

made therefor from the appropriations for mail-messenger service. The total amount payable under such contract to any postmaster, assistant postmaster, or clerk shall not exceed \$300 in any one year. Special-delivery messengers at post offices of all classes may enter into contracts for mail-messenger service. (July 28, 1916, ch. 261, § 1, 39 Stat. 418; June 3, 1924, ch. 237, 43 Stat. 356.)

## CROSS REFERENCE

Mail messengers and other postal employees authorized to be employed in dual capacity and compensated for extra duties assigned, see section 136 of this title.

## Chapter 16.—RAILWAY MAIL OFFICERS AND EMPLOYEES

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## § 601. Expenses of officers of Railway Mail Service.

The superintendent and the assistant general superintendent and chief clerk of the Railway Mail Service shall be paid their necessary and actual expenses while traveling on the business of the department. (Mar. 1, 1881, ch. 96, § 1, 21 Stat. 374; Apr. 16, 1890, ch. 85, 26 Stat. 56.)

## CROSS REFERENCE

Expenses and subsistence of Government employees generally, see sections 821-834 of Title 5, Executive Departments and Government Officers and Employees.

## § 601a. Same; moving expenses.

Hereafter officers and regular clerks in the Railway Mail Service, when arbitrarily transferred under orders of the Department from one official station to another for permanent duty, and who actually have to change their residence, may be allowed their actual and necessary transportation expenses for moving their household goods, including packing and drayage, not in excess of three thousand five hundred pounds. (June 25, 1940, ch. 425, 54 Stat. 571.)

## § 602. Salaries of division superintendents, assistant division superintendents, assistant superintendents at large, assistant superintendents in charge of car construction, chief clerks, and assistant chief clerks.

Section, act Feb. 28, 1925, ch. 368, § 7, 43 Stat. 1061, is now covered by section 602a of this title.

## § 602a. Compensation of division superintendents, assistant division superintendents, assistant superintendents at large, assistant superintendent in charge of car construction, chief clerks, assistant chief clerks, and clerks in charge of sections in office of division superintendents.

The Postmaster General is authorized and directed to adjust the compensation of division superintendents, assistant division superintendents, assistant superintendents at large, assistant superintendent in charge of car construction, chief clerks, assistant chief clerks, and clerks in charge of sections in offices of division superintendents, Railway Mail Service, to correspond, so far as may be practicable, to the rates established by sections 661-663, 664-673, 674 of Title 5, for positions in the departmental service in the District of Columbia. Any appropriation available on or after May 26, 1936, for the payment of the compensation of employees in the Railway Mail Service shall be available for payment of compensation in accordance with the rates adjusted in accordance with the provisions of this section. (May 26, 1936, ch. 453, 49 Stat. 1374.)

## § 603. Assistant superintendents; traveling expenses.

Assistant superintendents may receive a per diem allowance in lieu of actual and necessary traveling expenses at the rate of \$4 per day while actually

traveling on business of the department away from their several designated headquarters. (Mar. 3, 1901, ch. 851, § 1, 31 Stat. 1105.)

#### CROSS REFERENCE

Expenses and subsistences of Government employees generally, see sections 821-834 of Title 5, Executive Departments and Government Officers and Employees.

#### § 604. Expenses of supervisory employees.

Supervisory employees of the Railway Mail Service shall be paid their actual expenses as fixed by law. (Feb. 28, 1925, ch. 368, § 2, 43 Stat. 1055.)

#### § 605. Rating of clerks in charge of sections in offices of division superintendents.

The clerks in charge of sections in the offices of the division superintendents shall be rated as assistant chief clerks at \$2,800 salary. (Feb. 28, 1925, ch. 368, § 7, 43 Stat. 1062.)

#### § 606. Laborers; grades; salaries.

Laborers in the Railway Mail Service shall be divided into two grades with annual salaries as follows: Grade 1, salary \$1,500; grade 2, \$1,600. (Feb. 28, 1925, ch. 368, § 7, 43 Stat. 1062.)

