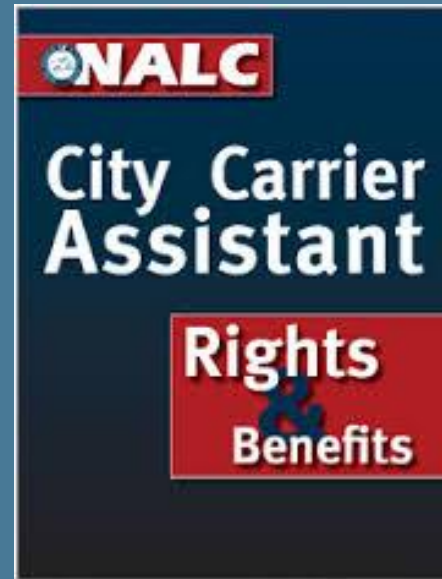




2014 COLORADO STATE  
TRAINING

CCA RIGHTS & BENEFITS



# CCA RIGHTS & BENEFITS

- Das Award
- Rights & Benefits
- MOU's



# DAS AWARD

- Arbitrator Shyam Das
- Award Date: January 10, 2013
- Required the parties to establish a new job classification called City Carrier Assistant
- CCA workforce is comprised of non-career, city letter carrier bargaining unit employees



# DAS AWARD

- Unlike TEs, CCAs earn a pre-career appointment version of seniority (“relative standing”) that will give them preference for career job openings in their installations.
- All career carrier vacancies will be filled by converting CCAs to full-time regular status in order of their relative standing in the installation.
- Contract limits the number of CCAs to 15 percent of the total number of full-time carriers in each District.



# DAS AWARD

## GREIVANCE PROCEDURE:

- The new National Agreement gives CCA's more contractual rights and job security than TE's previously had.
- CCA's should understand the grievance procedure and how it works.
- The National Agreement requires grievances be filed within 14 days of when the contract violation took place, so be sure that CCA's understand the importance of telling their steward as soon as possible after they become aware of a problem.



# RIGHTS & BENEFITS

## Materials and References:

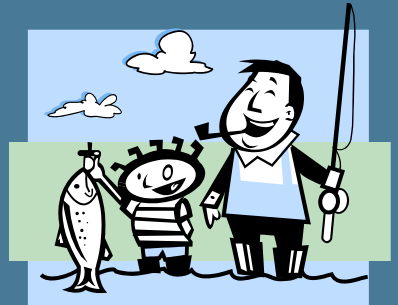
- [nalc.org](http://nalc.org)
- Rights & Benefits handout
- M-01819 – jointly developed Q & A's regarding CCA's.



# CCA TERMS

- CCA employees are hired for terms of 360 calendar days.
- CCA's will have a break in service of five calendar days between appointments.

➤ Q12



# RELATIVE STANDING

- Determined by the original CCA hire date in an installation.
- For CCAs who were TE's before being hired as CCAs, all time served as a TE after September 29, 2007 is added.
  - Q's 51,53,54
- When CCAs are converted to full-time career status within an installation, the CCA with the most relative standing in that installation is the first one to be converted to full-time career status.
  - Q64





# RELATIVE STANDING (CONT.)

## Lack of Work

- The Postal Service is required to separate the CCA with the least relative standing first.

When the Postal Service decides to not reappoint a CCA for operational reasons.

- The CCA with the least relative standing in that installation is separated first.



# WAGES

Pay Schedule – Effective November 16, 2013

City Carrier Assistant Schedule Hourly Rates

<u>CCA Grade</u>	<u>BB</u>	<u>AA</u>
1	15.30	16.58
2	15.63	16.92

Night Differential Rates

<u>CCA Grade</u>	<u>BB</u>	<u>AA</u>
1	1.16	1.16
2	1.23	1.23



# WAGES (CONT.)

## Overtime Work

- CCAs are paid time and one-half for all work over 8 hours in a service day and over 40 hours in a service week.
- CCAs are paid double time for all work over 10 hours in a service day and over 56 hours in a service week.

## Pay Increases

- 2.0% November 16, 2013
- 2.5% November 15, 2014
- 2.5% November 14, 2015



# WORK HOUR GUARANTEES

- In larger installations, CCAs are guaranteed four hours of work or pay anytime they are scheduled and report to work.
- In smaller installations, CCAs are guaranteed two hours of work or pay anytime they are scheduled and report to work.

➤ Q22



# UNIFORMS

When a CCA has completed ninety (90) work days, or has been employed for 120 calendar days, whichever comes first, the CCA will be provided with an annual uniform allowance.

