Step 12 = \$49,113 (basic salary) 111 pay miles Step 12 = \$45,114 (basic salary)

c. Since RCS pays less than 44 evaluated hours, the low option is K-40 and the high option is J-44. If RCS paid more than 44 evaluated hours (\$49,113), the options would be J-44, low, and H-46, high.

Contents

Exhibit 554a (p. 1)
Classification Chart

From	То	Evaluated Hours and Minutes (Reported on PS Form 4241-A, Rural Route Evaluation)	Pay	Option
00:01	24:29	,	RCS	<u> </u>
24:30	25:29	RCS More than 25 hrs. HD	RCS	
		Less than 25 hrs. HD	H-25	
25:30	26:29	RCS More than 26 hrs. HD	RCS	
		Less than 26 hrs. HD	H-26	
26:30	27:29	RCS More than 27 hrs. HD	RCS	
		Less than 27 hrs. HD	H-27	
27:30	28:29	RCS More than 28 hrs. HD	RCS	
		Less than 28 hrs. HD	H-28	
28:30	29:29	RCS More than 29 hrs. HD	RCS	
		Less than 29 hrs. HD	H-29	
29:30	30:29	RCS More than 30 hrs. HD	RCS	
		Less than 30 hrs. HD	H-30	
30:30	31:29	RCS More than 31 hrs. HD	RCS	
		Less than 31 hrs. HD	H-31	
31:30	32:29	RCS More than 32 hrs. HD	RCS	
		Less than 32 hrs. HD	H-32	
32:30	33:29	RCS More than 33 hrs. HD	RCS	
		Less than 33 hrs. HD	H-33	
33:30	34:29	RCS More than 34 hrs. HD	RCS	
		Less than 34 hrs. HD	H-34	
34:30	35:29	RCS More than 35 hrs. HD	RCS	
		Less than 35 hrs. HD	H-35	
35:30	36:29	RCS More than 36 hrs. HD	RCS	
		Less than 36 hrs. HD	H-36	
36:30	37:29	RCS More than 37 hrs. HD	RCS	
		Less than 37 hrs. HD	H-37	
37:30	38:29	RCS More than 38 hrs. HD	RCS	
		Less than 38 hrs. HD	H-38	
38:30	39:29	RCS More than 39 hrs. HD	RCS	
		Less than 39 hrs. HD	H-39	
39:30	40:29	RCS More than 40 hrs. HD	RCS	
		Less than 40 hrs. HD	H-40	
40:30	41:29	RCS More than 41 hrs. HD	RCS	
44.00	40.55	Less than 41 hrs. HD	H-41	
41:30	42:29	RCS More than 42 hrs. HD	RCS	
40.00	40.00	Less than 42 hrs. HD	H-42	
42:30	43:29	RCS More than 43 hrs. HD	RCS	
		Less than 43 hrs. HD	H-43	

Exhibit 554a (p. 2)
Classification Chart

From	То	Evaluated Hours and Minutes (Reported on PS Form 4241-A, Rural Route Evaluation)	Pay	Option
43:30	44:10	RCS More than 44 hrs. HD	RCS	<u> </u>
		Less than 44 hrs. HD	H-44	
44:11	44:29	RCS More than 44 hrs. HD	RCS	
		Less than 44 hrs. HD	J-41	H-44
44:30	45:15	RCS More than 45 hrs. HD	RCS	
		Less than 45 hrs. HD	J-41	H-45
45:16	45:29	RCS More than 45 hrs. HD	RCS	
		Less than 45 hrs. HD	J-42	H-45
45:30	46:21	RCS More than 46 hrs. HD	RCS	
		Less than 46 hrs. HD	J-42	H-46
46:22	46:29	RCS More than 46 hrs. HD	RCS	
		Less than 46 hrs. HD	J-43	H-46
46:30	47:23	RCS More than 43 hrs. HD	J-43	H-46
		Less than 43 hrs. HD	J-43	
47:24	47:27	RCS More than 43 hrs. HD	J-43	H-46
		Less than 43 hrs. HD	K-40	J-43
47:28	48:32	RCS More than 44 hrs. HD	J-44	H-46
		Less than 44 hrs. HD	K-40	J-44
48:33	48:35		K-40	J-45
48:36	49:37		K-41	J-45
49:38	49:47		K-41	J-46
49:48	50:43		K-42	J-46
50:44	50:59	RCS More than 42 hrs. HD	K-42	J-46
		Less than 42 hrs. HD	K-42	
51:00	52:11	RCS More than 43 hrs. HD	K-43	J-46
		Less than 43 hrs. HD	K-43	
52:12	52:54	RCS More than 44 hrs. HD	K-44	J-46
		Less than 44 hrs. HD	K-44	
52:55	53:23		K-44	
53:24	54:35		K-45	
54:36	55:47		K-46	
55:48	56:59		K-47	
57:00	OVER		K-48	

Exhibit 554b

Auxilary Classification Chart

From	То	Evaluated Hours	From	То	Evaluated
11:30	12:29	12	34:30	35:29	35
12:30	13:29	13	35:30	36:29	36
13:30	14:29	14	36:30	37:29	37
14:30	15:29	15	37:30	38:29	38
15:30	16:29	16	38:30	39:29	39
16:30	17:29	17	39:30	40:29	40
17:30	18:29	18	40:30	41:29	41
18:30	19:29	19	41:30	42:29	42
19:30	20:29	20	42:30	43:29	43
20:30	21:29	21	43:30	44:29	44
21:30	22:29	22	44:30	45:29	45
22:30	23:29	23	45:30	46:29	46
23:30	24:29	24	46:30	47:29	47
24:30	25:29	25	47:30	48:29	48
25:30	26:29	26	48:30	49:29	49
26:30	27:29	27	49:30	50:29	50
27:30	28:29	28	50:30	51:29	51
28:30	29:29	29	51:30	52:29	52
29:30	30:29	30	52:30	53:29	53
30:30	31:29	31	53:30	54:29	54
31:30	32:29	32	54:30	55:29	55
32:30	33:29	33	55:30	56:29	56
33:30	34:29	34	56:30	57:29	57

554.3 Option Election

Option elections are available only at the time of the national count, special count, or interim adjustment. A high/low option may be elected on an interim adjustment, PS Form 4003, *Official Rural Route Description*, when a 1-hour change to standard hours and minutes is in effect. The postmaster must have a written leave commitment signed by the regular carrier when checking the High Option block.

554.4 **Submission Procedures**

The national count or special count is submitted to the district on PS Form 4241, or PS Form 4241-X as appropriate, *Rural Delivery Statistics Report.* The Leave Commitment and High Option blocks must be checked Yes, and the carrier must sign the leave commitment provided on this form. This procedure applies to Designation 71 only. Designation 72 employees have no options. However, Designation 72 employees may serve a vacant route within a high option classification until the national count, special count, or interim adjustment. Beginning with the effective date of the route change or the beginning of the new guarantee period, the vacant route being serviced by a Designation 72 employee will convert to a low option classification.

Rural Carrier Procedures 555.4

554.5 Vacant Mileage Routes

All vacant mileage routes are posted and awarded on the basis of evaluated time.

Contents

554.6 Vacant Evaluated Routes

All evaluated routes are posted at the option the route was when it was vacated. If the route was posted at high option, the newly assigned carrier must meet the criteria set in section 554.1.

554.7 New Route

All new routes are posted as low option and awarded on the basis of evaluated time.

555 Phantom Routes

555.1 Establishment

Phantom routes are created to hold a regular carrier on a route but no payment is made to the carrier. When the regular rural carrier is unable to perform all the duties of her or his assigned rural route for a period of 2 years as a result of a job-related illness or injury, the employee must relinquish the route and such route will be posted for bid. The bid is in accordance with Article 12, Section 3, of the National Agreement Between the USPS and the NRLCA.

555.2 Routes 980-989

Effective PP 20-93, September 18, 1993, rural routes 980–989 may be created for the assignment of regular rural carriers who have relinquished their routes and continue to be in an injured on duty/leave without pay (IOD/LWOP) status. An office may establish a maximum of 10 rural routes. The rural route master (AAQ300) will display this route, but summary totals do not include any route data. Do not place any employee on a phantom route that is working on limited duty or is working in any capacity and being paid from PS Form 1314.

555.3 PS Form 4003, Official Rural Route Description

To create this route, submit PS Form 4003, *Official Rural Route Description*, for processing. Enter X for the new route and the route data at the time when the employee was injured. Do not enter the current data. Information on PS Form 4003 should contain the route number (starting with 980 for the first route in the office), route length, regular and/or centralized boxes, stops, base hours, high or low option, if applicable, and vehicle data.

555.4 PS Form 1314, Regular Rural Carrier Time Certificate

After creating the route, process SF 50 to transfer the IOD/LWOP carrier to this route. The Eagan Integrated Business Systems Solutions Center (IBSSC) will issue PS Form 1314 under the new route number. Offices must



enter leave without pay in the Days Assigned Absent Code and a replacement carrier with Social Security number 999-99-9999. Enter the correct number of trips to crossfoot the certificate.

Contents

556 Injured On Duty/Leave Without Pay Routes

556.1 Establishment

When a rural carrier relinquishes her or his route as a result of a job-related illness or injury, and has not yet been placed in a modified job assignment, and is working a limited duty assignment, the employee will become an unassigned regular rural carrier.

556.2 Routes 960-979

Rural route numbers 960–979 may be created as needed, and the carrier will be assigned to one of these routes. The employee will continue to perform the current limited duty assignment until the appropriate action is taken to have the carrier reassigned to a modified job.

556.3 PS Form 4003, Official Rural Route Description

To create this route, submit PS Form 4003, *Official Rural Route Description*, for processing. Enter X for the new route and the route data at the time when the employee was injured. Do not enter the current data. Information on PS Form 4003 should contain the route number (starting with 960 for the first route in the office), route length, regular and/or centralized boxes, stops, base hours, high or low option, if applicable, and vehicle data.

556.4 PS Form 1314, Regular Rural Carrier Time Certificate

After creating the route, process SF 50, *Notification of Personnel Action*, to transfer the IOD/LWOP carrier to this route. The Eagan (IBSSC) will issue PS Form 1314 under the new route number. Offices must enter the workhours in limited duty block and "E" in the DACA block. If actual weekly workhours are entered, the DACA block should be blank. The replacement carrier must have a Social Security number of 999-99-9999. Enter the correct number of trips to crossfoot the certificate.

560 Compensation

561 Rates of Pay

561.1 Basic Rate

The basic rate is the annual, daily, or hourly salary, excluding COLA.

561.2 Base Rate

The base rate is the annual, daily, or hourly rate, including COLA.

561.3 Calculating the Rate

561.31 Base or Basic Daily and Hourly Rates

Base or basic daily and hourly rates are determined by dividing the base Annual Rate (BAR) as indicated in exhibit 561.

Contents

Exhibit 561

Daily and Hourly Rate

	Regular	Carrier	Substitut	te Carrier
Route Type	Evaluated Daily Rate	Evaluated Hourly Rate	Evaluated Daily Rate	Evaluated Hourly Rate
H or M (6-day workweek)	BAR ÷ 312	BAR ÷ 2,496	BAR ÷ 302	BAR ÷ 2,416
J (5.5-day workweek)	BAR ÷ 286	BAR ÷ 2,288	BAR ÷ 276	BAR ÷ 2,208
K (5-day workweek)	BAR ÷ 260	BAR ÷ 2,080	BAR ÷ 250	BAR ÷ 2,000

561.32 Rounding Up

The daily or hourly rate is calculated from the annual rate to four decimal places. The fourth place is rounded up to the next higher figure if the fifth place is 5 or more.

562 FLSA Code A Calculation

Employees assigned to FLSA code A are compensated for actual weekly workhours on an hourly basis. Compensation is the annual salary attained step of a 40-hour evaluated route divided by 2,080 for the regular carrier (Designation 71) and 2,000 for the substitute carrier (Designation 72). This hourly rate is applied to the first 40.00 hours, and 150 percent of the hourly rate is used for overtime. Overtime for FLSA code A carriers is paid for hours worked in excess of 8 hours per day or 40 hours per week (see exhibit 562).

562.1 Time and Attendance

Exhibit 562

FLSA Code A

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The assigned carrier is compensated as follows:

Week 1 31.50 hours at RSC R, attained step, and six trips EMA.

Week 2 40 hours at RSC R, attained step, plus 1.25 overtime hours over 40 at 150 percent of the same rate, and six trips EMA.

562.1 Regular Rural Carrier

562.11 **Pay**

Regular rural carriers are compensated at the base annual rate, attained step for a 40-hour evaluated route divided by 2,080. The annual rate for RSC B is also the same salary. Overtime is calculated at 150 percent of this hourly rate.

Example:

Base Annual Rate (AR) for 40 hours at step 12 = \$42,163 $\$42,163 \div 2,080 = \$20,2707$ (hourly rate) $\$20,2707 \times 150\% = \$30,4060$ (OT rate)

562.12 **Leave**

Compensation for leave is at the daily evaluated rate as determined in 561.3.

562.13 Relief Day Worked - X Days

Regular rural carriers under FLSA code A assigned to J or K routes are not granted days off (X days) for working their assigned relief day (J or K day). Compensation is computed on actual hours worked. Therefore, work performed on the relief days is paid at that time.