#### § 607. Same; promotion; readjustment of grades; substitute laborers.

Laborers shall be promoted to grade 2 after one year's satisfactory service in grade 1. In the readjustment of the service to conform to the grades herein provided for laborers, each grade shall include laborers in the grade of the same number existing on December 31, 1924.

Substitute laborers in the Railway Mail Service shall be paid for services actually performed at the rate of 55 cents per hour, and when appointed to the position of regular laborer the substitute service performed shall be included in eligibility for promotion to grade 2 on the basis of three hundred and six days of eight hours constituting a year's service. (Feb. 28, 1925, ch. 368, § 7, 43 Stat. 1062; June 14, 1934, ch. 518, 48 Stat. 958.)

#### § 608. Classification of railway postal clerks.

The Postmaster General shall classify and fix the salaries of railway postal clerks, under such regulations as he may prescribe, in the grades provided by law. He may assign to the offices of division superintendents and chief clerks such railway postal clerks as may be necessary and fix their salaries within the grades provided by law without regard to the classification of railway post offices. (Aug. 24, 1912, ch. 389, § 7, 37 Stat. 555; Feb. 28, 1919, ch. 69, § 2, 40 Stat. 1198.)

#### § 609. Railway postal clerks; appointment.

The Postmaster General may appoint railway postal clerks in such manner and of such respective grades and salaries as may be provided for in the annual appropriation acts for the service of the Post Office Department, for the purpose of sorting and distributing the mail in railway post offices, railway post-office terminals and transfer offices, and for service in the offices of division superintendents and chief clerks, and as transfer clerks and such other

services as may pertain to the Railway Mail Service. Such clerks shall be designated as railway postal clerks. (Aug. 24, 1912, ch. 389, § 7, 37 Stat. 555.)

#### § 610. Same; classes and grades; salaries.

Railway postal clerks shall be divided into two classes, class A and class B, and into seven grades with annual salaries as follows: Grade 1, salary \$1,900; grade 2, salary \$2,000; grade 3, salary \$2,150; grade 4, salary \$2,300; grade 5, salary \$2,450; grade 6, salary \$2,600; grade 7, salary \$2,700. (Feb. 28, 1925, ch. 368, § 7, 43 Stat. 1062.)

#### § 611. Same; original appointments; time of promotion.

All original appointments shall be made to the rank of substitute railway postal clerk, and promotions shall be made successively at the beginning of the quarter following a total satisfactory service of three hundred and six days in the next lower grade. (Aug. 24, 1912, ch. 389, § 7, 37 Stat. 556; Feb. 28, 1925, ch. 368, § 7, 43 Stat. 1062.)

#### § 612. Same; readjustment of grades.

In the readjustment of the service to conform to the grades herein provided, each grade shall include clerks in the grade of the same number existing on December 31, 1924. (Feb. 28, 1925, ch. 368, § 7, 43 Stat. 1062.)

#### REFERENCES IN TEXT

Word "herein" refers to act Feb. 28, 1925, cited to text, which was distributed in code as sections 53, 54, 55, 57, 59, 60, 81, 83, 86-101, 103, 104, 106-108, 110, 113, 115-119, 121-123, 129, 131, 166, 168, 170, 136, 197, 198, 200, 206, 208, 221, 235, 239, 240-246, 247, 249, 250-256, 281, 283, 287-289, 291, 293, 293a, 294, 301, 384, 386, 602, 604-607, 610-618, 619, 621, 622, 625, 627, 629, 630, 633, 693, 694, 698, 699, 701-703, 716, 717, 801, 821, 823, 823a, 826 of this title.

#### § 613. Same; hours of service; overtime pay or compensatory time.

Service of clerks shall be based on an average of not exceeding eight hours daily for three hundred and six days per annum, including proper allowances for all service required on lay-off periods. Clerks required to perform service in excess of eight hours daily, as herein provided, shall be paid in cash at the annual rate of pay or granted compensatory time at their option for such overtime. (Feb. 28, 1925, ch. 368, § 7, 43 Stat. 1063.)

