

# Are you being paid at the proper step?



**James W.  
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**M**uch of the work I do goes beyond running the Mutual Benefit Association (MBA). I have many other duties for the NALC as assigned by the president. It is important to note that the NALC and MBA are two separate and distinct entities, even though there is some crossover.

Some of the other tasks I perform involve heading up the Uniform Control Committee and being a member of the Fiscal Committee, the Committee of Laws and the Contract Administration Unit. I also chair the Complement Subcommittee, which is part of the City Delivery and Workplace Improvement Task Force. This is the subcommittee responsible for adding locations to the all-career hiring model under the Memorandum of Understanding (MOU) Re: City Delivery Staffing Adjustment – Hiring Part-Time Flexible City Letter Carriers. In addition, I monitor the district city carrier assistant (CCA) caps and complete various other data- or pay-related tasks that affect the city letter carrier craft.

The focus of this article will be to help you to determine if you are being paid at the correct step. For most letter carriers, it is very simple: Count the number of weeks you have been a career employee and add up the waiting periods between steps to find your correct step. However, for some, it is not that easy.

**Did you work as a part-time flexible (PTF) at Step AA?**  
In the 2019-2023 National Agreement, a new step—Step AA—was added for PTF carriers only. The waiting period in Step AA to reach Step A is 46 weeks if you remain a PTF. When you convert to full time, you are to be given credit for the number of weeks you spent as a PTF and slotted into the correct step of the full-time pay scale. The full-time pay scale does not include Step AA; it begins at Step A. Article 9, Section 8 of the National Agreement states in relevant part:

Upon conversion to Full-Time, Part-Time Flexible employees in RSC Q7 (Table Two) will be slotted into the Full-Time Step commensurate with their number of weeks as a PTF, and retain their time credit toward the next step.

For example, if you were a PTF for 20 weeks at Step AA when you are converted to full time, your correct pay step would now be Step A with 20 weeks credit toward Step B on the full-time pay scale.

This credit is not applied only if you convert to full time while at Step AA. For example, if you were a PTF for 102 weeks (46 at Step AA, 46 at Step A and 10 at Step B) when you convert to full time, your correct pay step would be Step C with 10 weeks credit toward Step D.

**Did you serve as a transitional employee (TE) after Sept. 29, 2007?**

The MOU Re: Step Credit for Former Transitional Employees was added in the 2016-2019 National Agreement and remains in full force today. This MOU grants career letter carriers who served as a letter carrier TE after Sept. 29, 2007, up to four additional steps dependent on their length of service as a TE. The formula used for the number of additional steps as outlined in the MOU is:

Length of creditable TE service	Number of additional steps
2 years but less than 3 years	1
3 years but less than 4 years	2
4 years but less than 5 years	3
5 or more years	4

Former TEs can be rehired at any time, and they are to receive these additional steps once they are converted to a career city carrier if they qualify. Keep in mind that, in accordance with Appendix B, I. Non-Career Complement, 1. General Principles, Paragraph f, any TE time served after Sept. 29, 2007, is added to a CCA’s relative standing. If/when this puts them above 24 months of relative standing, they are to be converted to career status in accordance with the MOU Re: City Carrier Assistants – Conversion to Career Status.

**Were you affected by the promotion pay anomaly?**

From 2013 to Oct. 14, 2017, CCAs who were converted to career status into a grade 1 position and later bid to a carrier technician position (Grade 2) were given an increase of two additional steps and their waiting time for their next step was started over, because of the promotion rules in effect at that time. If these carriers bid back to a Grade 1 position, they lose these two steps in accordance with Section 422.225 b.(1) of the *Employee and Labor Relations Manual (ELM)*, which states:

(1) To Former Lower Grade. The employee is assigned to the step and next step date as if service had been uninterrupted in the lower grade since the last time held.

However, if these employees later bid back to a carrier technician position, they are placed back at the higher level as if they had never left. They would receive one or two of

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## Getting back on track



Christina Vela Davidson



**A**s stated on the Muscular Dystrophy Association (MDA) website, “The freedom to walk, to talk, to run and play. To laugh, to hug, to eat—even breathe. Each day these freedoms are taken away from kids and adults with muscular dystrophy, ALS and related diseases that weaken muscle strength and limit mobility. Together we can change that.”

Branches that have donated time and effort toward this goal deserve special mention for what they’ve done. For many years we held the distinct honor of being the top-performing national sponsor for MDA. My goal is for NALC to one day again be among the very top contributors MDA relies on until a cure is found. I know we can do it.

With all that is happening with the national economy, you are doing a fantastic job and I can only ask that you keep up the good work. Since the COVID-19 pandemic ended, we have been increasing our contributions to MDA and making our way close to the million-dollar-per-year mark. I believe we will get there once again.

A “can-do” attitude goes a long way with community service. Keep up the great work; we are on our way to another awesome year for MDA. I give all the credit to you all!

**Correction:** The 2022 MDA Honor Roll, which appeared in the April issue of *The Postal Record*, mistakenly included in the Headquarters total \$6,320 raised by Willingboro, NJ Branch 5801 at the branch sales during the Chicago convention.

**Just a reminder:** If you want any of your branch events to be shared, please send them to [mda@nalc.org](mailto:mda@nalc.org) or [social@nalc.org](mailto:social@nalc.org) to be posted on social media. Remember to send copies of all items to MDA so we can properly give your branch the correct credit for the 2023 year.

### Secretary-Treasurer

## Frequently asked IRS questions (continued)

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30 days before the expenses are expected to be incurred. Under the LMRDA, an advance for expenses is considered a reportable loan unless the advance is provided within 30 days of travel and accounted for within 30 days following

the trip (see page 4-21 of the guide). To avoid problems encountered when advances are not properly accounted for, it may be best to forgo advances and instead reimburse for actual expenses after receipts have been submitted, or opt to provide per diem per the IRS guidelines.

### Director of Life Insurance

## Proper step (continued)

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their steps back, depending on the change in their waiting period when they were originally promoted and how many weeks they served at the lower grade. This is in accordance with Section 422.123a(4) of the *ELM*, which states:

When a repromotion occurs, the employee is assigned to the step in the repromoted grade, or its equivalent, with waiting period credit toward the next step date as if he or she had remained continuously in that previously held grade.

If you have concerns that you are not being paid at the appropriate step, you should contact your shop steward or branch officer.

**For information regarding any of the MBA products,** please call the MBA office toll-free at 800-424-5184, Tuesdays and Thursdays, 8 a.m. to 3:30 p.m., or call 202-638-4318, Monday through Friday, 8 a.m. to 3:30 p.m. (Eastern time). You also may visit our website at [nalc.org/mba](http://nalc.org/mba).