

## **Higher Level**

### **Section 1. Salary Computation**

A regular rural carrier is paid based on the evaluation of the route to which the carrier is assigned for the first 30 days of the temporary higher level assignment. At the beginning of the next pay period following completion of the first 30 days, the carrier's salary is converted to that of a 40-hour evaluated route, attained step. The salary is then adjusted in accordance with the salary rules for changes under the salary schedule to which assigned.

### **Section 2. Work Week**

A rural carrier who normally serves a route six days a week or six days every other week who is detailed to a position under a different salary schedule for five 8-hour days in a service week will be paid for the full work week without carrying the route on Saturday.

### **Section 3. Written Order**

Any employee detailed to higher level of work shall be given a written management order, (Form 1723, Notice of Assignment), stating the beginning and approximate termination, and directing the employee to perform the duties of the higher level position. A copy of the Notice of Assignment shall be provided to the state steward. Such written order shall be accepted as authorization for the higher level pay. The failure of management to give a written order is not grounds for denial of higher level pay if the employee was otherwise directed to perform the duties.