562.2 Substitute Rural Carrier (Designation 72)

562.21 **Pay**

Compensation is made at the base annual rate, attained step of a 40-hour evaluated route divided by 2,000. Add to this rate the annual COLA rate and

divide by 2,080 to determine the base hourly rate. RSC B is the same rate. Overtime is calculated at 150 percent of the base annual hourly rate (base annual rate divided by 2,080).

Contents

Base AR for 40 hours at step 12 = \$42,163

 $$42,163 \div 2,000 = 21.08

Hourly Rate = \$21.08

Base AR for 40 hours at step 12 = \$42,163

 $$42,163 \div 2,080 = $20.2707 \text{ (hourly rate)}$

 $20,2707 \times 150\% = 30.4061$ (OT rate)

562.22 **Leave**

Compensation for leave is the daily evaluated rate as determined in 561.3.

562.23 Relief Day Worked - X Days

Substitute rural carriers (Designation 72) under FLSA code A assigned to J or K routes are not granted days off (X days) for working their assigned relief day (J or K day). Compensation is computed on actual hours worked. Therefore, work performed on the relief days is paid at that time.

562.24 Combining Service

When the substitute rural carrier (Designation 72) works an assigned route and provides service on another regular rural route, compensation is as follows:

- a. Compensation for combined workhours under 40.
 - For service on the carrier's assigned route, compensation is RSC B, attained step for actual workhours.
 - (2) For service on a regular rural route, other than the assigned route, compensation is payable at the daily evaluation.
- b. Compensation for combined workhours over 40.
 - (1) For the first 40.00 hours, compensation is at RSC B, attained step.
 - (2) For all hours in excess of 40 hours, compensation is at 150 percent of the annual hourly rate.

563 FLSA Code B Calculation

The majority of all regular rural carriers are compensated under FLSA code B, which is the only FLSA code pertaining to FLSA section 7(b)(2).

563.1 Regular Rural Carriers

563.11 Compensation

Compensation is the evaluated daily rate, as determined in 561.3, times the number of work and/or leave days (see exhibit 563).

563.12 Time and Attendance

Exhibit 563

Rural Carrier Compensation

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The assigned carrier is compensated as follows:

- Week 1 5 days at evaluation of the route plus 1.12 hours at the carrier's regular FLSA hourly overtime rate and five trips EMA. All hours in excess of 56 per week are paid at the FLSA hourly overtime rate and are compensated in that pay period.
- Week 2 6 days at evaluation of the route plus 2.55 hours at the carrier's regular FLSA hourly overtime rate and six trips EMA. Hours in excess of 12 in 1 day are compensated in that pay period. Combine all hours over 12 in a day for the entire week, and enter the time in the Daily Overtime block.

Note: Comparison is made between actual weekly workhours (over 56) and daily overtime hours (over 12). Payment is made for the greater of the two.

The replacement carrier is compensated as follows:

Week 1 1 day at the appropriate daily rate and one trip EMA.

563.12 Computation

To compute evaluated rate:

Example: H or M Type Route

Base AR (40 hours or 42 miles) at step 12 = \$42,163

 $$42,163 \div 312 \text{ days} = $135.1378 \text{ (evaluated daily rate)}$

 $42,163 \div 2,496 \text{ hours} = 16.8922 \text{ (evaluated hourly rate)}$

Example: J Type Route

Base AR (41 hours) at step 12 = \$43,744

 $$43,744 \div 286 \text{ days} = $152.9510 \text{ (evaluated daily rate)}$

\$43,744 ÷ 2,288 hours = \$19.1189 (evaluated hourly rate)

Example: K Type Route

Base AR (42 hrs) at step 12 = \$45,322

\$45,322 ÷ 260 days = \$174.3154 (evaluated daily rate)

 $$45,322 \div 2,080 \text{ hours} = $21.7894 \text{ (evaluated hourly rate)}$

563.13 Calculating the Overtime Rate

Overtime for employees covered under FLSA code B (hours over 12 a day, 56 a week, or 2,080 per year) is paid at 150 percent of FLSA regular hourly rate. To determine the FLSA regular hourly rate, the YTD (year to date) base dollars and YTD base hours must be obtained. Authorized personnel at the district may obtain this information via the DDE/DR System using the Rural Hours History Display. Otherwise, the information must be obtained from the Eagan Accounting Service Center.

Contents

Example:

```
YTD base dollars = $9,749.20 (includes current pay period data)
YTD base hours = 1,136.60 (includes current pay period data)
$9,749.20 \div 1,136.60 = $8.5775 (regular FLSA hourly rate)
$8.5775 \div 150\% = $12.8663 (FLSA OT Rate)
```

Note: The base hours and base dollars do not include previous overtime and leave hours or the remuneration for these hours.

563.2 Substitute Rural Carriers (Designation 72)

563.21 Compensation

Substitute rural carriers (Designation 72) are compensated the same as regular rural carriers under FLSA code B except that the number of days and hours are reduced by 10 and 80, respectively, when calculating the evaluated daily rate and the evaluated hourly rate.

```
Example: H or M Type Route
```

```
Base AR (40 hours or 42 miles) at step 12 = \$42,163
\$42,163 \div 302 days = $139.6126 (evaluated daily rate)
\$42,163 \div 2,416 hours = $17,4516 (evaluated hourly rate)
```

Example: J Type Route

```
Base AR (41 hours) at step 12 = \$43,744
\$43,744 \div 276 \text{ days} = \$158.4928 (evaluated daily rate)
\$43,744 \div 2,208 \text{ hours} = \$19.8116 (evaluated hourly rate)
```

Example: K Type Route

```
Base AR (42 hours) step 12 = $45,322
$45,322 ÷ 250 days = $181.2880 (evaluated daily rate)
$45,322 ÷ 2,000 hours = $22.6610 (evaluated hourly rate)
```

563.22 **Overtime**

Overtime is compensated at 150 percent of the regular FLSA hourly rate as illustrated in 563.13.

563.23 Holidays

Substitute rural carriers are not paid for holiday leave. Compensation for holiday leave is built into the evaluated daily and hourly rate.

563.24 Relief Days

Substitutes (Designation 72) who work assigned relief days on J or K type routes are compensated at that time and are not entitled to a day off (X day) for working the relief day (J or K day).

563,25 Combined Service

When the substitute rural carrier (Designation 72) works the assigned route and provides service on another regular rural route, the carrier receives compensation based on the daily route evaluation for each route. FLSA overtime is paid on all workhours in excess of 56 in the service week.

563.26 Computation of Overtime Rate

Workhours and compensation for the workhours reported as a Designation 72, on the assigned route only, are added to the previous pay period workhours and remuneration to compute the FLSA overtime rate.

564 FLSA Code N Calculation

564.1 **Description**

FLSA code N identifies compensation coverage under section 7(a) of the Fair Labor Standards Act. FLSA code N pertains only to regular rural carriers assigned to evaluated routes having less than 35 hours of required service per week or mileage routes that have less than 31 paid miles.

564.2 Compensation

Compensation is the route evaluation (evaluated or mileage rate) plus overtime for hours worked over 40 hours per week at 50 percent of the FLSA regular weekly rate. This rate is calculated by dividing the regular (evaluated) weekly pay by the hours actually worked (includes hours over 40). Therefore, this rate will fluctuate from week to week depending on the total weekly hours (see exhibit 564). Compensation is the evaluated daily rate, as determined in 561.3, times the number of workdays.

Exhibit 564 FLSA Code N Compensation

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The assigned carrier takes 6 days of annual leave in the second week, but only 5 days are charged with 1 free Saturday. The first day of pay period 19-04 is also a free Saturday if leave is recorded on that day. The assigned carrier is compensated as follows:

- Week 1 Compensation is due at the evaluation of the route plus 50 percent of the FLSA regular weekly rate for the .75 hours of service over 40.00 hours in a week computed automatically from the actual weekly workhours -and six trips EMA.
- Week 2 5 days of annual leave are charged, and compensation is due for 6 days (including 1 free Saturday) at the evaluation of the route and no EMA.

The replacement carrier is compensated as follows:

Week 2 40 hours at appropriate RSC B, plus 7.18 hours at 150 percent and six trips EMA.

Example: H Type Route

Base AR (27 hours) at step 12 = \$28,464

 $$28,464 \div 312 \text{ days} = $91.2308 \text{ (evaluated daily rate)}$

 $28,464 \div 2,496 \text{ hours} = 11.4038 \text{ (evaluated hourly rate)}$

Example: M Type Route

Base AR (28 miles) at step 12 = \$41,403

\$41,403 ÷ 312 hours = \$132.7019 (evaluated daily rate)

 $41,403 \div 2,496 \text{ hours} = 16.5877 \text{ (evaluated hourly rate)}$

564.3 Overtime

Overtime is paid for hours worked in excess of 40 per week. The overtime rate is determined by dividing the normal weekly compensation for evaluated hours by hours actually worked. The resulting rate is multiplied by 50 percent, times all hours in excess of 40 per week.

Example: Using previous H Type Route example

Annual salary \$28,464 (heavy duty - 27 hours)

Employee works 41.67 hours at evaluated daily rate of \$91.2308

 $$91.2308 \times 6 \text{ days} = 547.38

 $$547.38 \div 41.67 = 13.1361

 $$13.1361 \times 50\% = $6.5681 (OT rate)$

 $$6.5681 \times 1.67 \text{ (hours over 40)} = 10.97

\$10.97 due for 1.67 hours

565 FLSA Code L Calculation

565.1 **Description**

FLSA code L pertains to substitute rural carriers (Designation 72) assigned to routes where the assigned regular carrier (Designation 71) on the route has a FLSA code N. It applies to all substitute (Designation 73) and part time flexible (Designation 76) rural carriers performing service on any regular rural route. FLSA code L does not apply to auxiliary routes.

565.2 Compensation

565.21 Basis for Compensation

Compensation is based on the route evaluation, provided the carrier does not work in excess of 40 hours per week. Such substitutes (Designations 72, 73 and 76) who work more than 40 hours within the week will be compensated at RSC B, attained step for the 40 hours and at 150 percent of the annual hourly rate for those workhours in excess of 40.

565.22 Computing Evaluated Rate

Compensation is the evaluated daily rate as determined in 561.3, times the number of workdays, provided that actual weekly workhours do not exceed 40.

Example: H Type Route

Base AR (24 hours) at step 12 = \$25,294

 $$25,294 \div 302 \text{ days} = $83.7550 \text{ (evaluated daily rate)}$

 $25,294 \div 2,416 \text{ hours} = 10.4694$

Example: J Type Route

Base AR (46 hours) at step 12 = \$51,645

 $$51,645 \div 276 \text{ days} = $187.1196 \text{ (evaluated daily rate)}$

 $$51,645 \div 2,208 \text{ hours} = $23.3899 \text{ (evaluated hourly rate)}$

Example: K Type Route

Base AR (48 hours) at step 12 = \$54,814

 $$54,814 \div 250 \text{ days} = $219.2560 \text{ (evaluated daily rate)}$

 $$54,814 \div 2,000 \text{ hours} = $27.4070 \text{ (evaluated hourly rate)}$

Example: M Type Route

Base AR (116 miles) at step 12 = \$44,747

 $$44,747 \div 302 = 148.1689 (evaluated daily rate)

 $$44,747 \div 2,416 = 18.5211 (evaluated hourly rate)

565.3 Overtime

When actual weekly workhours exceed 40 per week, compensation is RSC B, attained step for the 40 hours and at 150 percent of the annual hourly rate for those workhours in excess of 40.

Example:

Base AR (RSC B) at step 12 = \$42,163

 $42,163 \div 2,000 \text{ hours} = 21.0815$

\$21.0815 (Substitute Rate 40 hours)

Base AR (RSC B) at step 12 = \$42,163

 $42,163 \div 2,080 \text{ hours} = 20.2707$

 $20.2707 \times 150\% = 30.41$ (substitute OT rate)

565.4 Combined Service

When the substitute rural carrier (Designation 72 - FLSA code L) works the assigned route and provides service on another regular rural route, the carrier receives compensation based on the daily route evaluation for each route, provided that the carrier does not exceed 40 hours per week. If the total combined workhours exceeds 40 within the week, compensation is RSC B, attained step for the first 40 hours and 150 percent of the annual hourly rate for those workhours in excess of 40.

566 FLSA Code P Calculation

566.1 **Description**

FLSA code P applies to auxiliary rural carriers (Designation 77), rural carrier relief (Designation 75), and rural carrier associates (Designations 74, 78, and 79). It applies to substitutes (Designation 73) and part-time flexible (Designation 76) rural carriers when service is recorded on PS Form 1314-A, *Auxiliary Rural Carrier Time Certificate*.

566.2 Compensation

566.21 Auxiliary Rural Carriers and Part Time Flexibles

Compensation for auxiliary rural carriers (Designation 77) and PTFs (Designation 76) is RSC B attained step. Overtime is compensated at 150 percent of the annual hourly rate for hours worked in excess of 40 per week.

566.22 Rural Carrier Relief, Rural Carrier Associate

Compensation for rural carrier reliefs and rural carrier associates is based on an hourly rate. Overtime is compensated at 150 percent of this hourly rate for hours worked in excess of 40 per week.

566.3 Auxiliary Rural Carriers (Designation 77)

566.31 Compensation

566.311 Auxiliary Route

Auxiliary rural carriers working on a valid auxiliary route are compensated at the daily evaluated hours of the route at their attained step, times the number of workdays. If workhours for the week exceed 40, the carrier will be paid under 566.312.