#### REFERENCES IN TEXT

Word "herein" refers to act Feb. 28, 1925, cited to text. For distribution of said act in Code, see note under section 612 of this title.

#### CROSS REFERENCE

Overtime and compensatory time for work in excess of four hours on Saturday to supervisory employees, special clerks, clerks, and laborers, see section 832 of this title.

#### § 614. Substitute clerks; probationary period; pay; credit for time served as probationers on appointment as regular clerks; promotion.

Substitute railway postal clerks shall be paid for services actually performed at the rate of \$1,850 per annum, the first year of service to constitute a probationary period, and when appointed regular clerks shall receive credit on the basis of one year of actual

service performed as a substitute and be appointed to the grade to which such clerk would have progressed had his original appointment as a substitute been to grade 1. Any fractional part of a year's substitute service will be included with his service as a regular clerk in determining eligibility for promotion to the next higher grade following appointment to a regular position. (Mar. 2, 1907, ch. 2513, 34 Stat. 1213; Feb. 28, 1925, ch. 368, § 7, 43 Stat. 1062.)

§ 615. Same; full time and travel expenses when traveling under orders.

Substitute railway postal clerks shall be credited with full time while traveling under orders of the department to and from their designated headquarters to take up an assignment, together with actual and necessary travel expenses, not to exceed \$3 per day, while on duty away from such headquarters. When a substitute clerk performs service in a railway post office starting from his official headquarters he shall be allowed travel expenses under the law applying to clerks regularly assigned to the run. (Feb. 28, 1925, ch. 368, § 7, 43 Stat. 1062.)

#### CROSS REFERENCE

Expenses and subsistence of Government employees generally, see sections 821-834 of Title 5, Executive Departments and Government Officers and Employees.

§ 616. Compensatory time to laborers or railway postal clerks at terminal railway post offices and transfer offices for work on Sundays or holidays; overtime in lieu thereof.

When the needs of the service require the employment on Sundays or holidays of laborers or railway postal clerks at terminal railway post offices and transfer offices, they shall be allowed compensatory time on one day within six days next succeeding the Sunday, except the last three Sundays in the calendar year, and on one day within thirty days next succeeding the holiday and the last three Sundays in the year on which service is performed: *Provided, however,* That the Postmaster General may, if the exigencies of the service require it, authorize the payment of overtime for service on the last three Sundays in the calendar year or on Christmas Day in lieu of compensatory time. (Feb. 28, 1925, ch. 368, § 11, 43 Stat. 1065.)

#### CROSS REFERENCE

Overtime and compensatory time for work in excess of four hours on Saturday to supervisory employees, special clerks, clerks and laborers, see section 832 of this title.

§ 617. Classes of railway post-office lines; promotion of clerks.

Railway post-office lines shall be divided into two classes, class A and class B, and clerks assigned to class A lines shall be promoted successively to grade 4 and clerks in charge to grade 5. Clerks assigned to class B lines shall be promoted successively to grade 5 and clerks in charge to grade 6. Lines in class A existing on December 31, 1924, shall be continued in class A, and lines in class B existing on that date shall be continued in class B. (Feb. 28, 1925, ch. 368, § 7, 43 Stat. 1062.)

§ 618. Classes of terminal railway post offices; promotion of clerks.

Terminal railway post offices shall be divided into two classes, class A and class B; those having less than twenty employees shall be assigned to class A, and those having twenty or more employees shall be assigned to class B. Clerks in class A terminals shall be promoted successively to grade 4, and clerks in charge of tours to grade 5. Clerks in class B terminals shall be promoted successively to grade 5, and clerks in charge of tours to grade 6. (Feb. 28, 1925, ch. 368, § 7, 43 Stat. 1063.)

#### CROSS REFERENCE

Classification of clerks in terminal railway post offices to be in grades 4 to 7, see section 618a of this title.

§ 618a. Terminal railway post offices; classification of clerks.

