

# 2021 *JCAM* changes, Part 1



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Drass**

**T**he 2021 *Joint Contract Administration Manual (JCAM)* is complete; it has been available online for about a month now. We are in the process of jointly printing hard copies. We hope to have them available in September. I will update you on our progress next month. This is going to be a series of articles highlighting many of the changes that have made to the *JCAM*.

We will start with the city carrier assistant (CCA) Q&A's. We eliminated the CCA Q&A's from the 2021 *JCAM* and replaced them with language that reflects the current intent of the parties. Another reason for doing this was that additional CCA Q&A's have been agreed to since the 2014 *JCAM* was published. This changed the number-

ing of the CCA Q&A's and made the information in the 2014 version inaccurate. We also eliminated the Transitional Employee (TE) Q&A's and did not include some of the CCA Q&A's that applied to TEs in the 2021 *JCAM*.

**We are going to list the CCA Q&A's and direct you to the corresponding language contained in the 2021 *JCAM*:**

1. **What is the last date that transitional employees may be on the rolls?**  
This Q&A is not applicable at this time and is not located in the 2021 *JCAM*.
2. **How will the provisions of Article 7.1.C be monitored for compliance?**
3. **Are transitional employees who were on their five-day break on the effective date of the 2011 National Agreement (Jan. 10, 2013) eligible for the higher Step AA hourly pay rate if hired to a CCA position?**
4. **In determining CCA caps, is the number of CCAs "rounded" for percentage purposes?**
5. **Are CCAs employed under Article 7.1.C.2 limited to sites directly affected by "fundamental changes in the business environment?"**
6. **What are the occupational codes and designation activity codes for CCAs?**  
The language for Q&A's 2-6 is located on page 7-3 in the 2021 *JCAM*.
7. **Can city letter carrier transitional employees apply for CCA vacancies in installations other than their employing office?**

8. **Which score is used if a city letter carrier transitional employee with an active test score retakes the exam?**
9. **What is a passing score on the postal exam?**
10. **How long does a previous test score remain active for non-career employees?**

CCA Q&A's 7-10 dealt with different aspects of TEs taking the postal exam/being hired as career employees. We jointly determined that these Q&A's are either not applicable or not necessary to include in the *JCAM* at this time.

11. **Will reinstatement-eligible former career employees and veterans eligible for direct career appointment under VRA or because of their 30 percent or higher disability status be eligible for noncompetitive consideration for CCA employment?**
12. **Does the five-day break between CCA 360-day appointments refer to five calendar or workdays?**
13. **May a CCA employed under Article 7.1.C.1 or Article 7.1.C.2 be appointed to a term of less than 360 days?**

The language for Q&A's 11-13 is located on page 7-4 in the 2021 *JCAM*.

14. **Can a transitional employee turn down an offer to be hired as a CCA in one installation and remain eligible to be hired as a CCA in a different installation?**

This Q&A is not applicable at this time and not located in the 2021 *JCAM*.

15. **May CCAs hold dual appointments?**

The language for Q&A 15 is located on page 7-3 in the 2021 *JCAM*.

16. **Must a CCA go through the normal pre-employment screening process (i.e., drug screen, background check, medical assessment, motor vehicle record check, etc.) when reappointed or hired immediately after a transitional employee appointment?**

The language for Q&A 16 is located on page 7-4 in the 2021 *JCAM*.

17. **May CCAs who have an on-the-job illness or injury be assigned to work in other crafts?**

The language for Q&A 17 is located on page 21-6 in the 2021 *JCAM*.

18. **If a transitional employee is deployed to active military duty during the testing period, will they have the opportunity to be hired as a CCA upon return from active duty?**

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## 2021 *JCAM* changes (continued)

**19. Does the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) apply to CCAs?**

The language for Q&A's 18-19 is located on page 7-4 in the 2021 *JCAM*.

**20. How are CCAs considered when applying the Letter Carrier Paragraph?**

The language for Q&A 20 is located on page 8-15 in the 2021 *JCAM*.

**21. Is there a limit on the number of hours CCAs may be scheduled on a workday?**

The language for Q&A 21 is located on page 8-19 in the 2021 *JCAM*.

**22. Do CCAs receive Night Differential or Sunday Premium?**

The language for Q&A 22 is located on pages 8-22 and 8-23 in the 2021 *JCAM*.

**23. Do CCAs have a work-hour guarantee?**

**24. Are there rules covering work-hour guarantees for a CCA who has a gap between two periods of work?**

The language for Q&A's 23-24 is located on page 8-25 in the 2021 *JCAM*.

**25. Can CCAs be required to remain on "standby" or remain at home for a call-in on days they are not scheduled to work?**

The language for Q&A 25 is located on page 8-3 in the 2021 *JCAM*.