566.312 Auxiliary Assistance

Compensation for auxiliary rural carriers is the substitute hourly rate, RSC B, attained step. Overtime is 150 percent of the annual hourly rate for hours worked in excess of 40 per week.

Example:

Base AR (RSC B) at step 12 = \$42,163 \$42,163 ÷ 2,000 hours = \$21.0815 \$21.0815 (auxiliary rate) Base AR (RSC B) at step 12 = \$42,163 \$42,163 ÷ 2,080 hours = \$20.2707 \$20.2707 × 150% = \$30.41 (auxiliary OT rate)

566.32 **Leave**

Auxiliary rural carriers (Designation 77), part-time flexible rural carriers (Designation 76) and rural carrier associates (Designation 79) may take leave in increments of whole hours only and cannot exceed 40 hours per week or 8 hours per day. Leave cannot be recorded when workhours for the week exceed 40.00. However, a combination of work and leave may be taken up to 48 hours per week. This does not constitute overtime payment.

566.4 Substitute (Designation 73) and Part-Time Flexible (Designation 76) Rural Carriers

All hours recorded for a substitute and part-time flexible rural carrier on PS Form 1314-A are calculated as explained in section 565 and 566.

566.5 Rural Carrier Relief (Designation 75) and Rural Carrier Associate (Designations 74, 78, and 79)

566.51 Compensation

Rural carrier relief (RCR) and rural carrier associate (RCA) employees are compensated on a unique hourly rate: If carrier was hired on or after

August 24, 1991, the rate is \$15.04 per hour. If the carrier was hired prior to August 24, 1991, the rate is \$18.24 per hour.

The hourly rate remains the same until the basic salary changes - for example, because of contractual increases determined by collective bargaining.

566.52 Calculation

To calculate payment for a rural carrier relief or rural carrier associate who performs service on a route, first determine the daily evaluated hours for the routes serviced each week. The weekly evaluated pay hours of each route are divided by 6 days (H, M, or A type route), 5.5 days (J type route), or 5 days (K route). Some examples are:

Evaluated Hours	Route Type	Daily Evaluated Hours
33	A	5.50
46	H, M, or A	7.67
46	J	8.36
46	К	9.20
41	H, M, or A	6.83
41	J	7.45
41	К	8.20

The daily evaluated hours are then multiplied by the number of days the employee served the route for a particular week.

Example:

9.20 daily evaluated hours \times 3 days = 27.60

8.20 daily evaluated hours \times 3 days = 24.60

Total evaluated hours for the week = 52.20

The total of evaluated hours each week is multiplied by the hourly rate to determine gross wages.

 $52.20 \times 15.04 (hourly rate) = \$785.09

\$785.09 is the total weekly compensation when the actual weekly workhours do not exceed 40 hours.

566.53 Overtime

When a rural carrier relief or rural carrier associate exceeds 40 actual workhours in the week from all certificates combined, compensation for the first 40 hours is at the straight time rate as explained above. For all hours in excess of 40, the overtime rate will apply.

Example:

Actual weekly workhours reported on PS Form 1314 = 29.73

Actual weekly workhours reported on PS Form 1314-A = 27.04

Total weekly hours = 56.77

40 hours \times \$15.04 = \$601.60

 $15.04 \times 150\% = 22.56$ (OT rate)

16.77 OT hours X \$22.56 (OT rate) = \$378.33

Total weekly compensation = \$979.93

Temporary Relief Carrier (Designation 70)

566.61 Compensation

A temporary relief carrier's (TRC) salary is based on a salary range of \$9.55 to \$13.05 an hour.

566.62 Calculation

TRC calculation is the same as an RCA. See section 566.52.

567 Christmas Overtime Calculation

567.1 General

The Christmas period begins on the first Saturday of December and terminates as specified in the *Postal Bulletin*. The following provisions will apply, provided that the regular rural carrier (Designation 71) or substitute rural carrier Designation 72) does not have a FLSA code A.

567.2 Mileage Carriers

567.21 Routes of Less Than 35 Hours per Week

A rural carrier schedule (RCS) carrier whose route evaluates less than 35 hours per week does not receive Christmas overtime. Sufficient auxiliary assistance is provided to limit the carrier's workweek to 56 hours.

567.22 Routes of 35 to 39 Hours per Week

An RCS carrier whose route evaluates at least 35 hours, but less than 40 hours, per week receives Christmas overtime for hours worked in excess of 48 through 56, less any daily overtime (hours over 12 per day).

To determine workhours when workdays are less than 6, add the appropriate daily evaluation, times the number of paid leave days, to the actual workhours, as reported on PS Form 1314 for that week.

Example:

Mileage route with evaluated hours of 39

39 hours \div 6 days = 6.50 evaluated daily hours

42.83 hours reported for 5 workdays and 1 paid leave day

42.83 actual workhours

+6.50 evaluated hours for 1 paid leave day

49.33 weekly total

-48.00 subtract from weekly total

1.33 Christmas OT hours

567.23 Routes With 40 Hours or More per Week

For an RCS carrier whose route evaluates 40 hours or more per week, a comparison is made between the employee's regular weekly compensation and RSC B annual hourly rate for hours worked up to 40. Overtime will be 150 percent of the RSC B rate for hours worked over 40 up to 56, less any daily overtime (hours over 12 per day).

Example:

Annual base salary 64-mile route at step 12 = \$42,931

Regular weekly compensation = \$825.60

Annual rate RSC B, step 12 = \$42,163

Annual hourly rate $(\$42,163 \div 2,080) = \20.27

OT rate RSC B, step 12 = \$30.41

Employee worked 39.76 hours in 5 days

Weekly evaluated hours = 41.6 = 6.83 evaluated daily hours

Hours worked 39.76 + 1 day's evaluation of 6.83 = 46.59

 $40.00 \text{ hours} \times \$20.27 = \$810.80$

 $6.59 \text{ OT} \times \$30.41 = \200.40

Total RSC B compensation \$1,011.20

Less regular weekly compensation of \$825.60

Christmas OT = \$185.60

To arrive at OT hours, divide the overtime dollars by the RSC B OT rate.

 $$185.60 \div $30.41 = 6.10 \text{ Christmas OT hours}$

567.24 Routes With 40 Hours or More per Week - Designation 72 Only

To determine the computed overtime hours for an RCS carrier, Designation 72, whose route evaluates at 40 hours or more per week, compute the RSC B annual hourly rate for hours worked up to 40. Overtime is 150 percent of the RSC B rate for hours worked per week over 40 up to 56, Less any daily overtime (hours over 12 per day). The total amount computed at the RSC B rate is compared with the regular weekly compensation. The difference is divided by the RSC B overtime rate to determine the computed overtime hours.

Example:

Annual salary 116-mile route = \$42,613

Regular weekly compensation = \$819.48

Annual rate RSC B, step 6 = \$40,028

To compute the RSC B annual hourly rate:

Basic rate of RSC B = \$40,028

 $$40.028 \div 2.000 = 20.01

RSC B annual hourly rate = \$20.01

RSC B OT rate = $$20.01 \times 150\% = 30.02

Total amount computed at RSC B

 $40.00 \text{ hours} \times 20.01 = \800.40

56 - 40 = 16 OT hours

16 OT hours \times \$28.87 = \$461.92

Total RSC B compensation = \$1,262.32

To calculate computed overtime:

Total RSC B compensation of \$1,262.32

Minus regular weekly compensation of \$800.40 = \$461.92

\$461.92 ÷ \$28.87 (RSC B OT rate) = 16.00 hours computed OT

To determine the calculated hours for the pay period, take all hours up to 56 for each week and subtract the pay period computed overtime hours. When determining overtime dollars, substitute rural carriers (Designation 72) are not entitled to the "built-in" postal holidays, so a special factor is computed by taking 2,000 hours and dividing by 2,080 hours. Take the result to 5 decimal places, 0.96154. Compute the evaluated rate for the pay period and multiply this by 0.96154. Divide this rate by the calculated hours to determine the hourly rate. Multiply the hourly rate by 150 percent to determine the developed OT rate. Multiply this rate by the computed overtime hours to determine the amount to be paid for Christmas overtime.

Example:

Actual workhours up to 56 hours for both weeks = 112 hours

112 hours - 26.64 (computed OT for the PP) = 85.36 calculated hours

\$800.40 (regular weekly compensation) X 2 weeks = \$1,600.80

 $1,600.80 \times 0.96154$ (holiday factor) = 1,539.2332

\$1,539.2332 ÷ 85.36 (calculated hours) = \$18.0322 per hour

 $18.0332 \times 150\% = 27.0498$ (developed OT)

 $27.0498 \times 13.97 \text{ hours} = 377.89$

To determine the overtime dollars from 56 to 80 hours

80 - 56 hours = 24 OT hours

 $18.0332 \times 150\% = 27.0498$

 $27.0498 \times 24 \text{ OT hours} = 649.20$

567.3 Evaluated Carriers

567.31 Routes of Less Than 35 Standard Hours

Weekly workhours over the evaluation up to 40.00 are used to calculate Christmas overtime hours. All hours reported on PS Form 1314 over 40 per week are paid the appropriate FLSA overtime in the current pay period.

Contents

To determine workhours when workdays are less than 6, add the appropriate daily evaluation times the number of paid leave days to the actual workhours, as reported on PS Form 1314 for that week.

Example:

28-hour route 6 = 4.67 daily evaluated hours

20.73 workhours reported for 4 workdays

+9.34 hours for 2 leave days

30.07

-28.00 weekly evaluated hours

2.07 hours

The 2.07 hours are straight time hours (hours under 40). To determine overtime hours, divide the 2.07 by 3 and multiply by 2.

$$(2.07 \div 3) \times 2 = 1.38$$
 OT hours

567.32 Routes of 35 to 39 Hours

All hours of required service in excess of the evaluated hours of the route shall be paid as additional compensation for those hours within the 40-hour workweek, and at the appropriate overtime rate for those hours in excess of 40 up to 56 (less any daily overtime hours over 12 a day).

To determine workhours when workdays are less than 6, add the appropriate daily evaluation, times paid leave days to actual work, as reported on PS Form 1314 for that week.

Example:

37-hour route 6 = 6.17 daily evaluated hours

41.33 actual workhours reported for 5 workdays

+ 6.17 evaluated hours for 1 leave day

47.50

To convert the 3 hours between the weekly evaluated and 40 OT hours, use the following formula: \div 3 and then \times 2.

 $3.00 \div 3 \times 2$ = 2.00 OT hours

OT hours over 40 = +7.50

Total Christmas OT hours = 9.50

567.33 Time and Attendance

567.33 Routes of 40 to 48 Hours

Carriers assigned to J and K type routes may be required to give assistance to their replacements on their scheduled relief day (J or K day). These hours are reported in the Christmas Assistant's Work Hours block on PS Form 1314 for the appropriate week and computed as Christmas OT hours.

Normally, only the hours entered in the Actual Weekly Work Hours block would be considered for weekly OT, but during the Christmas period, the Actual Weekly Work Hours and the Christmas Assistant's Work Hours blocks are added together to determine FLSA weekly OT (hours over 56).

Hours worked over 12 a day or 56 per week are not calculated toward Christmas OT hours. These hours are paid as FLSA OT in the current pay period.

To determine workhours when workdays are less than the required days of service, take the appropriate daily evaluation, multiply by the number of leave days, and add to actual workhours, as reported on PS Form 1314 for that week.

To determine the daily evaluation, use the following divisors:

```
H type route = 6

J type route = 5.5

K type route = 5
```

To determine the FLSA overtime and the total Christmas overtime, follow the examples below:

```
Example: J Route - 46-Hour Route
```

```
46 hour route \div 5.5 = 8.36 (daily evaluation)
 47.25
            actual workhours reported for 4 days' work
+ 9.16
            Christmas assistant workhours performed on J day
 56.41
-56.00
    .41
            FLSA OT
 47.25
            actual workhours reported for 4 days' work
+ 8.36
            evaluated hours for 1 paid leave day
 55.61
- <u>41.8</u>2
            (46 heavy duty 5.5 \times 5 days)
 13.79
+ 8.75
            (9.16 Christmas assistant hours minus .41 FLSA OT)
 22.54
            Total Christmas OT
```

568 Salary Protection

568.1 Entitlement

If a carrier's route is reduced and the carrier is entitled to the guaranteed salary established at the beginning of the guarantee year based upon the national agreement, the carrier may also be entitled to salary protection for the remainder of the 2 calendar years. The guaranteed salary is set at the employee's step at the beginning of the guarantee year and is entitled to all Contractual Increases. If the route was reduced for the benefit of the Postal Service and if the carrier qualifies for salary protection, refer to ELM 421.51 and 421.511.

Contents

569.2

568.2 How It Works

As an example, the route is a 44H route, and the annual salary is \$38,889. The route is reduced to a 38H route in pay period 14 because the Postal Service added the territory to another route. The carrier is entitled to the guaranteed salary and COLA of a 40-hour route until the end of the guarantee period. If at the end of the guarantee period the carrier is entitled to salary protection for the remainder of the 2 years, the salary protection would expire in pay period 13, two years later. The protected salary would be the basic salary of a 40-hour route and the COLA of a 38-hour route. The carrier is entitled to all salary increases related to the 40-hour route. If the route exceeds 40 hours during the 2-year protection period, the protected salary will terminate automatically.

