

Working in Another Installation

CCAs are hired to work at specific postal installations. However, there are circumstances when a CCA may be required to occasionally work in another installation in the local travel area, within their district. The Postal Service and the NALC have agreed to certain parameters for these temporary assignments in the Memorandum of Understanding Re: City Carrier Assistants – Temporary Assignments to Other Post Offices (M-01827). The agreement is reprinted here:

M-01827


**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO**

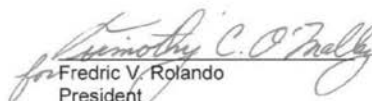
Re: City Carrier Assistants - Temporary Assignments to Other Post Offices

The parties agree to the following regarding the temporary assignment of city carrier assistants (CCAs) outside their employing post office (installation) to another post office (installation):

1. CCAs will normally work in their employing post office but may be assigned to work in another post office in the local travel area (Handbook F-15, Section 7-1.1.1.1) within the same district on an occasional basis (the assignment may be for a partial day or several consecutive days, depending on local circumstances). Sunday CCA work assignments are not subject to the occasional basis limitation.
2. Temporary assignments must otherwise be consistent with the National Agreement (e.g. assigning CCAs to work outside their employing office may not violate Article 7.1.C.4 in the temporary office or the letter carrier paragraph in the employing office).
3. Management will schedule CCAs to work in other post offices in advance of the reporting date whenever practicable.
4. When the need arises to temporarily assign CCAs outside their employing post office, management will, to the extent practicable, use volunteer CCAs from the delivery unit providing assistance as long as the volunteers will be in a similar pay status (e.g. straight-time rate, regular overtime rate, penalty overtime rate). If sufficient volunteers are not found, CCAs from the delivery unit providing assistance will be temporarily assigned to the other installation in reverse relative standing order whenever practicable as long as the junior CCAs are in a similar pay status.
5. CCAs who are required or volunteer to work outside their employing office may receive payment for mileage for the difference between their residence and employing office provided the difference is greater (Handbook F-15, Section 7-1.1.1.2.d).

The procedures outlined above are effective on November 30, 2013; however, either party may terminate this agreement by providing 30 days written notice to the other party. This agreement is reached without prejudice to the position of either party in this or any other matter and may only be cited to enforce its terms.


Alan S. Moore
Manager, Labor Relations
Policy and Programs
U.S. Postal Service


for Fredric V. Rolando
President
National Association of Letter
Carriers, AFL-CIO

Date 12/4/2013

Sunday CCA work assignments are not subject to the occasional basis limitation described in M-01827.

It is also important to point out that the local travel area is defined as travel to a location within a 50 mile radius of your permanent duty station. Handbook F-15 Section 7-1.1.1.1 reads:

7-1.1.1.1 What Constitutes Local Travel

Local travel is defined as travel to a location within a 50-mile radius of your permanent duty station in which overnight lodging is not needed.

As stated in M-01827, CCAs may receive payment for mileage under certain circumstances as provided for in Handbook F-15 Section 7-1.1.1.2.d:

7-1.1.1.2 What's Allowed

d. Mileage. When it is advantageous to the Postal Service, you may be authorized to depart directly from and return directly to your home. The Postal Service may reimburse you for any mileage that exceeds the distance between your home and your permanent duty station. If the mileage is less than that between your home and your permanent duty station, you may not claim a mileage reimbursement. You may claim out-of-pocket expenses such as tolls, parking, etc.

Use the formula below to calculate the amount for which you may be reimbursed.

	Mileage from home to temporary duty station
-	Mileage from home to permanent duty station
	Allowable mileage
x	Standard mileage rate from Appendix A
	Amount you may claim for reimbursement

Important: Your daily commute between your residence and your permanent duty station is not considered local travel. Getting to work is your responsibility; therefore, you may not claim that mileage.

If CCAs have any questions about the procedures listed above, including proper mileage payment for travel, they should see their shop steward or an NALC branch officer.

Voluntary Reassignment to Another Installation There may be circumstances where a CCA wishes to be permanently reassigned outside of their employing installation for personal reasons. Questions and Answers 2011 USPS/NALC National Agreement addresses this in questions 27 and 28:

27. May CCAs be permanently reassigned from one post office (installation) to another during their appointment?

Yes, provided the employee's current appointment is being voluntarily terminated. To avoid a break in service a permanent reassignment to a different installation must be effected on the first day of a pay period.

28. Is there a "lock-in" period that a CCA must meet before being reassigned to another installation?

There is no lock-in period a CCA must satisfy before becoming eligible to reassign to another installation. Eligibility to move between installations is generally intended to address situations where an individual CCA would like to be reassigned to another installation for personal reasons and there is an agreement between the “losing” and “gaining” installation heads.

This mutual understanding ensures that a CCA may request to be reassigned to another installation at any time. To facilitate the move, a dated letter should be written to both installation heads requesting the move. The CCA should keep copies for their records.