The terminal railway post office system shall be maintained for the purpose of handling and distributing mail not handled or distributed in railway post-office lines or post offices, and the clerks in said terminal railway post offices shall be classified as railway postal clerks and progress successively to grade 4. Clerks in charge of terminals, tours, or crews consisting of less than twenty employees shall be of grade 5. Clerks in charge of terminals, tours, or crews consisting of twenty or more employees shall be of grade 6. When a terminal railway post office is operated in three tours there shall be a relief clerk in charge: *Provided,* That the clerk in charge of terminals having seventy-five or more employees shall be of grade 7: *Provided further,* That no employee in the Postal Service shall be reduced in rank or salary as a result of the provisions of this section. (June 14, 1934, ch. 522, 48 Stat. 962.)

§ 619. Classes of transfer offices; promotion of clerks.

Transfer offices shall be divided into two classes, class A and class B; those having less than five employees shall be assigned to class A and those having five or more employees to class B. Clerks in class A shall be promoted successively to grade 4, and clerks in charge of tours to grade 5. Clerks in class B shall be promoted successively to grade 5, and clerks in charge of tours to grade 6. (Feb. 28, 1925, ch. 368, § 7, 43 Stat. 1063.)

§ 620. Clerk in charge defined.

A clerk in charge is defined as a clerk in charge of a railway post office, terminal railway post office, or transfer office whether he performs service alone or has a crew of clerks under his supervision, or of a tour or a crew within a tour of a terminal railway post office or transfer office. (June 5, 1920, ch. 254, 41 Stat. 1050.)

§ 621. Promotion of clerks assigned to offices of division superintendents or chief clerks.

Clerks assigned to the office of division superintendent or chief clerk shall be promoted successively to grade 4, and in the office of division superintendent, four clerks may be promoted to grade 5 and eight clerks to grade 6, and in the office of chief clerk, one clerk may be promoted to grade 5 and

two clerks to grade 6: *Provided*, That clerks assigned to the position of stenographer may be promoted successively to grade 2, and in division superintendents' offices not exceeding one stenographer may be promoted successively to grade 3: *And provided further*, That no employee shall be reduced in salary as a result of this section. (Feb. 28, 1925, ch. 368, § 7, 43 Stat. 1063; Aug. 14, 1937, ch. 632, 50 Stat. 647.)

§ 622. Promotion of examiners.

Examiners shall be promoted successively to grade 6 and assistant examiners to grade 5 whether assigned to the office of division superintendent or chief clerk. (Feb. 28, 1925, ch. 368, § 7, 43 Stat. 1063.)

§ 623. Promotions for meritorious services.

Promotions above grades three, four, and five, but within the maximum grades of the classification, may be made in the discretion of the Postmaster General for meritorious service. No promotion shall be made except upon evidence satisfactory to the Post Office Department of the efficiency and faithfulness of the employee during the preceding year. (Aug. 24, 1912, ch. 389, § 7, 37 Stat. 556; Feb. 28, 1919, ch. 69, § 2, 40 Stat. 1193.)

§ 624. Same; transfer.

A clerk of any grade of any classification of railway post offices, terminal railway post offices, transfer offices, or in the office of a division superintendent or chief clerk, may be transferred and assigned to any classification of railway post offices, terminal railway post offices, transfer offices, or to an office of a division superintendent or chief clerk under such regulations as the Postmaster General may deem proper. (Aug. 24, 1912, ch. 389, § 7, 37 Stat. 556.)

§ 625. Same; failing of promotion.

Whenever the promotion of an employee herein provided for is withheld because of unsatisfactory service such employee may be promoted at the beginning of the second quarter thereafter or any subsequent quarter on evidence that his record has been satisfactory during the intervening period. (Aug. 24, 1912, ch. 389, § 7, 37 Stat. 556; Feb. 28, 1925, ch. 368, § 11, 43 Stat. 1064.)

REFERENCES IN TEXT

Word "herein" refers to act Feb. 28, 1925, cited to text. For distribution of said act in Code, see note under section 612 of this title.

§ 626. Same; in highest grades of their lines; promotions.