569 Protected/Salary Code E

569.1 Entitlement

A carrier who was injured on duty and returns to work on limited duty for an extended period of time is entitled to the salary at the date of injury/disability evaluation. To ensure the salary will be correct, personnel must process a SF 50 with a special salary code E and the evaluated hours or miles. The employee's salary will not be affected by changes in route evaluation. When the carrier returns to full duty, process an SF 50 to remove special salary code E.

569.2 How It Works

As an example, the route is a 42-hour evaluated route. The route had territory added to it and is now a 44-hour evaluated route. The local office must prepare paperwork to have the personnel office process a special salary code E and to lock the evaluated hours to 42. The carrier is not entitled to be paid as a 44-hour evaluated route until he or she returns to full duty status. Another SF 50 must be initiated to remove the protected salary code.

570 Equipment Maintenance Allowance

The rural carrier is responsible for furnishing all vehicle equipment needed to handle the mail safely and promptly unless a Postal Service owned or leased vehicle is assigned to the route. Any regular rural carrier or replacement carrier assigned to serve a rural route, who is required by management to furnish a vehicle for that route shall be paid the Equipment Maintenance (EMA) for the route served. The following provisions will determine the payment of EMA.

PS Form 1314, Regular Rural Carrier Time Certificate

Preceding the regular rural carrier's Social Security number on the preprinted PS Form 1314 is an EMA code of E, or G (see exhibits 571a and 571b).

Exhibit 571a

EMA Code E — Rural Carrier Furnishes Own Vehicle

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Exhibit 571b

EMA Code G — Rural Carrier Uses a Government Vehicle

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571.1 EMA Code E

571.11 **Description**

The EMA code represents the standard method of computing equipment maintenance allowance. A daily EMA rate is developed for each rural route based on the number of stops in relation to the number of route miles. This rate cannot fall below the minimum daily trip rate in effect for 260 stops and 8 miles.

571.12 Compensation

The EMA rate is paid to the regular assigned carrier for all days considered workdays, or to the relief carrier(s) for the number of trips recorded in the Trip block on PS Form 1314 (see exhibit 571.1).

Exhibit 571.1

PS Form 1314 — Compensation EMA Code E

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The assigned carrier worked 5 days the first week and 4 days the second week. The carrier is entitled to 10 days' evaluation of the route and 9 trips EMA.

The replacement carrier is entitled to 3 days at the appropriate daily rate and 3 trips EMA.

571.13 Time and Attendance

571.13 Government Vehicle Used

Whenever an assigned carrier uses a government vehicle, enter the number of trips in the Government Vehicle Used (GT Veh. Used) block for the appropriate week on PS Form 1314. This will reduce the number of trips for the week, and EMA will be reduced at the appropriate rate. For a relief carrier, record the appropriate weekly trips in the No EM block whenever a government vehicle is used. (See 573 for more information on the GT Veh. Used block.)

571.14 Auxiliary Route

On PS Form 1314-A, *Auxiliary Rural Carrier Time Certificate*, when the carrier uses a government vehicle, enter the trips in the GT block. No EMA will be paid.

571.2 EMA Code G

571.21 **Description**

Code G indicates a Postal Service owned or leased vehicle is assigned to the route. The regular assigned carrier and any relief carriers do not receive EMA (see exhibit 571.2).

Exhibit 571.2 PS Form 1314 — Compensation EMA Code G

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The assigned carrier worked 2 days the first week and 5 days the second week. The carrier is entitled to 10 days' evaluation of the route and no EMA.

The replacement carrier is entitled to 5 days at the appropriate daily rate and no EMA.

571.22 Employee Vehicle Used

When circumstances require the regular or relief carrier to provide a vehicle, EMA will be payable at the daily rate. To pay the regular carrier EMA, record the number of payable trips in the GT Veh. Used block for that week on PS Form 1314.

To pay the relief carrier providing a vehicle on the assigned government vehicle route, record the number of payable trips in the appropriate weekly EM Only block. See section 573 for more details on the GT Veh. Used block.

571.23 Auxiliary Route

On PS Form 1314-A, *Auxiliary Rural Carrier Time Certificate*, when the carrier furnishes his or her own vehicle because the government vehicle was unavailable, enter the hours, trips, and miles on the certificate. The appropriate EMA will be calculated.

572 Temporary Route Deviation

572.1 Recording Temporary Route Deviation

When a temporary deviation is necessary, an increase in the EMA will be authorized if the total daily miles traveled, including deviations, exceeds 40 miles per day. Miles recorded in the Route Deviation (Route Dev.) block must be in whole miles (3-digit field). Payment is at the current mileage rate (see exhibits 572a and 572b).

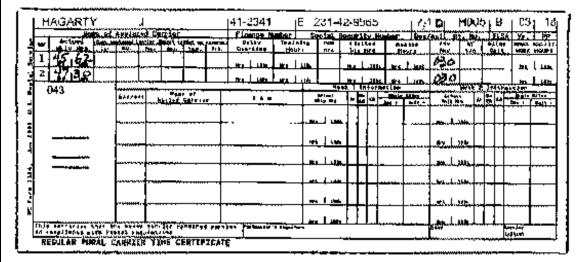
572.2 Recording Temporary Route Deviation in Excess of 30 Calendar Days

Any temporary route deviation of more than 30 calendar days shall be added via PS Form 4003 to the evaluation, and the salary shall be adjusted accordingly. Discontinue reporting the route deviation on PS Form 1314. Upon termination of the deviation, the route evaluation shall be adjusted to its former status. No special count shall be made at either the beginning or ending of the deviation. All salary changes become effective at the beginning of the first pay period following completion of the first 30 days of the deviation and at the beginning of the first pay period after the deviation is terminated.

572.2 Time and Attendance

Exhibit 572a

PS Form 1314 — Route Deviation — Under 40 Miles



Because of construction in the area, the regular carrier must take a detour. This is a 38-mile route, and the assigned carrier must make a 7-mile detour every day (miles over 40 is 5 miles x 6 days = 30 miles a week). Enter 030 miles under Route Dev. for the first and second week. This procedure is the same for the replacement carriers. Enter the number of miles under Whole Miles, Dev. (+).

Exhibit 572b

PS Form 1314 — Route Deviation — Over 40 Miles

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Because of a bridge closing, the carrier must take a detour starting the first Friday and ending the second Tuesday. This is a 58-mile, 46-hour, heavy-duty J route. The carrier must travel an extra 9.6 miles for 4 days.

Week 1 The regular carrier is compensated for 6 days worked, 6 trips EMA, and 010 miles deviation.

Week 2 The regular carrier is compensated for 2 days worked, 3 days' annual leave, plus 2 trips EMA, and a route deviation of 019 miles. The replacement carrier is compensated for 4 days and 4 trips, plus 010 miles deviation for the second week.

Note: Note: All route deviation is paid at the current rural carrier mileage rate.

573 Government Vehicle Used Block

The Government Vehicle Used (GT Veh. Used) block on the PS Form 1314 has two uses.

Contents

573.2

573.1 EMA Code E

When a government vehicle is provided on a route to a carrier with an EMA code of E on PS Form 1314, the number of times will be noted in the weekly GT Veh. Used block. The carrier's EMA is reduced by the number of trips, times the current daily EMA rate for the route (see exhibit 573.1). If the relief carrier uses a government vehicle, the appropriate trips are recorded in the No EM block.

Exhibit 573.1 PS Form 1314 — Use of Government Vehicle

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The assigned carrier furnishes his or her own vehicle. For 2 days during Week 1 and 1 day during Week 2, a government vehicle was provided. The regular carrier is compensated for 11 days' evaluation of the route and 8 trips EMA.

The replacement carrier is compensated for 1 day at the appropriate rate of pay and 1 trip EMA.

573.2 EMA Code G

When a carrier provides his or her own vehicle on a route with an EMA code of G, record the number of occurrences in the weekly GT Veh. Used block.

Equipment maintenance allowance is paid by the number of trips, times the current daily EMA rate for the route. If the replacement carrier provides a vehicle in this situation, record the appropriate trips in the EM Only block (see exhibit 573.2).

574 Time and Attendance

Exhibit 573.2

PS Form 1314 — Use of Employee Vehicle

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Route K001 is assigned a government vehicle. Because of an emergency, the government vehicle is not available for 4 days during week 2 (2 days covered by the regular carrier and 2 days covered by the replacement carrier). To pay the regular carrier EMA, enter the two trips under GT Veh. Used. This allows EMA to be paid at the current daily rate.

Relief Replacement carrier:

- Week 1 One day's evaluation, no EMA.
- Week 2 Four days' evaluation and 2 trips EMA. (Two trips entered in the EM block will reimburse the carrier EMA.)

574 Miles Omitted

In completing the route, if a carrier does not serve any portion of the route because of lack of proper endeavor, proper equipment, or other failure for which the carrier is responsible, appropriate deductions from the EMA are made based on the number of miles omitted. No miles are omitted when auxiliary assistance is given to a route. The following formula is used to reduce the EMA for the regular carrier or the relief carrier:

a. The weekly miles omitted that are recorded on PS Form 1314 are divided by the route's daily pay miles to determine a percentage rate.

Example:

Miles omitted = 49

Pay miles = 61

 $49 \div 61 = .8033$

b. The route's daily EMA rate is then multiplied by the percentage rate to determine the amount of EMA to be reduced.

Example:

Daily EMA rate = \$19.22

 $$19.22 \times .8033 = 15.44

\$15.44 = amount to be reduced

Rural Carrier Procedures 575

c. No miles are omitted from the regular carrier when auxiliary assistance is given to a route.

575 EMA for Nonrural Postal Employee

When a nonrural postal employee services the regular rural route, enter the employee's name and Social Security number in the Relief Carrier block. Enter the number of trips in the appropriate weekly Trips block (see exhibit 575a). If the employee uses a government vehicle and no EMA is due, enter the number of trips in the appropriate weekly No EM block (see exhibit 575b).

PS Form 1314 — EMA for Nonrural Employee

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The employee's workhours are reported on PS Form 1230-A, Time Card - Week 1, or PS Form 1230-B, Time Card – Week 2. A separate check will be issued for the EMA payment.

EXNIDIT 5/5D

PS Form 1314 — EMA for Nonrural Employee Using Government Vehicle

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576 Auxiliary Rural Certificate

576.1 Compensation

A rural carrier craft employee, Designations 70, 73, 75, 76, 77, 78, 79, or a nonrural carrier employee required to provide a vehicle is paid equipment maintenance allowance (EMA) on a per mile or per hour basis, whichever is greater, but not to exceed the amount provided for in the current special chart for the route stops and miles published in the *Postal Bulletin* whenever the EMA rates are changed.

576.2 Recording EMA

All three weekly EMA fields of (hours), (trips), and (miles) must be recorded on all PS Forms 1314-A regardless of route type (except route numbers A990 (leave for a Designation 76), A994 (Replacement on QWL/EI), A995 (Census), A996 (FMLA), and A999 (Training)) to calculate EMA correctly. The lesser of the calculated hours or trips is compared with the calculated miles. EMA is paid on whichever is greater (see exhibit 576.2). The fields are abbreviated as follows:

Hrs. - Total route hours used delivering mail (2-digit field).

Tr - Total route trips per week (1-digit field).

Miles - Total miles traveled for the week, including any deviation (3-digit field).

Example:

EMA hours = \$4.25 per hour

EMA trips = \$14.60 per trip

EMA miles = \$ 0.365 per mile

EMA will be paid per hour, trip, or mile, not to exceed the amount provided in the special EMA chart for route stops and miles.

Week 1 $28 \times \$4.25 = \119.00

 $6 \text{ trips} \times \$14.60 = \87.60

The amount (\$87.60) is compared with calculated miles:

250 miles \times \$ 0.365 = \$91.25

The greater amount (\$91.25) is then paid.

Rural Carrier Procedures 576.3

Exhibit 576.2 **PS Form 1314, Recording EMA**

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576.3 Overburdened Route

An overburdened route is authorized temporary auxiliary assistance to provide relief. Exhibit 576.3 shows a PS Form 1314-A reflecting auxiliary assistance for an overburdened route. No EMA is deducted when auxiliary assistance is given the regular carrier.

Exhibit 576.3 **Auxiliary Assistance on an Overburdened Route**

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Route K002 is authorized auxiliary assistance. Compensation is at the appropriate RSC B rate. A comparison, as demonstrated below, is made on the EMA hours, trips, and miles for the payment of EMA.

Example:

EMA hours = \$4.25 per hour

EMA trips = \$14.60 per trip

EMA miles = \$ 0.365 per mile

580 Time and Attendance

Comparison:

 $20 \times \$4.25 = \85.00

 $3 \text{ trips} \times \$14.60 = \43.80

The lesser amount (\$43.80) is compared with calculated miles:

Contents

90 miles \times \$ 0.365 = \$32.85

The greater amount (\$43.80) is due the employee for each week.

580 Leave/Other

581 Overview

Regular rural carriers and carriers assigned to a regular route via PS Forms 50 (Designations 72, 74) are granted leave in minimum units of 1 day. Leave must be documented on PS Form 3971, *Request for or Notification of Absence*, as outlined in section 323.

Exception: Continuation of pay (COP) leave hours are used in conjunction with limited duty work. These COP hours must be recorded in whole hour increments. Auxiliary carriers and part-time flexible rural carriers are granted leave in whole hour increments.

