

CCA temporary assignments to other post offices

The Postal Service hires city carrier assistants (CCAs) to work at specific postal installations. However, there are some instances when CCAs might be temporarily required to work at another installation. These assignments, which 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 when using CCAs outside their assigned installations. 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. Members can find this MOU on pages 7-5 and 8-18 of the *USPS-NALC Joint Contract Administration Manual (JCAM)*. To quickly access the *JCAM*, visit nalc.org/jcam.

In the MOU, the parties agree that CCAs will normally work in their employing post office but may be assigned to work in another post office in the local travel area within the same district on an occasional basis (the assignment may be for a partial day or several consecutive days, depending on local circumstances). The MOU also states that CCAs who are required or volunteer to work outside their employing office are entitled to receive payment for mileage for the difference between their residence and employing office, provided the difference is greater (*F-15, Travel Policy*, Section 6.1) in the local travel

area. If the mileage is less than that between the primary residence and the permanent duty station, the traveler may not claim mileage reimbursement. The traveler may claim out-of-pocket expenses such as tolls, parking, etc. Additionally, to be considered local travel, these assignments cannot include an overnight stay. Keep in mind, Sunday CCA work assignments are not subject to this occasional basis limitation.

The second 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. For example, assigning CCAs to work outside their employing office cannot violate Article 7.1.C.4 in the temporary office. Provision 7.1.C.4 requires management to make every effort to ensure that part-time flexible employees are worked at the straight-time rate prior to assigning such work to CCAs working in the same work location. Similarly, management cannot use a CCA temporary assignment to another installation to circumvent the Letter Carrier Paragraph overtime provisions of Article 8.

The third MOU requirement is that management schedule CCAs to work in other post offices 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.

The MOU also provides that, whenever practicable, management should first use volunteer CCAs from the assisting delivery unit, provided those volunteers are in a similar pay status (for example, straight-

time, regular overtime or penalty overtime). Management should seek volunteers before requiring a CCA to work in another installation. If there are not enough volunteers, CCAs from the assisting delivery unit should be temporarily assigned to the other installation in reverse relative standing order, when practicable, provided the junior CCAs are in a similar pay status.

Remember, this MOU is for temporary assignments outside the installation only. The *JCAM* goes on to discuss situations involving permanent reassignment of CCAs. If they wish, CCAs may voluntarily choose permanent reassignment from one post office (installation) to another during their appointment. When doing so, to avoid a break in service, permanent reassignment to a different installation must be effected on the first day of a pay period. Unlike career employee transfers, there is no lock-in period that a CCA must satisfy before becoming eligible to reassign to another installation. Permanent reassignment is generally intended to address situations where an individual CCA would like to reassign to another installation for personal reasons and there is an agreement between the losing and gaining installation heads.

To review the *JCAM*, the MOU Re: City Carrier Assistants – Temporary Assignments to Other Post Offices, or the *F-15, Travel Policy*, 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**