

Organization Information

Finance

Christmas Pay Procedures for Rural Carriers

The 2020 Christmas period for rural carriers begins Saturday, December 5, 2020 (Week 1, Pay Period (PP) 26-2020), and ends Friday, December 25, 2020 (Week 1, Pay Period 01-2021). During this period, certain timekeeping and pay rules apply. Timekeepers, including postmasters, supervisors, and other employees responsible for rural carrier time and attendance recording, must become familiar with Article 9.2.K., Christmas Allowances and Procedures, of the 2018–2021 USPS/National Rural Letter Carriers' Association (NRLCA) Agreement.

This article describes:

- Types of compensation to which rural carriers are entitled during the Christmas period.
- Related timekeeping procedures and regulations for the Christmas period.
- Special rules that begin with the start of the Guarantee Year (October 10, 2020) and continue through the end of the Christmas period (December 25, 2020).

The preferred method of timekeeping data entry is through the Rural Management Support System (RMSS) web application. The following information provides USPS® guidelines for Rural Carrier compensation during the designated Christmas period. These instructions are designed for Manual Timekeeping and TACS data entry.

We included exhibits to help you complete the following:

- PS Form 1314, *Regular Rural Carrier Time Certificate*, and
- PS Form 1314-A, *Auxiliary Rural Carrier Time Certificate*.

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Overtime During the Christmas Period

Regular Carriers (Des 71) — FLSA B

Types of Overtime

During the Christmas period, regular rural carriers are eligible for two types of overtime — FLSA overtime and Christmas overtime.

FLSA Overtime

FLSA overtime is paid at all times of the year, not just during the Christmas period. Regular rural carriers are paid FLSA overtime under two circumstances:

- a. Hours worked in excess of 12 hours in a day. If a carrier works more than 12 hours in a day, the amount over 12 is entered in the Daily Overtime block on PS Form 1314.
- b. Hours worked in excess of 56 in a week. These hours are calculated automatically when the total weekly work hours are greater than 56, so no separate entries are required.

Christmas Overtime

Christmas Overtime is paid only during the designated Christmas period. Regular rural carriers are paid Christmas overtime under two circumstances:

- a. Christmas Assistance — This is assistance provided by the regular carrier on his or her relief day. Christmas assistance work hours are entered in the Xmas Assist Work Hours block on PS Form 1314.

- b. Hours worked in excess of the route's evaluation — This is based on the total actual work hours for the week, not on individual days. For example, if a route has a daily evaluation of 9 hours and the regular carrier works 10 hours on 2 days, and 8 hours on the other 3 days, no overtime would be paid. Even though the carrier exceeded the daily evaluation on 2 days of the week, he or she did not exceed the *weekly* evaluation. The weekly evaluation is 45 hours; the carrier worked 44 hours. (See Handbook F-21, part 567, for overtime calculation when leave days are taken during the week and for routes with an evaluation of less than 40 hours.) These hours are calculated automatically, so no separate entries or calculations are required.

Overtime Rate

The overtime rate paid to regular (FLSA Code B) carriers is 150 percent of the carrier's regular rate. The regular rate is determined by dividing the total compensation received for hours actually worked by the carrier since the beginning of the Guarantee Year (not including overtime), by the total number of hours worked since the beginning of the Guarantee Year (not including overtime). This overtime rate is used for both FLSA overtime and Christmas overtime.

Replacement Carriers

Replacement Carriers (Designations 70, 73, 74, 75, 76, 77, 78, and 79) are only entitled to FLSA overtime. For these employees, FLSA overtime is paid for hours worked in excess of 40 in a week.

Regular Carriers (Des 71) — FLSA A

Regular carriers whose FLSA code is A are paid for actual hours worked, not evaluated hours. They are paid overtime for hours in excess of 8 in a day or 40 in a week. For FLSA Code A carriers, enter hours in excess of 8 in a day to the Daily Overtime block on PS Form 1314. Hours in excess of 40 in a week are calculated automatically.

Auxiliary Route Carriers

Carriers serving any auxiliary route are compensated at the **hourly rate** for actual hours worked during PP 26-2020 and Week 1 of PP 01-2021. During this period, carriers are

not paid the evaluation of the route. Overtime is paid only when the carrier exceeds 40 hours for the week.

Christmas Assistance

Christmas assistance is additional service provided on a rural route during the Christmas period. For regular carriers, Christmas assistance applies only to assistance given by the carrier, on his or her relief day, while a replacement carrier is assigned to work the full route. For replacement carriers, it applies to any assistance provided on a regular or auxiliary route during the Christmas period. Christmas assistance is reported in the Xmas Assist Work Hours block on PS Form 1314 (for regular carriers) or PS Form 1314-A (for replacement carriers).

Regular carriers can perform Christmas assistance only on their relief day. Therefore, only regular carriers assigned to J or K routes may report Christmas assistance. Regular carriers assigned to route types H or M cannot perform Christmas assistance because these route types do not have a relief day. **Note:** In accordance with the COVID-19 MOU, regular rural carriers may perform service on Sunday or provide auxiliary assistance on other routes in the office. This is considered FLSA (daily OT), not Christmas assistance.