581.1 Regular Rural Carriers

581.11 Annual Leave

A newly appointed regular rural carrier may not use annual leave until the completion of 90 days (7 pay periods) of continuous employment. Conversion to regular rural carrier from a Designation 72 or 76 position does not require a 90-day qualifying period. Rural carrier associates (Designation 78) have a 90-day qualifying period for leave.

581.12 Sick Leave

Sick leave is credited at the end of each 2-week pay period in which it is earned. When the sick leave recorded is greater than the employee's sick leave balance, the office may contact the employee about the insufficient leave balance to determine what type of leave to charge. (see exhibits 581.12).

Exhibit 581.12
Sick Leave (K Route)

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The assigned carrier on Route K002 is on sick leave the entire pay period. The carrier's sick leave balance cannot cover the full amount needed; the carrier requested leave without pay to cover the remaining days.

The regular carrier receives 6 days of compensation for the days of sick leave available, and the remaining 4 days are charged to Leave Without Pay (LWOP). The replacement carrier is compensated a full pay period at the appropriate daily rate and 12 trips EMA. No free Saturdays are granted for a K route.

581.13 Holiday

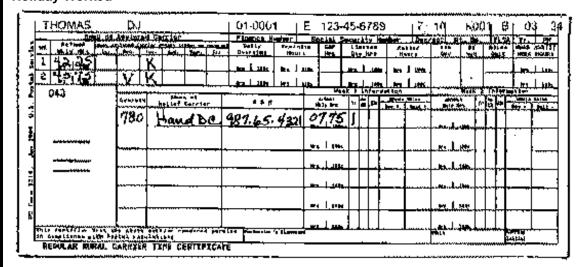
581.131 Holiday Leave

The Postal Service currently observes 10 holidays (see 371). On these holidays, the regular carrier receives the daily rate for holiday leave pay. The Days Assigned Carrier Absent (DACA) code H is entered on PS Form 1314 for holiday leave.

581.132 Holiday Worked Pay

Carriers are paid for work performed on the designated holiday at the daily rate, in addition to any pay for holiday leave to which they may be entitled. DACA code V is entered on PS Form 1314 for holiday worked (see exhibit 581.132).

Exhibit 581.132 Holiday Worked



The holiday falls on the second Tuesday, which is the carrier's scheduled relief day. Monday becomes the holiday, and the relief day code (K) is entered for Tuesday. In this example, the carrier works his or her holiday, and code V is entered in the Days Assigned Carrier Absent (DACA) block.

The assigned carrier is compensated for 9 days' evaluation of the route, 1 day of holiday leave, 1 day of holiday work, and 10 trips EMA.

The replacement carrier is compensated 1 day's evaluation and 1 trip EMA.

581.133 Holiday Falls on Relief Day

When a holiday falls on a carrier's normal relief day (J or K day), the carrier shall be granted the preceding workday as the designated holiday. Enter a V if the assigned carrier is required to work the designated holiday. Code V will pay the carrier a day of holiday worked. Enter the relief day code (J or K) on the normal relief day. Hours worked on a designated holiday must be included in total workhours for the week in the Actual Wkly Hrs block (see exhibit 581.133). If Designation 72 or 74 works the holiday, the DACA day is left blank to indicate the carrier worked the holiday; do not enter V on PS Form 1314.

Exhibit 581.133 Holiday on Relief Day

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The holiday falls on the second Tuesday of the pay period, which is the carrier's scheduled relief day. The preceding Monday becomes the designated holiday, and the relief day code (K) is entered for Tuesday.

The assigned carrier is compensated for 9 days' evaluation of the route, 1 day of holiday leave, and 9 trips EMA.

The replacement carrier is compensated 2 days' evaluation and 2 trips EMA.

581.14 Relief Days

If the holiday falls on the relief day, and the assigned carrier is a Designation 72 or 74 and she/he works on the designated holiday, then the assigned carrier is compensated for 1 day's evaluation and one trip, but no holiday leave. These employees are not entitled to holiday leave.

581.141 Provisions of Relief Day

Relief days are provided to carriers serving full time on J and K routes. The relief day is always Saturday unless the postmaster and rural carrier mutually agree to change the assigned day or the relief days are changed in accordance with Article 9.2.C.5 of the National Agreement.

581.142 Working a Relief Day

When regular carriers (Designation 71) work their assigned relief day, they are paid EMA and provided a day off within 12 weeks. Regular rural carriers (Designation 71) with a FLSA code A, substitute carriers (Designation 72), or rural carrier associates (Designation 74) are not provided a day off. They receive salary and EMA for working their relief day (see exhibit 581.142).

Exhibit 581.142 **Relief Day**

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The assigned carrier is compensated for 11 days evaluation of the route, 2.22 hours of FLSA overtime, and 11 trips EMA. A Designation 72 employee is paid for working the relief day.

The replacement carrier is compensated for 1 day at the appropriate daily rate and 1 day of EMA.

a. DACA Code 3

DACA code 3 pays an additional 50 percent of the carrier's daily rate of pay plus one day of EMA if appropriate for working the relief day on the assigned route. The hours worked on the relief day is entered in the Relief Hours and the Actual Wkly Hrs block on PS Form 1314. The carrier shall receive an X day (a day for working a prior relief day) within 12 weeks as scheduled by the employer. If the weekly work hours exceeds 56 hours in a week, DACA code 3 must be changed to DACA code 5 because of the overtime situation.

b. DACA Code 5

DACA code 5 pays the employee 150 percent of the carrier's daily rate of pay plus one day of EMA if appropriate for working the relief day on the assigned route. The employee is not entitled to an X day.

581.15 Free Saturday

581.151 Free Saturday Combined With Annual/ Sick Leave

A regular rural carrier or substitute rural carrier (Designation 72) or a rural carrier associate (Designation 74) in a leave earning capacity who has an approved absence on Saturday occurring within or at the beginning or end of a period of annual or sick leave is not charged such leave or loss of compensation, provided the appropriate leave balance on the Form 1223 (Earning Statement) reflects at least 6 days of leave and the following conditions are met:

- a. There are more than 5 days of annual or sick leave within the period; or
- b. There are more than 4 days of annual or sick leave plus a holiday within the period. If a holiday falls on Saturday, which is a scheduled workday, absence on the preceding Friday will not be charged to leave. If the leave period is for 4 days, or less absence on the Friday will be charged to leave.

Rural Carrier Procedures 581.16

c. Interruption during the approved period of annual or sick leave by court leave due to circumstances beyond the employee's control shall not disqualify the carrier for coverage as provided in *a*. or *b*. above.

581.152 Maximum Free Saturdays Within a Pay Period

Maximum free Saturdays within a pay period include the following:

- a. 6-day routes H or M may receive 2 free Saturdays within the pay period (see exhibit 581.152).
- b. 5.5-day J routes receive only 1 free Saturday per pay period.
- c. 5-day K routes do not receive free Saturdays.

Exhibit 581.152 **Free Saturdays**

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The assigned carrier is charged 5 day's annual leave and is compensated as follows:

- Week 1 5 days' annual leave and 1 free Saturday at the evaluation of the route.
- Week 2 40.00 hours at RSC B, grade 5 attained step, plus 1.30 hours at 150 percent of same rate and 5 trips EMA. Saturday is a free Saturday.

The replacement carrier is compensated as follows:

Week 1 6 days at the appropriate daily rate of pay and 6 trips EMA for week 1, and 1 day plus EMA for week 2.

581.16 Military Leave

Military leave is authorized absence for regular rural carriers (Designation 71) from Postal Service duties without loss of pay, time, or performance rating that is granted to employees who are members of the National Guard or Reservists of the Armed Forces (see ELM 517). Carrier is not entitled to free Saturdays for military leave. To complete PS Form 1314 for the assigned carrier, enter M in the Days Assigned Carrier Absent (DACA) block. Enter the replacement carrier on PS Form 1314 as usual (see exhibit 581.16).

Career employees who performed qualifying military service, which is serving on active military duty for a period of more than 30 days under official orders issued pursuant to Title 10 of the United States Code that states the

581.17 Time and Attendance

Reservist or Guardsman is activated for Operation Noble Eagle, Operation Enduring Freedom, Operation Iraqi Freedom, or any other military operations subsequently established under Executive Order 13223, are eligible for 5 days of administrative leave when returning from military duty. Use DACA code 2 to record the 5 days of administrative leave.

Exhibit 581.16 **Military Leave**

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The assigned carrier will be compensated for 12 days' evaluation of the route and no EMA. The substitutes replacements will be paid at the appropriate rate and six trips EMA each.

581.17 Other Paid Leave

Other paid leave is used only in situations where the types of leave described elsewhere in this chapter do not apply or where special leave has been authorized by management. When O (Other Leave) is recorded, an explanation must be given on the back of PS Form 1314 (see exhibit 581.17). Other leave is not used in the determination for free Saturdays.

Exhibit 581.17

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The assigned carrier on Route K003 is on paid leave the entire pay period. The carrier is compensated for 5 days of annual leave, and 5 days of other leave (jury duty – which is indicated on the back of PS Form 1314).

The replacement carriers are compensated at the appropriate hourly rate up to 40 hours, at RSC B, attained step for all hours up to 40, and at 150 percent for all hours over 40 hours, plus the appropriate EMA (6 trips and 6 trips respectively) for the pay period.

581.18 Family Medical Leave Act (FMLA)/Sick Leave Dependent Care

Carriers use PS Form 1314-F, *Rural Carrier FMLA Certificate* (June 1999), to identify FMLA and Sick Leave for Dependent Care hours.

For information on FMLA, review the *Employee and Labor Relations Manual* (ELM) 515; Publication 71, *Notice for Employees Requesting Leave for Conditions Covered by the Family and Medical Leave Act* (February 2001); and the *Guidelines for Sick Leave for Dependent Care*.

Rural carriers (Designations 71, 72, and 74) are always charged leave in 8-hour increments. Enter the Days Assigned Carrier Absent Code (DACA) on PS Form 1314, *Regular Rural Carrier Time Certificate*. Enter only those hours taken for FMLA reasons on PS Form 1314-F. FMLA hours should never exceed the number of hours charged.

Rural carriers may take up to 80 hours of earned sick leave for dependent care in a postal leave year. Enter leave in the DACA block on PS Form 1314 for rural carriers (designations 71, 72, and 74). Enter 8 hours under sick leave for dependent care on PS Form 1314-F. If sick leave for dependent care hours are to be used for an FMLA covered condition, enter only those hours taken under FMLA sick leave for dependent care on PS Form 1314-F (see examples 1–3).

Replacement carriers (designations 76, 77 and 79) in a leave earning status who have accrued sick leave may take sick leave for dependent care in hourly increments. The number of hours taken under FMLA Sick Leave (SL) dependent care or non-FMLA sick leave for dependent care are recorded on

581.18 Time and Attendance

PS Form 1314-A, *Rural Carrier Auxiliary Certificate*, and on PS Form 1314-F. If a replacement carrier is unavailable and it is due to an FMLA reason, record the time on PS Form 1314-F under replacement carrier unavailable. Complete PS Form 1314-F using route type and number A996 and submit with the other time certificates for processing at the end of the pay period (see example 4).

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Example 1. Ms. Smith on route K001 had to leave the route when her daughter became ill at school. Ms. Smith requested SL dependent care for the day. Even though she worked the route for a short period of time, 8 hours is recorded for SL on PS Form 1314, and 8 hours of SL dependent care is recorded on PS Form 1314-F.

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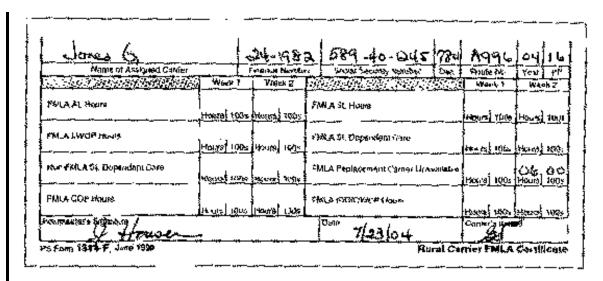
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Example 2. Mr. Roberts must go for physical therapy for a serious health condition every Wednesday. PS Form 1314 will indicate SL for the entire day, but oly the hours actually required for physical therapy are recorded as FMLA SL.

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Example 3. Mr. Kane must take his wife for chemotherapy on Friday, week 2. Mr. Kane will be charged 8 hours of SL on PS Form 1314 since he elected to take SL dependent care. Since her illness falls under FMLA, the 4 hours spent in chemotherapy plus the hours transporting her there will be entered under FMLA SL Dependent Care.



Example 4. Ms. Jones is a replacement carrier. She is scheduled to work every Saturday on route K001. Her husband is undergoing treatment for cancer, and she is unavailable to work for the next 4 weeks. PS Form 1314-F is completed to indicate that she was unavailable due to an FMLA situation. Record the evaluated hours of the route under FMLA replacement carrier unavailable.

581.2 Substitute Rural Carriers and Rural Carrier Associates

581.21 **Description**

A substitute rural carrier and rural carrier associate serve either as a leave replacement for a regular rural carrier or serve a vacant rural route, as follows:

Leave replacements (Designations 73, 75, and 78) do not earn annual or sick leave.

A substitute (Designation 72) and rural carrier associate (Designation 74) serving a vacant route or serving during the absence of the regular carrier in excess of 90 calendar days earns annual and sick leave.

