

## OTAdmin and a new CCA resource



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**R**ecently, I have received several questions about a computer program the Postal Service created for use by supervisors to assign and track employee overtime. It seems there may be some misunderstanding regarding NALC's acceptance and involvement with the creation and use of the program, as well as what the program actually does. I would like to shed some light on its origin, what it was designed to do, how it works, and what effect it has on our craft.

In May 2014, the Postal Service notified NALC it was developing a web-based application called OTAdmin, a tool to assist in assigning and tracking bargaining-unit overtime. That same month, after the notification, I met with Postal Service officials at USPS headquarters, and they demonstrated how the program worked. Although I under-

stood the program was just a management tool and it could not change any of the overtime provisions outlined in Article 8 of our National Agreement, I still wanted to see the OTAdmin demonstration to ensure that the use of it would not violate any of our contractual provisions. We offered a few suggestions to improve the program, and the Postal Service incorporated those suggested changes. Shortly afterward, the Postal Service began testing the use of the program in several districts around the country. Each district throughout the country recently received the program for their use.

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### City Carrier Assistant Resource Guide

In NALC's ongoing effort to provide the members of our union with necessary resources, a preview of the newly created *City Carrier Assistant Resource Guide* was unveiled last month at the 2015 National Rap Session in Houston. The guide was created to help newly hired employees understand the many rights and benefits they have as letter carriers, first as a city carrier assistant (CCA) and later as a full-time career letter carrier.

The guide is divided into two main sections. The first covers a variety of topics that apply to letter carriers during their time as CCAs. The second section explains many additional rights and benefits afforded to letter carriers upon conversion to full-time career status. There are many references and quotes from various sources, such as the NALC/USPS National Agreement, the *Joint Contract Administration Manual (JCAM)*, and various USPS handbooks and manuals. There are references to settlements or memorandums of understanding (MOUs) signed by the NALC and USPS and enforceable under our National Agreement.

The guide is intended to make it easy for CCAs to find information on common topics related to their jobs as letter carriers. The guide covers everything from breaks, hold-down rights and leave as a CCA, to life insurance, pay and retirement as a full-time career letter carrier. We hope the guide will be a useful resource both for CCAs to use individually and for branches to use when training newer employees. The complete version of the guide is now available on the City Delivery page of the NALC website at [nalc.org](http://nalc.org).

I want to thank all the branch and state leaders who attended the rap session in Houston. We hope the various classes, that were offered as previews of upcoming training that we will make available, were educational and provided useful information to take back to the membership.

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**“The utilization of OTAdmin does not change the provisions of Article 8 in any way. Violations of Article 8, whether daily violations or quarterly equity violations, should be grieved as though this program does not exist.”**

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In a nutshell, OTAdmin was created in response to the vast amount of overtime-related grievances each year. Although the program has many features, it was mainly designed by the Postal Service to assist supervisors in the tracking of overtime hours and opportunities, assist in distributing those hours equitably to the ODL employees