Clerks in the highest grade in their respective lines or other assignments shall be eligible for promotion to positions of clerks in charge in said lines or corresponding positions in other assignments, and clerks assigned as assistant chief clerks and clerks in grade 6, or higher rank, in their respective divisions, shall, after one year of continuous service in such capacity, be eligible for promotion to positions of chief clerks in said division for satisfactory, efficient, and faithful service, under such regulations as

the Postmaster General shall prescribe. (Aug. 24, 1912, ch. 389, § 7, 37 Stat. 556; June 5, 1934, ch. 393, 48 Stat. 880.)

§ 627. Same; restoration after reduction in grade.

Whenever an employee herein provided for shall have been reduced in salary for any cause, he may be restored to his former grade or advanced to an intermediate grade at the beginning of any quarter following the reduction, and a restoration to a former grade or advancement to an intermediate grade shall not be construed as a promotion within the meaning of the law prohibiting advancement of more than one grade within one year. All employees herein provided for in automatic grades who have not reached the maximum grades to which they are entitled to progress automatically, shall be promoted at the beginning of the quarter following the completion of one year's satisfactory service since their last promotion, regardless of any increases granted them by the provisions of this title. (Aug. 24, 1912, ch. 389, § 7, 37 Stat. 556; Feb. 28, 1925, ch. 368, § 11, 43 Stat. 1064, 1065.)

REFERENCES IN TEXT

Word "herein" refers to act Feb. 28, 1925, cited to text. For distribution of said act in Code see note under section 612 of this title.

Word "title" refers to Title I of act Feb. 28, 1925, cited to text, which was distributed in this Code as sections 53, 54, 55, 57, 59, 60, 81, 83, 86-101, 103, 104, 106-108, 110, 113, 115-119, 121-123, 129, 131, 166, 168, 170, 196, 197, 198, 200, 206, 208, 602, 604-607, 610-618, 619, 621, 622, 625, 627, 629, 630, 633, 693, 694, 698, 699, 701-703, 716, 717, 801, 821, 823, 823a, of this title.

§ 628. Same; advancement restricted.

In filling positions below that of chief clerk no clerk shall be advanced more than one grade in a period of a year. (Aug. 24, 1912, ch. 389, § 7, 37 Stat. 556.)

§ 629. Hours of work for postal clerks assigned to terminal railway post offices and transfer offices, and laborers in Railway Mail Service; overtime pay.

Railway postal clerks assigned to terminal railway post offices and transfer offices and laborers in the Railway Mail Service shall be required to work not more than eight hours a day, and the eight hours of service shall not extend over a longer period than ten consecutive hours, but in cases of emergency, or if the needs of the service require, they may be required to work in excess of eight hours a day, and for such additional service they shall be paid in proportion to their salaries as fixed by law. (Feb. 28, 1925, ch. 368, § 7, 43 Stat. 1063.)

§ 630. Postal clerks assigned to road duty; full time for delay to trains.

Clerks assigned to road duty shall be credited with full time for delays to trains equal to the period of time between the scheduled arrival and actual arrival of the train at destination of run. (Feb. 28, 1925, ch. 368, § 7, 43 Stat. 1063.)

§ 631. Postal clerks; residences.

All clerks appointed to the Railway Mail Service and to perform duty on railway post offices, shall re-

side at some point on the route or at some point convenient thereto in the discretion of the General Superintendent of the Railway Mail Service, to which they are assigned: *Provided*, That railway postal clerks appointed prior to February 28, 1895, and now performing such duty shall not be required to change their residence except when transferred to another line. (Aug. 24, 1912, ch. 389, § 7, 37 Stat. 556; June 18, 1930, ch. 527, 46 Stat. 782.)

§ 632. Transfer; salaries not reduced.

When railway postal clerks are transferred from one assignment to another because of changes in the service their salaries shall not be reduced by reason of such change. (Mar. 3, 1917, ch. 162, § 1, 39 Stat. 1065.)

§ 633. Same; travel allowances.