A rural carrier associate (Designation 79) serving on an assigned auxiliary route in excess of 90 calendar days earns annual and sick leave based on the actual hours worked. The annual leave category is always 4. Total hours (work and leave combined) for the week cannot exceed 48.

581.22 Qualifying Period

A qualifying period of 90 days of continuous service is required for a regular route. A break in service of 1 or more workdays breaks continuity of employment, and the replacement carrier must begin a new 90-day qualifying period. Normally, a break in service will occur only when the regular carrier returns or the vacant route is filled by the appointment of a new regular carrier. A break in service does not mean absence on the route due to a nonscheduled workday or approved leave, including LWOP, or when management requires the carrier to work on another assignment.

581.23 Time and Attendance

581.23 Appointments

Appointment to substitute rural carrier (Designation 72) is limited to employees with a current position of substitute rural carrier (Designation 73).

Appointment to rural carrier associate (Designations 74 and 79) is limited to employees with a current position of rural carrier associate (Designation 78).

581.24 Change to Leave Earning Status

When the carrier has completed 90 days of continuous service, an SF 50, *Notification of Personnel Action*, must be prepared using Nature of Action (NOA) code 907, Change to Leave Earning Status, and standard remarks code 515, Rural Carrier has served continuously on route since (date required). The payroll system will credit the employee with accrued annual and sick leave computed from the date supplied in the remarks field. The earliest date a rural carrier associate can be credited with continuous service on a route is January 21, 1988.

581.25 Change to Nonleave Earning Status

When the regular carrier returns or the vacant route is filled, an SF 50 must be prepared using NOA code 908, Change to Nonleave Earning Status. The effective date of this action is the day before the regular carrier returns or the route is filled by the appointment of a new regular carrier.

581.26 Leave Earned

A lump sum payment will be issued automatically for unused annual leave credited during the leave earning period if a carrier is returning to a nonleave earning position. If the carrier returns to a leave earning position, no lump sum payment is made.

581.3 Auxiliary Rural Carrier

Auxiliary rural carriers (Designation 77) earn annual and sick leave. All leave hours are valid for auxiliary carriers only. Total hours (work and leave hours combined) for the week cannot exceed 48 hours. When workhours equal or exceed 40.00, leave cannot be used (see exhibit 581.3).

Exhibit 581.3 **Auxiliary Rural Carrier Leave**

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When an auxiliary carrier (Designation 77) uses leave, enter whole hours in the Leave block.

581.4 Part-Time Flexible Rural Carrier

Part-time flexible employees earn annual and sick leave. One hour of leave is accumulated for every 20 hours work, not to exceed the maximum for the year. Total hours (work and leave hours combined) for the week cannot exceed 48 hours. When workhours equal or exceed 40.00, leave cannot be used.

581.41 Regular Rural Carrier - Partial Trip Served

When a regular carrier becomes ill or cannot finish the route while on duty, either in the office or on the route, and is unable to complete service for the regularly scheduled workday, she or he is granted sick or annual leave for the entire day. The salary payment for the trip will be made to the replacement carrier and will include equipment maintenance. The regular carrier will not be entitled to equipment maintenance while on sick or annual leave. When the regular carrier does not complete a trip due to unexpected circumstances for reasons other than personal illness or injury, she or he will be charged annual leave for the entire day. The salary payment will be made to the replacement in the same manner as above. When the regular carrier does not complete a trip due to an on the job injury, the entire day is considered a work day and employee will receive EMA if they provide their own vehicle. The replacement carrier will be paid for actual hours worked.

When a regular carrier is working a relief day and becomes ill and cannot finish the route either in the office or on the route, the carrier will receive 150% for the hours worked.

Time and Attendance

Contents

Replacement Carrier - Partial Trip Served 581.5

When a replacement carrier becomes ill or cannot finish the route while on duty, the carrier is paid on PS Form 1314-A for actual hours worked and any EMA. The replacement carrier filling in will be paid for actual hours worked and any EMA.

Administrative Leave

582.1 **Definition**

Administrative leave is absence from duty authorized by the appropriate postal officials without charge to annual or sick leave and without loss of pay.

582.2 Acts of God

Definition 582.21

An act of God involves community disasters such as fire, flood, or storms. The disaster situations must be general rather than personal in scope and impact, and must prevent groups of employees from working or reporting to work.

582.22 Approval

ELM 519.2, explains authority to approve administrative leave for acts of God. Employees who are on preapproved annual leave, sick leave, or LWOP during an act of God remain in such status and are not entitled to administrative leave.

582.23 Rules

The following rules apply in the given situation for rural carriers when employees are dismissed from duty before the normal completion of their scheduled tour or are prevented from reporting to work due to an act of God.

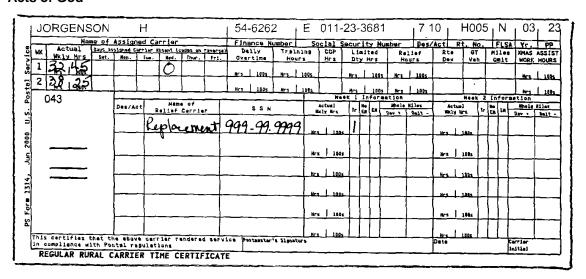
Situation 1 582.231

If a rural carrier is scheduled to work and due to an act of God (adverse weather conditions, roads closed, blizzard, etc.) is unable to report to work, the following rules apply:

- The carrier must call in and advise the postmaster. a.
- b. Compensation:
 - Designations 71, 72, 74, and 79 receive a full day's compensation and no EMA.
 - Designations 70, 73, 75, 77, and 78 are not entitled to (2) compensation.
- Preparation of PS Form 1314 for Designations 71, 72, and 74: C.
 - Record an O (Other Leave) on the appropriate day.
 - Annotate the back of PS Form 1314 with the reason for other (2)leave (act of God).

- (3) Use a replacementSocial Security Number of 999-99-9999 to crossfoot PS Form 1314 (see exhibit 582.231).
- d. Preparation of PS Form 1314-A for Designation 79:
 - (1) Record an N (No service) on the appropriate day.
 - (2) Enter the number of evaluated hours in the Other leave block to the nearest hour.

Exhibit 582.231 Acts of God



On the first Wednesday of the pay period, a severe blizzard prevents regular carriers from reporting for duty. An O (Other Leave) is entered by the office for that Wednesday, and the reason is noted on the back of PS Form 1314. To crossfoot PS Form 1314, enter a replacement with SSN 999-99-9999. The regular carrier is compensated for 12 days evaluation of the route and 11 trips EMA.

582.232 Situation 2

If a rural carrier is scheduled to work and is contacted by the postmaster not to report to work because of an act of God, follow the entitlement and procedures in 582.231b and c.

582.233 Situation 3

If a rural carrier scheduled to work reports to the office, but no mail is available and none is expected because of an act of God, and the carrier scheduled to work is sent home, the following rules apply:

- a. Compensation.
 - (1) Designations 71, 72, 74 and 79 are paid a full day's compensation and EMA.
 - (2) Designations 70, 73, 75, 77, and 78 are entitled to 2 hours' guaranteed time. No EMA is due.
- b. Preparation of PS Form 1314 for Designations 71, 72, and 74. Leave blank the appropriate daily block on PS Form 1314. The workhours and/or hundredths must be added to other service for the week and recorded in the Actual Wkly Hrs block.

582.234 Time and Attendance

c. Preparation of PS Form 1314-A for Designation 79. Leave the DACA field blank on PS Form 1314-A. If the employee is not entitled to EMA, put 1 trip in the government vehicle block.

d. Preparation of PS Form 1314-A for Designations 70, 73, 75, 77, and 78. Complete a manually prepared or preprinted PS Form 1314-A using route number A999. Enter 2 hours in the Actual Weekly Work Hours block.

582.234 Situation 4

If the rural carriers scheduled for duty report to the Postal Service installation but are unable to complete full service through no fault of their own, they receive compensation according to their designation.

- a. Designations 71, 72, 74 and 79 receive a full day's compensation and EMA.
- b. Designations 70, 73, 75, and 78, when performing service on a regular rural route, receive a full day's compensation plus EMA.
- c. Designations 70, 75, 77, and 78, when performing service on an auxiliary rural route, receive compensation for actual hours and hundredths worked (minimum 2 hours). EMA is only for route hours, trips, and miles traveled.

583 Continuation of Pay

Rural carriers who suffer disabling, job-related, traumatic injuries are entitled to continuation of pay (COP) for the length of their disability, up to a maximum of 45 calendar days.

583.1 **Determination of Pay**

For a full or part-time worker, either permanent or temporary, who works the same number of hours each week of the year, or each week of the period of appointment if less than one year, the weekly pay rate shall be the hourly pay rate on the date of injury multiplied by the number of hours worked each week, excluding overtime.

For a part-time worker, either permanent or temporary, who does not work the same number of hours each week but who does work each week of the year, or each week of the period of appointment if less than one year, the weekly pay rate shall be the average weekly earnings established by dividing the total earnings during the one year immediately preceding the date of injury, excluding overtime, by the number of weeks worked during the one year period. For the purposes of this computation, if the employee worked only a part of a workweek, such week is counted as one week.

For all WAE (when actually employed), intermittent and part-time workers, either permanent or temporary, who do not work each week of the year, or each week of the period of appointment if less than one year, the weekly pay rate shall be the average weekly earnings established by dividing the total earnings during the one year immediately preceding the date of injury, excluding overtime, by the number of weeks worked during that one year period. For the purposes of this computation, if the employee worked only a

Rural Carrier Procedures 583.3

part of a workweek, such week is counted as one week. However, the average weekly earnings may not be less than 150 times the average daily wage earned in the employment during the days employed within the one year period immediately preceding the date of injury divided by 52 weeks.

Regular Carrier (Designation 71), Substitute Carrier (Designation 72), and Rural Carrier Associate (Designation 74)

Beginning the day after injury, enter code C in the DACA block for each day the carrier was scheduled to work. When the following day is a relief (J or K) day or a holiday (H day), enter the appropriate relief or holiday code (see exhibit 583.2).

Exhibit 583.2 **Continuation of Pay**

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The assigned carrier is injured on Thursday, Week 1 of the pay period. If a replacement carrier is not called in, this day is entered as a workday. If a replacement is called in, enter an O (Other Leave) for that day.

The assigned carrier is compensated as follows:

Week 1 Daily evaluation for 4 days of work, Holiday leave, plus 4 trips EMA.

Week 2 Daily evaluation for 6 days of COP.

The replacement carrier is compensated for 7 days at the appropriate rate plus 7 trips EMA.

583.3 Rural Carriers, Other Than Regular

Rural carriers other than regular rural carriers are entitled to a minimum of 8 hours' COP for the entire week. Compensation will be at their hourly rate.

Contents

584 Limited Duty

584.1 Regular Rural Carrier

a. Enter E in the Days Assigned Carrier Absent (DACA) block for each day the employee works on limited duty. This allows the regular rural carrier to be paid limited duty hours and continuation of pay (COP) leave hours that occur on the same day or days within a service week. Whole hours of COP may be used in conjunction with limited duty hours to complete the week. COP days cannot exceed 45 calendar days (see exhibit 584.1).

Determine the number of COP hours to be used in conjunction with limited duty hours (except K routes):

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H or M route = 6 days
J route = 5.5 days
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Example 1:

45 Evaluated Hours — J route $45 \div 5.5$ days = 8.18 daily evaluated hours 8.18×3 days = 24.54 Limited duty hours = 12.84 COP hours (24.54 – 12.84) = 11.70 hours

Round 11.70 to the nearest whole hours: 12 hours of COP may be entered in conjunction with limited duty hours.

Example 2:

45 Evaluated Hours — H route $45 \div 6$ days = 7.50 daily evaluated hours 7.50×3 days = 22.50 Limited duty hours = 12.84 COP hours (22.50 – 2.84) = 9.66

Round 9.66 to the nearest whole number: 10 hours' COP may be entered in conjunction with limited duty hours.

- b. Limited duty hours plus COP hours cannot exceed E days (limited duty days) multiplied by the daily evaluated hours. COP hours may be rounded to the nearest whole number. For each day COP hours are recorded, the whole day counts toward completion of the 45 calendar day allowance period.
- Record the number of hours and hundredths the employee works in the Limited Duty Hours block. Do not include these hours in the Actual Wkly Hrs block.
- COP hours are paid at the evaluated hourly rate, and limited duty hours are paid at the evaluated hourly rate or RSC B attained step whichever

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is greater. Limited duty hours in excess of 40 are paid at 150 percent of the RSC B rate.

- e. When limited duty and workhours are equal to or more than 40 per week, no LWOP hours are charged provided no DACA L or W is entered on the rural certificate. If the hours are less than 40 a week and less than the evaluated hours of the route, LWOP will be charged for the hours between the actual workhours and evaluated hours.
- f. When regular carrier performs limited duty on his/her assigned route, the replacement carrier is entitled to auxiliary assistance for the day.
 For K routes, subtract the limited duty hours from 40 hours to determine the number of COP hours to enter in the COP hours block.

Example 3:

46 Evaluated Hours — K route
Limited duty hours = 30
COP hours (40 – 30) = 10 hours

Exhibit 584.1 Limited Duty (Examples)

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Regular carrier D. E. Johnson is assigned to a 45 J route. Daily evaluated hours are 8.18.

