**T- Time and working off the clock (Updated)**

This is an important memo and should be read in its entirety.

Since the beginning of July instructions have been passed down to the station level regarding the use of T- Time.   
While NAPS posted our recommendations to handle the possible issues of T-Time on the branch website ( [**https://www.napsbranch100.org**](https://www.napsbranch100.org) ), we believe that it this needs to be re-enforced.

Effective the first week in July T-Time must be approved by your superior prior to the use of it.

And Branch 100 says to that directive

**Bravo!**

Hopefully, this will lead to all of us reexamining our workload along with expectations of what can be accomplished realistically during your working day. However, in order to determine what can and should be done during your hours **working on the clock** we must be **truthful** to both our superiors and ourselves in evaluating the workload on a daily basis.

What is T- Time and why is it needed?

First what are the definitions of Exempt and Non- Exempt? From the Employee Labor Manual

(ELM)432.112 Non-bargaining Unit Employees

Non-bargaining unit employees are categorized as follows:

1. Full-time salaried — one of the following categories of salaried employees employed according to procedures established by the Postal Service:
   1. Exempt salaried — career employees who are exempt from the FLSA provisions, are not limited to working a specified number of hours in a service week, and are expected to work or have excused leave for at least 40 hours per week fulfilling the responsibilities of their positions.
   2. Special Exempt — career employees who are exempt from the Fair Labor Standards Act (FLSA) provisions, whose permanent assignments are to Executive and Administrative Schedule (EAS)–15 through –18 positions, and who directly supervise two or more equivalent bargaining unit employees in production operations.
   3. Nonexempt salaried — career employees who are not exempt from (i.e., are covered by) FLSA provisions and are assigned to work schedules consisting of five 8–hour days in a service week.
2. Part-time salaried — career hourly rate employees assigned to regular work schedules of less than 40 hours in a service week.

Next what are the regulations for additional pay. Again, from the ELM

434.143 Eligible for FLSA–Exempt EAS Additional Pay

FLSA special exempt employees in EAS–18 positions and below are eligible for EAS additional pay if authorized to work over 8.5 hours on a scheduled day or any hours on a nonscheduled day, even while on a temporary assignment such as to an OIC position. When authorized work exceeds 8.5 hours on a scheduled day, EAS additional pay is received for the first half hour as well as for the authorized work over 8.5 hours. Regular FLSA–exempt employees in EAS–23 positions and below positions except postmasters and officers–in–charge are eligible during the designated Christmas period provided they are authorized to work over 8.5 hours on a scheduled day or any hours on a nonscheduled day and the additional hours are spent directly supervising bargaining unit employees in mail processing or delivery functions.

T-Time is necessary if the workload exceeds your regular workday, or if you need to work on your day off because of vacancies, leave etc.

This means if you are a Level 17 Supervisor of Customer Service (SCS), a Supervisor of Distribution Operations ( SDO), Supervisor Transportation Operations ( STO) or a Supervisor Maintenance Operations ( SMO) if you are working you are eligible to receive additional pay provided that you are authorized to work.

The caveat is the **three A's**. Your superior must be made **Aware** of it, must **Acknowledge** it and it must be **Approved**.

So, this is where being truthful comes into play. And it works in many ways. Being truthful to ourselves in giving expectations to our employees (holding them accountable to do their jobs based on workload) along with being truthful with your superior on what you can finalize during your scheduled workday. (Supervising employees, working ECC’s, administrative duties, etc.). You must let employees know that you are not going to allow them to extend their day if it is not authorized because you can't extend yours. You must let your superior know that I can perform A, B, C and E duties during the day, but I cannot finalize D, F and G duties. And if your superior tells you to figure it out, then figure it out. **Go home when your tour ends**. Let them know that this is what I did, and this is what I did not do. Be Professional because that is what you are. Expect push back from your employees and your superiors that is human nature. No one including you likes to be put on the spot. But that is why everyone gets paid different salaries.

If you are instructed to work off the clock notify the Branch. That is serious so be specific do not deal in generalities like " They told me I had to finish my TACS, or I have to wait for the last carrier before I could leave" isn't specific. You are not following the Three A’s, and neither is your superior. In addition, if you work and you find that your time was disallowed after you were instructed to work make certain that you speak to that superior, and if necessary, notify the branch and that person’s superior. This is serious, and if you are making that type of claim ensure that you have documentation. (A snippet of the disallowance in TACS for example). That is why you need to follow the three A rule, so there is no doubt of the situation.

Whatever you do, NAPS is advising you to avoid working after your tour ends if you have not been authorized by your superior. You are not being truthful to yourself or the Postal Service. If you are using your own time to finish your expected day who are we fooling?  The Postal Service sets expectations based on specific hours and productivity whether it be for craft or EAS. And if you are on the clock for 8 hours working and off the clock for 3 hours working when the Postal Service will assign 8 hours to that job when budgeting. It is basic math. And if something happens to you at your facility while working off the clock the Post Office is not liable because you were not authorized to be there.

**Follow the Three A’s guidelines**. It is not easy but until we are truthful and realistic about what is actually happening this problem will never go away.

The Officers of Branch 100