Examples of Christmas Assistance:

- A regular carrier comes in on his or her relief day and helps the replacement carrier case the route.
- A regular carrier comes in on his or her relief day and carries part of his or her regular route. (Replacement carrier is listed on PS Form 1314.)
- A replacement carrier carries part of a regular route due to heavy Christmas volume.

These are **NOT** examples of Christmas assistance:

- A regular carrier comes in on his or her relief day, and cases and carries his or her regular route.
- A regular carrier works 2 hours beyond the daily evaluation of his or her regular route.
- A regular carrier performs any work while assigned to an H or M route.

Time Card Blocks Used During the Christmas Period

PS Form 1314 – FLSA Code B Regular Carriers

Name of Assigned Carrier		Finance Number		EIN		Dest/Act		Route Number		FLSA		Year		PP						
Actual Weekly Hours	Days Assigned Carrier Aboard							Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Second Trip	Route Dev.	GT Veh	Miles Omit	Xmas Assist Work Hours			
	Sat.	Sun.	Tue.	Wed.	Thur.	Fri.	Sat.													
1	Hours	100s						1	Hours	100s	Hours	100s	Hours	100s	Min			2	Hours	100s
2	Hours	100s							Hours	100s	Hours	100s	Hours	100s	Min				Hours	100s
Week 1 Information										Week 2 Information										
Dest/Act	Name of Relief Carrier			EIN		Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles		Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles		
						Hours				Min	Dev +	Omit -	Hours				Min	Dev +	Omit -	
						Hours				Min			Hours				Min			
						Hours				Min			Hours				Min			
						Hours				Min			Hours				Min			
This certifies that the above carrier rendered service in compliance with Postal Service regulations				Postmaster's Signature				Date				Carrier's Initials				8127 Time <i>(Min)</i>				

1. Daily Overtime — For FLSA B carriers, this block is used **ONLY** to record when the carrier works more than 12.00 hours in a single day. (See Exhibit 5 for use of this block for FLSA Code A regular carriers. This block is not used for FLSA Code P.) Record the total amount of work hours in excess of 12 per day in this box. *Include the amount of daily overtime in the Actual Weekly Hours block.* For example, if the carrier works 10.00 hours each day, Monday through Wednesday, and works 12.50 on Thursday and 13.00 on Friday, the amount entered into the Daily Overtime block is 1.50 and the amount entered into the Actual Weekly Hours is 55.50. Do not enter a decimal point when entering work hours.

The Daily Overtime block is **NOT** used to record:

- Hours worked in excess of 56 in a week.
- Hours worked in excess of the route’s evaluation.
- Hours worked when the carrier works his or her relief day.
- Additional hours worked by the carrier after completing his or her route (except for those that are over 12 hours for the day).

2. Xmas Assist Work Hours — For FLSA Code B regular carriers, this block is used **ONLY** when the carrier comes in on his or her relief day to *provide assistance*, not to serve his or her full route. A relief carrier must be listed on PS Form 1314 as the replacement carrier for that day. Do **NOT** include the amount of Xmas Assist Work Hours in the Actual Weekly Hours block.

The Xmas Assist Work Hours block is **NOT** used to record:

- Hours worked in excess of 56 in a week.
- Hours worked in excess of the route’s evaluation.
- Hours worked when the carrier works his or her relief day and DACA Code R, 3, or 5 is entered on the PS Form 1314.
- Additional hours worked by the carrier after completing his or her route.

the assigned route (as is done on a scheduled day), enter DACA Code R, 3, or 5 (as appropriate) on PS Form 1314 for that day. If the carrier is due an X day for working the relief day (e.g., DACA Code R or 3 is entered), this X day must be granted in the same pay period. If the X day is not granted within the same pay period, DACA Code 5 must be entered on PS Form 1314.

- b. Christmas assistance — If a relief carrier serves the assigned route and the regular carrier provides assistance on the relief day, record the hours worked by the regular as Xmas Assist Work Hours. If additional Equipment Maintenance Allowance (EMA) is due for work performed on the relief day, enter the mileage traveled in whole miles in the Route Deviation block for the appropriate week. Do **NOT** include these hours in the Actual Weekly Hours block. Enter J or K in the appropriate block on PS Form 1314 if the replacement carrier worked a full day on the route.

B. FLSA Code A Regular Carriers

Regular carriers (FLSA Code A) are paid at the regular rate for all hours worked up to 8 per day and 40 per week, and at the overtime rate for all hours worked in excess of 8 per day or 40 per week. FLSA Code A employees are not entitled to any X days as they are paid for working the relief day.

1. Report total hours worked for the week in Actual Weekly Hours.
2. If the carrier worked more than 8.00 hours in a day, enter total hours worked in excess of 8 for that day in the Daily Overtime block.
3. If the carrier worked on a scheduled relief day, enter R on the day the carrier worked the relief day and include the hours worked in Actual Weekly Hours. The employee is **NOT** entitled to a future X Day.