The assigned carrier suffers a traumatic injury on Wednesday, Week 1 of the pay period. The carrier had worked 2.43 hours before he was injured. Enter code O (Other Leave) on the day of injury and include the 2.43 hours in the Actual Weekly Work Hours block. Any miles traveled are entered in the Route Deviation block, but none are due in this example.

The carrier is on Continuation of Pay (COP) through Monday of Week 2 and works limited duty on Tuesday, Wednesday, and Thursday. On Friday, the carrier returns to full duty on the route. The assigned carrier is compensated as follows:

- Week 1 2 days of work, 1 day of other leave, and 2 days of COP at daily evaluation of the route and 2 trips of EMA.
- Week 2 2 days of COP, 1 day of work at the daily evaluation, 12 hours of COP at the evaluated hourly rate and 12.84 hours of limited duty at the evaluated hourly rate or RSC B attained step, whichever is greater, plus 1 trip EMA.

584.2 **Designations 70, 73, 75, 76, 77, 78, and 79**

Limited duty hours must be entered on PS Form 1314-A in the Actual Wkly Work Hours block. If the carrier used a personal vehicle and is entitled to EMA, use route number A998; otherwise, use route number A999.

585 Higher Level Assignments

Only regular rural carriers (Designation 71) may work a higher level assignment. There are two methods for making payment to rural carriers assigned to a higher level position, determined by the frequency and duration of the assignment. Regular rural carriers when working higher level do not accumulate hours and are not paid for working over their daily evaluated hours in a day.

585.1 PS Form 1723, Assignment Order

A rural carrier detailed to a higher level assignment must be issued a PS Form 1723, Assignment Order, for each occurrence. PS Form 1723 must state the beginning and approximate termination date, and direct the employee to perform the duties of the higher level position. A copy of this order is filed in the employee's personnel folder.

585.2 Assignments of 30 Days or More

The rural carrier is paid on the rural route by entering a P in the Days Assigned Carrier Absent (DACA) block on PS Form 1314 for the first 30 days of the temporary assignment. After the 30 days, the carrier's salary is converted to a 40-hour evaluated route, attained step as follows:

- a. Prepare a SF 50-A, *Notification of Personnel Action*, to assign the employee to the higher level position after the first 30 days and effective the beginning of a pay period.
- b. When the assignment is terminated, prepare an SF 50-A to assign the employee back to the rural carrier position.

585.3 Calculation of Pay

To determine the higher level pay of the detailed employee, refer to ELM 413.2. Promotion Increase.

585.4 Assignments of Fewer Than 30 Days — Intermittent

When the assignment is for fewer than 30 days, do not prepare an SF 50.

585.41 Reporting on PS Form 1314.

The regular rural carrier receives 1 day at the evaluation rate for each P day worked. This allows a replacement carrier to serve the route and be properly compensated. Prepare PS Form 1314 as follows:

- a. Record P (full day assignment other than rural) for each day the employee performs higher level service. Record the work on PS Form 1314.
- b. Note on the back of PS Form 1314 what the assignment is.

Rural Carrier Procedures 586.2

585.42 Transferring Hours

For the following pay period, the office should transfer the hours from the rural craft into the craft in which the carrier performed the higher level service, using PS Form 1236-A, *Weekly Loan, Transfer, and Training Hours* (September 1998).

Contents

585.5 Rural Carriers as Trainers

When a rural carrier is a trainer for newly hired replacement carriers, the workhours should be recorded as follows:

- a. Regular rural carriers record a P (full day assignment other than rural) on PS Form 1314 for each day the carrier works as a trainer. The workhours must be included in the Actual Wkly Hrs block (see section 585.4). Hours over 8 are not accumulated for day off. Only hours worked under QWL/EI are accumulated.
- Replacement rural carriers record workhours on PS Form 1314-A using route number A999. The actual workhours must be recorded in the Training Hours and Actual Wkly Work Hours blocks. No EMA is due.

586 Quality of Work Life/Employee Involvement

586.1 FLSA Guidelines

All time devoted by regular rural carriers to the performance of Quality of Work Life/Employee Involvement (QWL/EI) activities is treated as work time for purposes of the Fair Labor Standards Act (FLSA). Pursuant to section 7(b)(2) of the FLSA, rural carriers cannot be employed for more than 2,240 hours during a 52-week guarantee period and must be paid FLSA overtime for all hours worked in excess of 12 hours in a workday, 56 hours in a workweek, and 2,080 hours during the guarantee period. Thus the dollars paid for hours worked (including QWL/EI hours) must be accumulated to determine the FLSA overtime rate.

586.2 Absence Codes

The following chart shows the relationship between certain absence codes used on PS Form 1314, *Regular Rural Carrier Time Certificate*, and the FLSA requirements:

- a. No code entered in Days Assigned Carrier Absent (DACA) day (workday):
 - (1) A charged workday for the office.
 - (2) Workhours are recorded and accumulated toward 2,080.
 - (3) Dollars are also accumulated.
- b. Code F (QWL/EI):
 - (1) A charged workday for the office.
 - (2) Workhours are recorded and accumulated toward 2,080.
 - (3) Dollars are also accumulated.

586.3 Time and Attendance

- c. Code R (Relief Day Worked):
 - (1) Not a charged workday for the office.
 - (2) Workhours are recorded and accumulated toward 2,080.
 - (3) Dollars are not accumulated.
- d. Code G (QWL/EI Relief Day Taken):
 - (1) A charged workday for the office.
 - (2) Workhours are not recorded and accumulated toward 2,080.
 - (3) Dollars are accumulated.
- e. Code O (Other Leave):
 - (1) Not a charged workday for the office.
 - (2) Workhours are not recorded and accumulated toward 2,080.
 - (3) Dollars are not accumulated.

586.3 Compliance With FLSA Requirements

Sections 586.4 through 586.6 apply to regular rural carriers. Section 586.7 applies to replacement rural carriers.

586.4 Accumulation of QWL/EI

586.41 Two Local Records

When rural carriers are working on QWL/EI activities, it may be necessary to maintain two separate local records for the accumulation of workhours, depending on the situation. The employees will be granted an O (Other Leave) or G (QWL/EI Relief Day Taken) for each 8 hours of accumulated time. Rural carriers on J or K routes may need to have two local records to be established.

586.42 DACA Code

When rural carriers are not serving the route and DACA code F is entered on PS Form 1314, then if the workhours are 8 or less on QWL/EI activities, no time will be accumulated on the local record. If more than 8 hours are spent on QWL/EI activities, the time in excess of 8 will be accumulated on the local record toward a future O (Other Leave) day.

586.43 Relief Day

When rural carriers are not serving the route and perform QWL/EI activities on their relief day (J or K), enter the relief day (J or K) on PS Form 1314. A replacement carrier works the route. All QWL/EI workhours are entered on PS Form 1314 as actual workhours. Time in excess of 8 hours will be accumulated on the local record toward a future G (relief day worked) day (see exhibit 586.56a).

586.44 Overtime

When rural carriers under FLSA code B work more than 12 hours in a day in any situation, all hours in excess of 12 must be recorded in the Daily Overtime block on PS Form 1314. Do not accumulate any time that exceeds 12 hours on the local record for which overtime has been paid (see exhibit 586.55a).

Contents

586.5 Examples of Completion of PS Form 1314 for QWL/EI Situations

586.51 **Situation 1**

The regular carrier works the route a full day and also performs QWL/EI duties on the scheduled workday. Use the following procedure:

- a. Leave blank the appropriate DACA day (workday).
- b. Report all time worked, including QWL/EI time, in the Actual Weekly Work Hours block on PS Form 1314 (see exhibit 586.51a).
- Add the number of actual hours/hundredths worked on QWL/EI duties this day to the employee's local accumulated work record for granting Other Leave (see exhibit 586.51b).
- d. Since the workhours and dollars have been accumulated, enter O
 (Other Leave) when the carrier is granted a day off for each 8 hours of such accumulated time.

If the employee is covered under FLSA code B, the employee cannot receive overtime unless he/she works over 12 hours in a day or 56 hours in a week. No travel time to and from the facility is added to the weekly hours if within the normal commute. If the employee is covered under FLSA code A, time spent at the site is added to the workhours.

Exhibit 586.51a

Full Day of QWL/EI Plus Regular Service During Same Workday

	Week 1			Week 2	
Days	Hours	QWL/EI	Days	Hours	QWL/EI
Saturday	7.35		Saturday	7.85	
Monday	7.25	+ 2.5	Monday	8.02	+ 2.5
Tuesday	7.77		Tuesday	7.88	
Wednesday	8.08		Wednesday	8.35	
Thursday	8.68		Thursday	8.57	
Friday	8.38		Friday	7.85	
Total	47.51	+ 2.5	Total	48.52	+ 2.5
Total Ac	tual Weekly Wo	orkhours = 50.01	Total Ac	tual Weekly Wo	rkhours = 51.02

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The regular carrier performs service for the entire pay period. Each Monday after servicing the route, the carrier works 2.5 hours on QWL/EI activities. This time should be included in actual weekly workhours when completing PS Form 1314.

Exhibit 586.51b Local Record

		L	ocal Reco	rd		
Date	Hours Charged to Other Leave	Hours Granted	Balance	Hours Charged to G-Relief Day	Hours Granted	Balance
1/23/03	2.5		2.5			
2/01/03	2.5		5.0			
2/10/03	3.0		8.0			
3/02/03		8.0	0.0			

For the local record, accumulate the QWL/EI hours to be charged to Other Leave and maintain a balance.

586.52 **Situation 2**

The regular carrier performs QWL/EI duties on the scheduled workday, and the replacement carrier works the route. Use the following procedure:

- a. Enter F (QWL/EI) in the appropriate DACA block on the carrier's PS Form 1314 for this day.
- b. Report all time worked, including QWL/EI time, in the Actual Weekly Work Hours block (see exhibit 586.52).
- c. If 8 hours or less are spent on QWL/EI activities, no time will be accumulated on the employee's local record for this day.
- d. If more than 8 hours are spent on QWL/EI activities, the time that exceeds 8 hours will be added to the employee's local accumulated workhours record for granting Other Leave.
- e. Since the workhours and dollars have been accumulated, enter O
 (Other Leave) when the carrier is granted a day off for each 8 hours of such accumulated time.

Exhibit 586.52 **PS Form 1314 — QWL/EI**

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The regular carrier performs QWL/EI duties for the 8.92 hours on the first Saturday of pay period 23. To pay the replacement carrier, enter F in the DACA block. Workhours and dollars are captured. Add .92 hours to the local record.

586.53 **Situation 3**

The regular carrier is assigned to a 6-day route and works 5 full days on QWL/EI activities. Use the following procedure:

- a. Enter Fs for the 5 DACA days in this week where the carrier performed QWL/EI duties.
- b. Report all time worked, including QWL/EI time, in the Actual Weekly Work Hours block (see exhibit 586.53).
- c. If 8 hours or less are spent on QWL/EI activities, no time will be accumulated on the employee's local record for this day.
- d. If more than 8 hours are spent on QWL/EI activities, the time that exceeds 8 hours will be added to the employee's local accumulated workhours record for granting Other Leave.
- e. Since the workhours and dollars have been accumulated, enter O
 (Other Leave) when the carrier is granted a day off for each 8 hours of
 such accumulated QWL/EI time.
- f. The regular rural carrier is not required to work the sixth day (usually Saturday). Therefore, enter O in the DACA day where the carrier did not perform QWL/EI duties. The replacement carrier will service the route that day (see exhibit 586.53).

586.54

Exhibit 586.53 **QWL/EI** — **Service for Five Full Days**

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The regular carrier performs QWL/EI duties from Monday through Friday and is not required to work the sixth day; therefore, an O (Other Leave) is entered on the second Saturday.

586.54 **Situation 4**

The regular carrier works more than 4 hours' QWL/EI activities on a scheduled workday, and the replacement carrier services the route. Use the following procedure:

- a. Enter F (QWL/EI) in the appropriate DACA block on the carrier's PS Form 1314 for this day.
- b. Report all time worked, including QWL/EI time, in the Actual Weekly Work Hours block (see exhibit 586.54).
- c. If 8 hours or less are spent on QWL/EI activities, no time will be accumulated on the employee's local record for this day.
- d. If more than 8 hours are spent on QWL/EI activities, the time that exceeds 8 hours will be added to the employee's local accumulated workhours record for granting Other Leave.
- e. Since the workhours and dollars have been accumulated, enter O
 (Other Leave) when the carrier is granted a day off for each 8 hours of
 such accumulated time.

Exhibit 586.54

QWL/EI — Hours Are More Than Four a Day

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The regular carrier performs 7.5 hours of QWL/EI on Monday. An F is entered in the DACA block. Because less than 8 hours are spent on QWL/EI activities, no time is accumulated on the employee's local record for this day.