In addition to the salaries provided by law, the Postmaster General may make travel allowances in lieu of actual expenses, at fixed rates per annum, not exceeding in the aggregate the sum annually appropriated, to railway postal clerks, acting railway postal clerks, and substitute railway postal clerks, including substitute railway postal clerks for railway postal clerks granted leave with pay on account of sickness, assigned to duty in railway post-office cars, while on duty, after ten hours from the time of beginning their initial run, under such regulations as he may prescribe, and in no case shall such an allowance exceed \$3 per day. (Aug. 24, 1912, ch. 389, § 1, 37 Stat. 548; Mar. 3, 1917, ch. 162, § 1, 39 Stat. 1065; Feb. 28, 1925, ch. 368, § 7, 43 Stat. 1062.)

§ 634. Same; preference in transfers from service to department or post offices.

In the assignment or transfer of clerks from the Railway Mail Service, preference shall be given to the persons honorably discharged from the military or naval service who served in the civil war and who are serving as clerks on the railway mail cars in order that they may be transferred to clerical service in the department or in the post offices and relieved from service on said cars as rapidly as practicable, provided they are found to possess the business capacity necessary for the proper discharge of the duties of the offices to which they may be transferred. (June 26, 1906, ch. 3546, 34 Stat. 474.)

§ 635. Same; annual vacation.

The Postmaster General may allow railway postal clerks an annual vacation of fifteen days, with pay, and may, in his discretion, under such regulations as he may provide, allow any railway postal clerk leave of absence with pay for a period not exceeding thirty days, with the understanding that his duties will be performed without expense to the Government during the period for which leave is granted, he to provide a substitute at his own expense. (Mar. 3, 1901, ch. 851, § 1, 31 Stat. 1105; Mar. 1 1909, ch. 232, 35 Stat. 667; Mar. 4, 1913, ch. 143, 37 Stat. 798; July 28, 1916, ch. 261, § 1, 39 Stat. 420.)

§ 636. Same; full time to clerks deadheading under orders.

Railway postal clerks and substitute railway postal clerks shall be credited with full time when dead-

heading under orders of the department. (Mar. 3, 1917, ch. 162, § 1, 39 Stat. 1065; Apr. 24, 1920, ch. 161, § 1, 41 Stat. 580.)

§ 637. Substitutes for clerks absent otherwise than on annual leave.

When any clerk in the Railway Mail Service is absent from duty for any cause, other than the fifteen days' annual leave with pay allowed by law, the Postmaster General, under such regulations as he may prescribe, may authorize the employment of a substitute for such work, and payment therefor from the lapsed salary of such absent clerk, at a rate not to exceed the pay of the grade of work performed by such substitute. (Mar. 3, 1905, ch. 1480, § 1, 33 Stat. 1085.)

§ 638. Badges of postal clerks and mail messengers.

Postal clerks and railway postal clerks shall not be required to wear uniform other than a cap or badge. (Mar. 3, 1879, ch. 180, § 1, 20 Stat. 357; July 31, 1882, ch. 361, § 1, 22 Stat. 180.)

§ 639. Newspapers; delivery by railway postal clerks.

The Postmaster General may provide by order the terms upon which railway postal clerks may receive from publishers or any news agents in charge thereof, and deliver the same as directed, if presented and called for at the mail car or steamer, packages of newspapers and other periodicals not received from or intended for delivery at any post office. (R. S. § 3889; July 31, 1882, ch. 361, 22 Stat. 180.)

DERIVATION

Act June 8, 1872, ch. 335, § 144, 17 Stat. 301.

§ 640. Railway postal clerks and substitutes; temporary assignment as substitute sea-post clerks; allowances.

The Postmaster General is authorized to assign railway postal clerks and substitute railway postal clerks to temporary employment as substitute sea-post clerks whenever, in his opinion, such employment is necessary. Such employees shall receive credit on their Railway Mail Service records for the time employed in the sea-post service but shall be allowed the salary and expenses of a Class I sea-post clerk, payable out of the appropriation available for maintaining sea-post service, in lieu of any other salary and expense. (Feb. 14, 1929, ch. 200, 45 Stat. 1175.)

Chapter 17.—FOREIGN MAIL SERVICE

Sec.

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