C. Auxiliary Route Carriers

Carriers serving any auxiliary route are compensated at the hourly rate for actual hours worked during PP 26-2020 and Week 1 of PP 01-2021. During this period, carriers are not paid the evaluation of the route (this includes newly hired RCAs in the first five pay periods of training). The only changes to standard timekeeping procedures for auxiliary routes are when a Designation (Des) 79 provides Christmas assistance on the assigned auxiliary route. (See section E, item 2).

D. Replacement Carriers Assigned to Vacant Regular Routes (Designations 72/74)

1. Designation 72

- a. FLSA B — Procedures are the same as for Des 71 (Regular Carrier), FLSA B.
- b. FLSA A — Procedures are the same as for Des 71 (Regular Carrier), FLSA A.

2. Designation 74

Work on relief day

a. Carrier worked scheduled relief day:

- (1) Enter R on the day the carrier worked the relief day.
- (2) Include the hours worked in the Actual Weekly Hours. The employee is **NOT** entitled to a future X Day.

b. Carrier provided Christmas assistance on relief day:

- (1) Enter the Christmas auxiliary assistance time on PS Form 1314 in the Xmas Assist Work Hours block.
- (2) Do **NOT** include these hours in the Actual Weekly Hours block.
- (3) Enter J or K in the appropriate block on PS Form 1314 if the replacement carrier worked a full day on the route.

E. Replacement Rural Carriers Serving as Christmas Auxiliary Assistants

All replacement carriers serving as Christmas auxiliary assistants are compensated at their regular rate for actual hours worked up to 40 per week, and at the FLSA overtime rate for actual hours worked in excess of 40.

1. Christmas assistance on a regular route:

- a. Manually prepare PS Form 1314-A for each carrier that provides Christmas assistance.
- b. Do **NOT** enter more than one carrier on each PS Form 1314-A.
- c. Submit a separate certificate for each regular route on which the carrier provides assistance.
- d. Report the Christmas assistance hours in the appropriate Week 1 and/or Week 2 Xmas Assist Work Hours block.
- e. Enter EMA hours, trips, and miles in the appropriate Week 1 and/or Week 2 EMA blocks.

2. Christmas assistance on an auxiliary route:

- a. Assigned carrier (Des 79) provided Christmas assistance on assigned auxiliary route:
 - (1) Enter N in the appropriate block in the No Service section of the carrier's PS Form 1314-A for the assigned route.

- (2) Record hours worked in the Xmas Assist Work Hours block. Only enter Christmas assistance when the Des 79 assists the replacement carrier working the N day.
 - (3) Include EMA hours and miles (not trips) in the total for the appropriate week. Trips may not exceed the number of days worked in the No Service blocks.
 - (4) A replacement carrier is required to cross-foot the card.
- b. Replacement carrier (Designations 70, 73, 74, 75, 76, and 78) provided Christmas assistance on auxiliary route:
- (1) Manually prepare PS Form 1314-A. Enter route number A997. Use this route type and number for overburdened service or Christmas assistance on auxiliary routes only.
 - (2) Report the Christmas assistance hours in the appropriate Week 1 and/or Week 2 Xmas Assist Work Hours block.
 - (3) Enter EMA hours, trips, and miles (if applicable) in the appropriate Week 1 and/or Week 2 EMA blocks.
 - (4) If Christmas assistance is performed on two or more auxiliary routes in the same pay period, combine all work hours and EMA data on one manually prepared PS Form 1314-A.

F. Postal Employees (Other Than Rural) Serving as Christmas Auxiliary Assistants

Postal Service employees (other than Des 7X) who provide Christmas assistance on rural routes are compensated at their regular rate of pay for actual time worked. Include all work hours using their normal Time and Attendance System (Manual Timecards or TACS).

Nonrural employees are entitled to EMA payment if a personal vehicle is used. Prepare PS Form 1314-A as

follows: (Do **NOT** prepare PS Form 1314-A if a government vehicle is provided.)

1. Report the hours worked on the rural routes on PS Form 1230-C, *Time Card*.
2. Manually prepare PS Form 1314-A for EMA compensation. Complete indicative data at the top of the certificate. Use Des/Act 99-0, actual route type and number, FLSA code P, and correct employee and pay period information.
3. Enter EMA hours, trips, and miles in the appropriate Week 1 and/or Week 2 EMA blocks.

Important Items to Remember: Rural Carrier Christmas Pay Procedures

- Hours entered in the Daily Overtime block are **always** included in Actual Weekly Hours.
- Hours entered in the Xmas Assist Work Hours block are **NOT** included in Actual Weekly Hours.
- Carriers on auxiliary routes are paid for actual hours worked, not the route's evaluation, during the Christmas period.
- During the period from the beginning of the Guarantee Year (October 10, 2020) through the last day of the Christmas period (December 25, 2020), a DACA Code X cannot be entered on a timecard unless there is a corresponding DACA Code R or 3 in the same pay period and the carrier's X day balance is zero or greater.
 - DACA R and 3 require a DACA Code X to be used in the same pay period.
- If Actual Weekly Hours exceed 56 hours in a week, a DACA Code 5 must be used. DACA Code R or 3 are not allowed.
- If a regular carrier works his or her relief day and serves his or her assigned route, this is **NOT** reported as Christmas assistance.
- Second trip is not allowed during the Christmas period.