586.55 **Situation 5**

The regular carrier works the route on the assigned relief (J or K) day and also performs QWL/EI duties on the assigned relief (J or K) day. This situation must be avoided whenever possible. Use the following procedure:

- a. Enter R, 3, or 5 in the appropriate DACA block on PS Form 1314 to indicate the carrier worked the route that day and, therefore, is entitled to EMA. As in any instance in which a rural carrier works the route on a relief day, the carrier must be granted an X day (relief day taken) within 12 weeks (unless the 150 percent option is selected). This is in addition to any days off to which the carrier is entitled based on accumulated QWL/EI time. Do not record any QWL/EI time in the relief days block on PS Form 1314.
- b. Report all time worked, including QWL/EI time, in the Actual Wkly Hrs block on PS Form 1314 (see exhibit 586.55a).
- Add the number of actual hours/hundredths worked on QWL/EI duties this day to the employee's local accumulated workhours record for granting G days (QWL/EI relief day taken) (see exhibit 586.55b).
- d. Since the workhours have been accumulated, but the dollars have not, enter G (QWL/EI relief day taken) when the carrier is granted a day off for each 8 hours of accumulated QWL/EI time.

586.55

Exhibit 586.55a

QWL/EI — Work and Relief Hours on Same Day

	Days	Hours	QWL/EI	
Week 1	Saturday	8.08	3.92	
	Monday	8.02		
	Tuesday	7.57		
	Wednesday	7.85		
	Thursday	7.38	2.0	
	Friday	7.68	2.0	
	Total	46.58		
	Total Actual We	eekly Workhours	= 54.5	

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The regular carrier works the relief day and performs QWL/EI duties on Saturday, Week 1. The carrier work 8.08 hours on the route and 4.0 hours on QWL/EI. Total hours for the day is 12.08. All hours must be added to the Actual Wkly Hrs. Any hours over 12 in a day are listed in the Daily Overtime block. In this case, .08 hour is entered in the Daily Overtime block. Time recorded in the Daily Overtime block is not accumulated toward an G day. Record 3.92 hours toward a future G day.

Exhibit 586.55b **Local Record**

		L	ocal Reco	rd		
Date	Hours Charged to Other Leave	Hours Granted	Balance	Hours Charged to G-Relief Day	Hours Granted	Balance
1/21/03				3.92		3.92
2/07/03	2.0		2.0			
2/14/03	2.0		4.0			
3/07/03				2.00		5.92
4/02/03	1.0		5.0			

QWL/EI time must be accumulated separately when the regular carrier performs service on his/her relief day or scheduled workday. An off day is granted at a later date (within 12 weeks) for each segment of 8 hours accumulated in each column on the local record. When granting days off, it is important to record the proper code (O or G) on PS Form 1314 to properly capture the workhours and dollars.

Rural Carrier Procedures 586.56

586.56 **Situation 6**

The regular carrier performs QWL/EI duties on the assigned relief day or is required to travel on his or her relief day. The replacement carrier services the route. Use the following procedures:

- Enter J or K as appropriate in the carrier's Relief Day block on PS Form 1314. This will allow payment to the replacement carrier.
- b. Report QWL/EI or travel time, in the Actual Wkly Hrs block on PS Form 1314 (see exhibit 586.56a).
- c. Add the number of actual hours/hundredths worked on QWL/EI duties this day to the employee's local accumulated workhours record for granting G days (QWL/EI relief day taken) (see exhibit 586.56b).
- d. Since the workhours have been accumulated but the dollars have not, enter G (QWL/EI relief day taken) when the carrier is granted a day off for each 8 hours accumulated QWL/EI time.

Exhibit 586.56a

QWL/EI Duties on an Assigned Relief Day

	Days	Hours	QWL/EI
Week 1	Saturday	8.92	8.92
	Monday	7.78	
	Tuesday	8.25	
	Wednesday	7.87	
	Thursday	8.52	
	Friday	8.02	
	Total	49.36	
	Total Actual Wa	aldy Markhaura	40.26

Total Actual Weekly Workhours = 49.36

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Exhibit 586.56b Local Record

		L	ocal Reco	rd	
Date	Hours Charged to Other Leave		Balance	Hours Charged to G-Relief Day	Balance
1/11/03				8.92	8.92

586.57 Time and Attendance

586.57 **Situation 7**

As provided in situations 1, 5, or 6 above, the carrier is granted 1 day off for each 8 hours of QWL/EI workhour balance. Use the following procedure:

- a. For each day granted, enter G or O in the appropriate DACA block on PS Form 1314 (see exhibit 586.57a).
- b. On the local record of the carrier's QWL/EI time, subtract 8 hours from his or her QWL/EI workhours balance (see exhibit 586.57b).
- c. If the regular carrier is temporarily assigned as a QWL/EI coordinator, the workhours devoted to this project may be transferred via PS Form 1236-A, Weekly Loan, Transfer and Training Hours, as a previous pay period adjustment only. The "from" designation/activity (D/A) code and labor distribution code (LDC) are 71-0/25, and the "to" D/A and LDC are 11-0/89.

Exhibit 586.57a

PS Form 1314 — QWL/EI

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Exhibit 586.57b Local Record

Local Record

Date	Hours Charged to Other Leave	Hours Granted	Balance	Hours Charged to G-Relief Day	Hours Granted	Balance
10/03/03				4.0		4.0
10/05/03	2.0		2.0			
11/16/03	2.0		4.0			
12/12/03				4.0		8.0
12/15/03	3.0		7.0			
12/31/03					8.0	0.0

On the local leave record, deduct 8 hours. The balance shown in each column should always be current.

586.6 Equipment Maintenance Allowance While on QWL/EI

When a regular carrier is on QWL/EI for a whole day, no EMA is paid. A DACA code F is entered on PS Form 1314. If the carrier spends only a portion of the day on QWL/EI activities and does not deliver any mail that day or does not deliver mail for any portion of the route, enter the number of miles in the Miles Omitted block on PS Form 1314. See section 574 concerning miles omitted. The rural carrier will be paid the standard postal mileage rate when using a personal vehicle to travel to and from a QWL/EI activity.

586.7 Replacement Rural Carriers

Record QWL/EI service by a replacement carrier on PS Form 1314-A using A994 in the Rt. No. block. Record actual workhours spent performing authorized QWL/EI duties in the Actual Wkly Hrs block. Do not enter EMA on this form. Any mileage in excess of the normal commute is paid at the standard Postal Service Mileage rate for local travel.

587 Training

587.1 **Definition**

587.11 Purpose

All job training is designed to help the employee handle his or her job more effectively, as distinguished from training the employee for another job, or a new or additional skill. Attendance at such training, therefore, is required by management.

587.12 Time in Attendance

Time in attendance at such training and all related study time, practice time, laboratory work, etc., authorized, suffered, or permitted by management is considered as hours worked. All such training and related study will be accomplished under postal supervision and on Postal Service premises.

587.13 Standard Program

The standard training program for rural carriers consists of a minimum of 24 hours (3 days) of classroom instruction using simulation, followed by a minimum of 24 hours of on-the-job training (OJT), which may be conducted in increments of less than 8 hours but not less than 2 hours per day. Each office has the option of adding time to allow practice in casing and delivery and to cover local policies and procedures.

587.2 Regular Carrier

When a regular carrier is entitled to training, a "T" must be recorded in the DACA field on PS Form 1314 for each day of training. The hours must be entered in the Training Hours block for the appropriate week. These hours are added to those entered in the Actual Weekly Work Hours block. The carrier is compensated for the daily evaluation for each "T" day if under FLSA

587.3 Time and Attendance

code B (see exhibit 587.2). The carrier is paid at the appropriate hourly rate if under FLSA code A.

If the employee is covered under FLSA code B, the employee cannot receive overtime unless he/she works over 12 hours in a day or 56 hours in a week. Travel time to and from the facility if outside the normal schedule is not added to workhours. No time is accumulated toward an "O" day. If the employee is covered under FLSA code A, time spent at the site is added to the workhours. Mileage and per diem for travel are covered under the travel procedures (see Handbook F-15, *Travel and Relocation*).

Exhibit 587.2 **Regular Carrier Training**

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Week 1 The regular carrier is compensated for 2 days work, 3 days training at the evaluation of the route, and 2 trips EMA.

Week 2 The regular carrier is compensated for 5 days evaluation of the route and 5 trips EMA.

The substitute replacement is compensated for 5 days at the appropriate rate and five trips EMA.

587.3 Replacement Carrier

Training time is entered on PS Form 1314-A. The hours are recorded in the Training Hours block and added to the hours recorded in the Actual Wkly Work Hours block. For reporting training hours, the route type and number must be A998 (due EMA) or A999 (no EMA due) (see exhibit 587.3).

Exhibit 587.3

Replacement Carrier Training

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The rural carrier associate is in training on an auxiliary route. Training hours must be entered in both the Actual Wkly Work Hours block and the Training block. Route number A999 must be used for training hours

588 **Steward Duty**

588.1 Accumulating DACA Code Z time

Regular rural carriers accumulate time toward a day off (DACA code Z) when authorized to perform steward duty business on the same day as working on the route unless provided equivalent auxiliary assistance. The carrier will receive a day off, as scheduled by the Employer, when 8 or more hours are accumulated by entering DACA code Z on the rural certificate. A local record is kept to track the accumulated time. DACA code Z will not have any workhours.

588.2 DACA Code Z

Carriers authorized to work the entire day on union business are coded a DACA code Z for the day. Enter the hours worked on steward duty in the Actual Wkly Work Hours block.

589 **Death**

589.1 Notifying the Minneapolis Accounting Service Center

Notify the Eagan Accounting Service Center (ASC) as soon as possible when an employee dies, giving the employee's name and Social Security number. Make sure that a check is not issued for a deceased employee. If a check is issued, it must be returned to the Eagan Management Support Service Center (MSSC), Attn: Disbursing.

589.2 Time and Attendance

589.2 Preparing PS Form 1314, Regular Rural Time Certificate

Prepare PS Form 1314 as follows:

- a. Prepare a duplicate PS Form 1314, copying the indicative data from the deceased carrier's PS Form 1314. Show Leave Without Pay (LWOP) in the Days Assigned Carrier Absent (DACA) block, and enter the replacement carrier's information. A substitute replacement carrier may be needed to crossfoot the card if the regular carrier performed service during the pay period (see exhibit 589.2a).
- b. On the deceased carrier's original PS Form 1314, enter the proper information and submit it as an adjustment to the Eagan Accounting Service Center (ASC). For example, a regular carrier worked every day and died at 12:05 a.m., Thursday, week 2 of the pay period. He was scheduled to work and is entitled to be paid for the day. An O (Other Leave) is entered in the block for Thursday of week 2 (see exhibit 589.2b).
- c. Prepare PS Form 2240-R (see exhibit 589.2c).

Exhibit 589.2a **Duplicate PS Form 1314 (Deceased Carrier)**

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Exhibit 589.2b Original PS Form 1314 (Deceased Carrier)

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Exhibit 589.2c

Form 2240-R, Rural Pay or Leave Adjustment Request

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Contents

590 Adjustments

591 **Overview**

591.1 Pay Adjustment Criteria

If it appears necessary to make a pay adjustment to adjust an employee's workhours, leave hours, equipment maintenance allowance (EMA), or deductions that have been incorrectly input into the payroll system, make a preliminary review to determine the reason for the adjustment. The review includes:

- a. Checking PS Form 1314, Regular Rural Carrier Time Certificate, and PS Form 1314-A, Auxiliary Rural Carrier Time Certificate, and related documents for errors or omitted entries.
- b. Comparing the appropriate segment on the employee's earnings statement with related information on PS Forms 1314 and 1314-A.
- Determining if the adjustment is related to a document processed outside the timekeeping system, such as delivery forms (PS Forms 4003 and 4241), personnel action, health benefits, union dues, savings bond, or other similar forms.

591.2 Methods for Pay Adjustments

When an adjustment is necessary, it must be handled by one of two methods:

- a. Refer incorrect route data from processing PS Forms 4003 or 4241 to the Delivery Services section for corrective action. When these forms are processed correctly, the regular assigned carrier and all replacement carriers will be retroactively adjusted from the effective date of the document.
- b. If the adjustment is necessary because of incorrect submission of data on PS Forms 1314 or 1314-A, late personnel actions, health benefits, etc., then the adjustment clerk must prepare and submit a properly approved PS Form 2240-R, Rural Pay or Leave Adjustment Request.

Preparing and Submitting PS Form 2240-R, Rural Pay or Leave Adjustment Request

592.1 Preparation

592.11 Corrected Data

For all types of adjustments, enter the indicative data of the assigned carrier on PS Form 2240-R. Enter the corrected data and complete all other segments as originally submitted on PS Forms 1314 or 1314-A (see exhibits 592.11a, 592.11b, and 592.11c). Attach a copy of the employee's PS Form 1223-A, *Earnings Statement*, or PS Form 1223-B, *Earning Statement - Net to Bank*, if available.

592.11 Time and Attendance

Exhibit 592.11a Original PS Forms 1314 and 1314-A

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Exhibit 592.11b **Preparing PS Form 2240-R to Adjust PS Form 1314**

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592.11 Time and Attendance

Exhibit 592.11c **Preparing PS Form 2240-R to Adjust PS Form 1314-A**

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592.12 Outside the Timekeeping System

If the adjustment is related to forms outside the timekeeping system, such as late personnel actions, union dues, savings bonds, etc., only the indicative data must be completed with a description of the problem in the remarks section. Attach a copy of the form that was in error.

592.13 Signatures Required

PS Form 2240-R must be signed by the employee, the timekeeper and/or adjustment clerk, and the employee's supervisor. In the event the carrier is unavailable to sign the form, the supervisor or clerk who notifies the employee of the adjustment may sign his/her name in the employee's block.

592.2 Submission

Forward all adjustment requests to the imaging center.



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