**26. With regard to scheduling holiday work, are full-time employees who are scheduled after the Tuesday deadline to replace a properly scheduled city carrier assistant employee who calls in sick or is otherwise unable to work eligible for holiday scheduling premium?**

The language for Q&A 26 is located on page 11-5 in the 2021 *JCAM*.

**27. May CCAs be permanently reassigned from one post of-fice (installation) to another during their appointment?**

The language for Q&A 27 is located beginning on page 12-51 in the 2021 *JCAM*.

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

The language for Q&A 28 is located on page 12-52 in the 2021 *JCAM*.

**29. After a CCA becomes a career employee, does he/she serve a lock-in period for transfers as defined by the Memorandum of Understanding, Re: Transfers?**

The language for Q&A 29 is located on page 12-51 in the 2021 *JCAM*.

**30. May CCAs carry over leave from one appointment to another?**

The language for Q&A 30 is located on page 10-7 in the 2021 *JCAM*.

**31. Do separated transitional employees receive payment for accrued annual leave?**

This Q&A is not applicable at this time and not located in the 2021 *JCAM*.

**32. Do CCAs who are converted to career status carry their annual leave balance over when hired?**

The language for Q&A 32 is located on page 10-7 in the 2021 *JCAM*.

**33. Are CCAs covered by the Memorandum of Understanding, Re: Bereavement Leave?**

The language for Q&A 33 is located on page 10-18 in the 2021 *JCAM*.

**34. Do leave provisions outlined in Article 10 of the National Agreement apply to CCAs?**

The language for Q&A 34 was updated based on the changes to the Memorandum of Understanding (MOU) Re: City Carrier Assistant (CCA) Annual Leave in the 2016-2019 and 2019-2023 National Agreements and is located beginning at the bottom of page 10-6 in the 2021 *JCAM*.

**35. Does Article 30 of the National Agreement apply to CCAs?**

The language for Q&A 35 was updated based on the changes to the Memorandum of Understanding (MOU) Re: City Carrier Assistant (CCA) Annual Leave in the 2016-2019 and 2019-2023 National Agreements and is located beginning at the bottom of page 30-2 in the 2021 *JCAM*.

**36. Does a CCA who receives a career appointment go through a 90-calendar-day probationary period as a career city letter carrier?**

The language for Q&A 36 is located on page 12-3 in the 2021 *JCAM*.

**37. Will CCAs have access to the grievance procedure if disciplined or removed?**

**38. Do the parties apply the deferral rule for CCA removal actions?**

The language for Q&A's 37-38 is located in Section 3.E of Appendix B in the National Agreement. This language

also appears on Page 12-3 in the 2021 *JCAM*.

**39. Can CCAs be immediately placed in an off-duty status under the circumstances covered by Article 16.7?**

The language for Q&A 39 is located in Section 3.E of Appendix B in the National Agreement. This language also appears on page 16-9 in the 2021 *JCAM*.

**40. Can a CCA serve as a union steward?**

The language for Q&A 40 is located on page 17-2 in the 2021 *JCAM*.

**41. Will the union be allowed to address newly hired CCAs as part of the orientation process?**

The language for Q&A 41 is located on page 17-8 in the 2021 *JCAM*.

**42. Is the union provided an opportunity to discuss health insurance, pursuant to Article 17.6, when a CCA becomes a career employee?**

The language for Q&A 42 is located on page 17-9 in the 2021 *JCAM*.

**43. Do former transitional employees go through the full orientation process when hired as CCAs?**

**44. If a current transitional employee is a member of the union and is hired as a CCA, does he or she have to execute a new Form 1187 to remain a member of the union?**

CCA Q&A's 43-44 are either not applicable or not necessary to include in the *JCAM* at this time

**45. Are CCAs allowed to participate in the Federal Employees Health Benefits Program?**

**46. To qualify for the Federal Employees Health Benefits Program, must a CCA serve the entire 360-day initial appointment before a second 360-day appointment?**

The language for Q&A's 45-46 is located on page 21-3 in the 2021 *JCAM*.

**47. Do the provisions of Article 21.5 (Health Benefit Brochures) apply when a CCA becomes a career employee?**

The language for Q&A 47 is located on page 21-6 in the 2021 *JCAM*.

**48. Are CCAs entitled to higher-level pay under Article 25 of the National Agreement?**

**49. How does a CCA who is hired as a Grade CC-01 receive proper compensation when assigned to a City Carrier Technician (Grade CC-02) position?**

The language for Q&A's 48-49 is located on page 25-3 in the 2021 *JCAM*.

**50. When does a CCA become eligible for a uniform allowance?**

**53. How is a uniform allowance provided to a CCA?**

**54. How are uniform items purchased?**

The language for Q&A's 50 and 53-54 is located on page 26-2 in the 2021 *JCAM*.