➤ Q41

November 21, 2013	\$399.00 per annum
November 21, 2014	\$409.00 per annum
November 21, 2015	\$420.00 per annum



# UNIFORMS (CONT.)

## Uniform Anniversary Date

- The Calendar date the CCA initially becomes eligible for a uniform allowance.
  - Q42
- When converted to career status the employee retains the same anniversary date they held as a CCA.
  - Q43



# UNIFORMS (CONT.)

## Obtaining Allowance

### ➤ Q44

- Funds must be approved through an eBay submission by local management.
- After approval, a Letter of Authorization form must be completed and provided within 14 days of eligibility date.



# UNIFORMS (CONT.)

## Purchasing Uniforms

- Only from licensed vendors. List on the Blue Page and Liteblue under My HR (see link for Uniform Program).
  - Q45
- Vendor sends invoice to local manager who pays the vendor using Smartpay card.
  - Q46

## Additional Information Concerning Uniforms

- Q's 47-50





# LEAVE

## Purpose

- Annual leave is provided to CCA employees for rest, recreation, emergency purposes, and illness or injury.

## Rate of Accrual

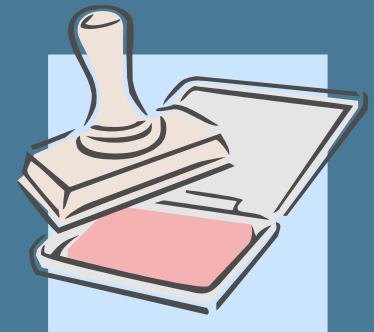
- 1 hour for each unit of 20 hours in pay status in each pay period. (4hrs max. per PP)
- Credited in whole hours at the end of each biweekly pay period.



# LEAVE (CONT.)

## Authorization

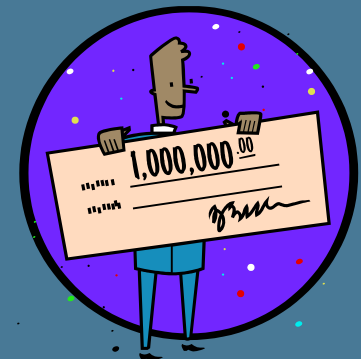
- Except for emergencies, annual leave for CCA employees must be requested on Form 3971 and approved in advance.
- Exception to the advance approval requirement is made for emergencies and illness or injury.
- If a supervisor does not approve an application for leave, the disapproved block is checked and the reason for disapproval must be noted.



# LEAVE (CONT.)

## Payment

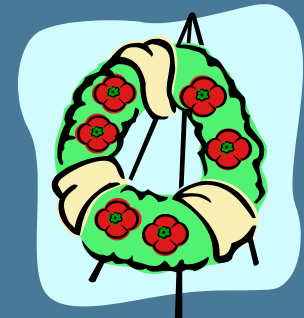
- Any accrued annual leave is paid out at the end of a 360 day term.
  - Q26
- CCA's converted to career status receive terminal leave payment for any leave balance remaining upon conversion.
  - Q28



# LEAVE (CONT.)

## MOU's Regarding Leave that Apply to CCA's

- *MOU, Re: CCA Annual Leave* - gives local branches the opportunity to negotiate leave provisions for CCAs during the choice vacation period.
  - Q31
- *MOU, Re: Bereavement Leave* - gives CCA's the right to use up to three days of leave in the event of the death of certain family members.
  - Q29



# DISCIPLINE PROCEDURE

- CCAs have access to the grievance procedure when disciplined or removed.

➤ Q32

- Weingarten Rights - be sure to explain to CCA's the importance of exercising their Weingarten rights when necessary.
- ✓ No matter how smart or how innocent a CCA is, they should never under any circumstances participate in an investigative interview without a steward present.

# HEALTH INSURANCE

## Resources

- Letter dated by Brian Hellman, Director of Health Benefits, dated November 18, 2013.
- M-01819 – CCA Q&A's, questions 37 & 38.
- Rights & Benefits Booklet page 8.



# OPTING

- CCAs have the right to “opt” on temporarily vacant full-time assignments of five days or more.
  - Q56
- CCAs may exercise their right to opt to work that assignment for the duration of the temporary vacancy by submitting a request to their supervisor.
- If no eligible career letter carrier has opted to work the assignment, the opt will be awarded to the eligible CCA with the highest relative standing who is not already on an another opt.
  - Q59



# OPTING (CONT.)

- CCA's will be eligible to opt on a vacant duty assignment 60 calendar days after appointment as CCA.
  - Q57
- There is no difference in the application of opting rules between PTF's and CCA's.
  - Q58
- The five day break between 360 day terms will not end an opt.
  - Q60



# MOU'S

## Re: Article 12.1 - Probationary Period

- CCAs that successfully complete at least two successive 360-day terms do not have to serve a probationary period when converted to a full-time career letter carrier position.

## Re: Use of Privately Owned Vehicles

- No CCA may be coerced into furnishing a vehicle or carrying passengers without the employee's consent.

