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WELCOME TO CAREER STATUS in the MAINTENANCE CRAFT

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American Postal Workers Union, AFL-CIO

On behalf of the American Postal Workers Union, congratulations on your career appointment!

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

TYPES OF CAREER POSITIONS WITHIN THE CRAFT

- Full-Time Regular (FTR)
- Part-Time Regular (PTR)

PROBATIONARY PERIOD

Per the 2015-2018 CBA Arbitration Award, PSEs converted to career in the Maintenance Craft that have already served 1 year as a PSE will not be required to serve a probationary period after conversion to career.

SENIORITY PROVISIONS

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

REGULAR PAY INCREASES

Career employees receive regular wage and step increases in accordance with the CBA. Currently the wage and step progression is as follows:

PS Grades	Entry Level & Top Step	Waiting Period Between Steps
3	JJ / I	44 weeks
4	JJ / I	36 weeks
5 - 7	FF / J	36 weeks
8	FF / K	30 weeks
9 - 11	D / P	30 weeks

COST OF LIVING ADJUSTMENTS (COLA)

During the life of the 2015-2018 eligible employees covered by the CBA will receive a COLA, twice per year, if the Consumer Price Index (CPI) increases. In the event the CPI falls, we do not take a reduction in pay.

NIGHT DIFFERENTIAL PAY

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

OVERTIME PAY

Overtime pay is paid at the rate of 1½ times the basic hourly straight-time rate for work performed after 8 hours on duty in a service day, or 40 hours in a service week.

Full-time career employees will be able to sign up on an Overtime Desired List (ODL) prior to the beginning of each quarter.

PENALTY OVERTIME PAY

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

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

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

SUNDAY PREMIUM PAY

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

OUT-OF-SCHEDULE PREMIUM PAY

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

WORK HOUR GUARANTEES

FTR: Is guaranteed 8 hours a day and 40 hours per week. In addition they are guaranteed, 8 hours work (or pay in lieu of work) when called in on their non-scheduled day.

FTR & PTR: Are guaranteed a minimum of 4 consecutive hours of work (or pay in lieu of work) when called in outside of their regular work schedule. This guarantee does not apply when they continue to work into their regular scheduled shift.

HOLIDAY PAY

FTR: Receives 10 paid holidays per year.

PTR: Who is regularly scheduled to work less than 5 days per service week receives holiday pay only if the holiday falls on a regularly scheduled workday.

ANNUAL LEAVE ACCRUAL

Military service may be used in computing the years of service that determines the annual leave category, see the Employee and Labor Relations Manual (ELM) Section 510 for more details.

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

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

PTR: Earn up to the same amount as a FTR employee. However, the rate of accrual is calculated based upon the hours in pay status as follows:

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

SICK LEAVE ACCRUAL

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

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

MILITARY LEAVE

In some circumstances, career postal employees, who are members of the armed forces, are eligible for paid military leave. See the Employee & Labor Relations Manual (ELM), Section 517 for more details.

COURT LEAVE

This leave is granted to eligible career employees per the ELM.

ABILITY TO REQUEST LIGHT DUTY

FTR: May request temporary light duty if they are injured off the job, or have a condition in which they can work, but may be in need of accommodations.

UNIFORM AND WORK CLOTHES ALLOWANCE

Each employee required to wear a uniform receives an annual uniform allowance, credited on their anniversary date.

BIDDING RIGHTS

As a career employee you will have the opportunity to bid on vacant duty assignments posted per the CBA.

FEDERAL EMPLOYEES RETIREMENT SYSTEM (FERS)

Career employees are enrolled in FERS. You may be eligible to buy back your military time, which may be beneficial to you in your retirement calculations. Shared Services can provide you detailed information.

IMPORTANT BENEFIT TIME FRAMES TO KEEP IN MIND WHEN YOU BECOME CAREER:

FEDERAL EMPLOYEES HEALTH BENEFIT PROGRAM (FEHBP)

Outside of Open Season, newly eligible employees may enroll within 60 days of becoming eligible for FEHBP. If the 60 day window is missed, the next opportunity to enroll is during open season. There are a number of circumstances which can make you eligible to enroll or change your coverage outside of Open Season. opm.gov/healthcare-insurance/healthcare

FEDERAL EMPLOYEES GROUP LIFE INSURANCE (FEGLI)

Career postal employees will automatically receive Basic Life Insurance coverage. You must have Basic insurance to elect any additional Optional insurance and must enroll within 60 days of becoming eligible. opm.gov/healthcare-insurance/life-insurance

THRIFT SAVINGS PLAN (TSP)

TSP is a retirement savings and investment plan for federal employees. All career employees are permitted to enroll or change their TSP at any time. If you are a career employee hired after July 31, 2010, you are automatically enrolled in the TSP, and 3% of your basic pay is deducted from your paycheck each pay period and deposited in the traditional balance of your TSP account, unless you have made an election to change or stop your contributions. tsp.gov/index.html

FLEXIBLE SPENDING ACCOUNTS (FSA)

Once converted employees who wish to enroll in this program must do so within 60 days after becoming eligible. There are two types of FSA: *Health Care FSA* which is used to cover Health Care Expenses (for you and/or your family) that are not paid by your (or your spouse's) medical, dental or vision plans, or by insurance; and *Dependent Care FSA* which can be used if you have Dependent Care Expenses.

Through Solidarity We Will Have Strength

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