**51. What defines the anniversary date for the purpose of annual uniform allowance eligibility for a CCA?**

**52. How is the uniform anniversary date determined for a CCA who is converted to career status?**

**55. How does a licensed uniform vendor receive payment for uniform items purchased by a CCA?**

**56. If a CCA does not use the full allowance before his/her appointment ends, does the allowance carry over into the next appointment when the appointment begins before the next uniform anniversary date?**

**57. Does the annual uniform anniversary date change when a CCA is separated for lack of work and then rehired as a CCA after his/her anniversary date has passed?**

**58. What happens to the annual uniform allowance for a CCA who has an anniversary date, is separated for lack of work, and then rehired as a CCA before his or her next uniform anniversary date?**

The language for Q&A's 51-52 and 55-58 is located on page 26-3 in the 2021 *JCAM*.

**59. Will CCAs receive the additional credit authorized under Article 26.2.B with their first uniform allowance following conversion to career status?**

The language for Q&A 59 is located on page 26-4 in the 2021 *JCAM*.

**60. How is time credited for transitional employee employment when determining relative standing for CCAs?**

**61. How is placement on the relative standing roster determined when two or more CCAs have the same total time credited for relative standing?**

**62. How are the provisions of Article 41.2.8.6.[a] referenced in Appendix B. I. GENERAL PRINCIPLES. Section f. of the National Agreement applied when determining a CCA's relative standing?**

**63. For time spent as a city letter carrier transitional employee, does it matter where an individual was employed when determining relative standing?**

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## 2021 JCAM changes (continued)

**64. Does time credited toward relative standing for time worked as a transitional employee after Sept. 29, 2007, transfer from one installation to another once hired as a CCA?**

**65. Does relative standing earned as a CCA in one installation move with a CCA who is separated and is later employed in another installation?**

**66. How is relative standing determined for a CCA who is employed in an installation, permanently moves to a different installation and then is subsequently reemployed in the original installation?**

The language for Q&A's 60-66 is located on page 41-17 in the 2021 JCAM.

**67. How is a tie addressed when more than one employee is placed in full-time career city letter carrier duty assignments in an installation on the same date through either transfer/reassignment or CCA conversion to full-time?**

The language for Q&A 67 is located on page 41-19 in the 2021 JCAM.

**68. Will CCAs be allowed to opt on (hold-down) vacant duty assignments?**

**69. Is there a waiting period for a new CCA (no former experience as a career city letter carrier or city carrier transitional employee) before the employee can opt on a hold-down?**

**72. What is the pecking order for awarding hold-down assignments?**

The language for Q&A's 68-69 and 72 is located on page 41-10 in the 2021 JCAM.

**70. Is there a difference in the application of opting (hold-down) rules between part-time flexible city carriers and CCAs?**

The language for Q&A 67 is located on pages 41-10 and 41-14 in the 2021 JCAM.

**71. Can a CCA be taken off an opt (hold-down) in order to provide a part-time flexible employee assigned to the same work location with 40 hours of straight-time work over the course of a service week (Article 7, Section 1.C)?**

The language for Q&A 67 is located on page 41-14 in the 2021 JCAM.

**73. Will the five-day break in service between 360-day terms end an opt (hold-down)?**

**74. Does the five-day break at the end of a 360-day appoint-**

**ment create another opt (hold-down) opportunity?**

The language for Q&A's 73-74 is located on page 41-13 in the 2021 JCAM.

**75. Will CCAs be offered part-time regular city carrier vacancies?**

The language for Q&A 75 is located on page 7-2 in the 2021 JCAM.

**76. When there is an opportunity for conversion to career status in an installation and that installation has both part-time flexible and CCA employees available for conversion, who is converted?**

**77. When there is a career conversion opportunity for a CCA, how are CCA employees converted?**

**78. May a CCA decline an opportunity for conversion to full-time regular?**

The language for Q&A's 76-78 is located on page 41-18 in the 2021 JCAM.

**79. Will CCAs attend the Carrier Academy?**

The language for Q&A 79 is located on page 7-4 in the 2021 JCAM.

**80. Will transitional employees hired as CCAs attend the Carrier Academy?**

It is not necessary for this Q&A to be included at this time and it is not located in the 2021 JCAM.

**81. How are breaks provided for CCAs who work less than eight hours on a particular day?**

The language for Q&A 81 is located on page 8-3 in the 2021 JCAM.

**82. May CCAs enter into City Carrier Transportation (Driveout) Agreements, as defined in Article 41.4 of the National Agreement?**

The language for Q&A 82 is located on page 41-38 in the 2021 JCAM.

**83. Will CCAs be assigned a Postal Service Employee Identification Number (EIN) and PIN?**

The language for Q&A 83 is located on page 7-4 in the 2021 JCAM.

To be continued....