

CCA temporary assignments to other post offices

City carrier assistants (CCAs) are hired to work at specific postal installations. However, there are some instances when CCAs might be temporarily required to work in another installation. These assignments, which typically (though not everywhere) are infrequent, might be necessary when management needs to complete city delivery work in another installation and there are insufficient city carriers available to do the work. When this happens, there are rules the Postal Service must follow. If you are new to the Postal Service, you might not be aware of these rules, so this article will explain the understanding between NALC and USPS and the provisions that apply to these situations.

The Postal Service and the NALC have agreed to certain restrictions for these temporary assignments in the Memorandum of Understanding (MOU) Re: City Carrier Assistants – Temporary Assignments to Other Post Offices. This MOU can be found on pages 7-5, 8-16 and 12-17 of the *USPS-NALC Joint Contract Administration Manual (JCAM)*. The *JCAM* is jointly prepared by the NALC and the Postal Service, and provides explanations of how the National Agreement, our contract with USPS, should be applied. To quickly access the *JCAM*, visit the NALC website, nalc.org, and select the “JCAM” Quicklink in the center of the home page.

In the MOU, the parties agree that CCAs will normally work in their employing post office but may be assigned to work in another postal installation in the local travel area within the same USPS district on an occasional basis. The assignment

may be for a partial day or several consecutive days, depending on local circumstances. *Handbook F-15, Travel and Relocation* is a USPS document that provides policy for all employees who travel while conducting official business. It serves as a rulebook of what is allowed while traveling and provides necessary procedures when doing so. The local travel area, as defined in *Handbook F-15, Section 7-1*, is travel to a location within a 50-mile radius of the permanent duty station. Additionally, to be considered local travel, these assignments cannot include an overnight stay. Keep in mind, Sunday CCA work assignments are not subject to the occasional basis limitation.

Another point of the MOU is that these temporary assignments must be consistent with the National Agreement. Management cannot make temporary assignments that would violate other provisions of the contract.

Additionally, the MOU requires management to schedule CCAs to work in other postal installations in advance of the reporting date, whenever practicable. Management should give as much advance notice as possible to the CCAs being temporarily assigned to work in another installation.

Another condition of the MOU is that management will, to the extent practicable, use volunteer CCAs from the delivery unit that is providing the assistance to the other installation, as long as the volunteers will be in a similar pay status (e.g., straight-time rate, regular overtime rate or penalty overtime rate). Management should solicit volunteers to work on these assignments before mandating a CCA

to work in another installation. If sufficient volunteers are not found, CCAs from the delivery unit that is providing the assistance are temporarily assigned to the other installation in reverse relative standing order when practicable, as long as the junior CCAs are in a similar pay status.

The MOU also states that CCAs who are required or volunteer to work outside of their employing office could be entitled to receive payment for mileage when using their personal vehicle to travel to the temporary installation. To be entitled to mileage, the distance from your home to the temporary office must be greater than the distance you normally drive to work. In this case, you would be paid the difference in the mileage both to and from work. If you report to your permanent office and are sent to work in another office, you should travel on the clock and be paid mileage to the temporary office and back to your permanent office. This is true even if the temporary office is closer to your home. Any out-of-pocket expenses not normally incurred such as tolls, parking, etc., can also be claimed.

Remember, this MOU is for temporary assignments outside of the installation only. To review the *JCAM*, the MOU, or *Handbook F-15*, visit the “Workplace Issues/Resources” tab on nalc.org. If you are a CCA who has been temporarily assigned to another installation in violation of these rules, be sure to contact your shop steward or branch officer to investigate the situation and, if necessary, to file a grievance on your behalf. **PR**