

NON-CAREER COMPLEMENT

City Carrier Assistant (CCA)

The parties shall establish a new job classification called City Carrier Assistant (CCA).

1. GENERAL PRINCIPLES

- a. The CCA work force is comprised of non-career, city letter carrier bargaining unit employees.
- b. CCA employees shall be hired for terms of 360 calendar days and will have a break in service of 5 days between appointments.
- c. The provisions for determining the number of CCA employees that may be employed are found in Article 7.1.C.
- d. The Postal Service shall provide a report every other pay period with information needed to monitor compliance with the above provision.
- e. The hourly rate for CCA employees shall be established in accordance with Table 2, Step BB. **Transitional Employees (TEs) employed as of the date of this Agreement who become CCAs shall be paid at Step AA of Table 2.**

City Carrier Assistant Schedule Hourly Rates RSC Q7 (NALC)

CCA Grade	BB	AA
1	15.68	16.99
2	16.01	17.33

- f. **When hired, a CCA's relative standing in an installation is determined by his/her original CCA appointment date to the installation, using Article 41.2.8.6.(a) where applicable, and adding the time served as a city letter carrier transitional employee for appointments made after September 29, 2007 in any installation.**
- g. **When the Postal Service hires new city letter carrier career employees, CCA employees within the installation will be converted to full-time regular, career status to fill such vacancies based on their relative standing.** A CCA who does not accept the career opportunity will not lose his/her relative standing for future career opportunities.
- h. CCA employees may be separated at any time during their term of appointment for lack of work. Separations for lack of work shall be by inverse relative standing in the installation. Such separations are not grievable except where the separations are pre-textual. CCAs separated for lack of work will be given preference for reappointment ahead of other CCAs with less relative standing in the installation if the need for hiring arises within 18 months of their separation.

- i. **CCA employees are separated for 5 days between appointments.** When operational circumstances indicate that reappointment for a CCA(s) is not needed, and the Installation employs a CCA(s) with lower relative standing, the CCA(s) will be reappointed and the CCA(s) with the lower standing in the installation will be separated instead. Such separation of a CCA(s) with the lowest relative standing is not grievable except where the separation is pre-textual. These CCAs separated for lack of work during or upon completion of their term of appointment will be given a preference for reappointment ahead of other CCAs with less relative standing in the installation provided the need for hiring arises within 18 months of separation.
- j. As Part-time Flexible (PTF) employees are converted to full-time in accordance with existing contractual processes, the PTF classification shall be phased out. There shall be no new hiring of PTF employees.
- k. CCA is the only non-career category in the NALC bargaining unit.
- l. **Opting provisions applicable to CCA employees (Article 41.2.8.4) are applicable beginning 90 days after the effective date of this Agreement**

City Carrier Assistant Employees (CCA)

The city carrier assistant work force shall be comprised of non-career, bargaining unit employees, as follows:

1. City carrier assistants may perform the full range of letter carrier duties. The number of city carrier assistants who may be employed in any reporting period shall not exceed 15% of the total number of full-time career city carriers in that District.
2. In order to meet the fundamental changes in the business environment, including, but not limited to flexible windows which may be necessary to develop and provide new products and services, the Employer has the right to hire up to 8,000 CCAs in addition to those authorized in paragraph 1, above. The number of such city carrier assistants who may be employed in any reporting period shall not exceed 8% of the total number of full-time career city carriers in that District. CCAs hired under this Section will be so designated on their PS Form 50.
3. City carrier assistants shall be hired pursuant to such procedures as the Employer may establish. City carrier assistants shall be hired for terms of 360 calendar days and will have a break in service of 5 days between appointments.
4. Over the course of a service week, the Employer will make every effort to ensure that qualified and available part-time flexible employees are utilized at the straight-time rate prior to assigning such work to CCAs working in the same work location and on the same tour, provided that the reporting guarantee for CCA employees is met.

SALARIES AND WAGES

The hourly rates for CCA employees shall be established In accordance with Table 2. These rates shall be adjusted for any general Increases provided in Article 9.2.

In addition, CCAs will receive the following wage adjustments:

Effective November 16.2013, the CCA hourly rates in Table 2 shall be Increased by 1.0%.

Effective November 16.2014, the CCA hourly rates In Table 2 shall be Increased by 1.0%.

Effective November 14.2016. the CCA hourly rates in Table 2 shall be increased by 1.5%.

UNIFORMS AND WORK CLOTHES

When the 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 equal to the amount provided to career employees In Section 2.A. Time served as a Transitional Employee will count toward the 90/120 day requirement. The uniform purchases are reimbursed by the Postal Service directly to the vendor. Uniforms will be returned by CCAs separated and not reappointed.

ANNUAL LEAVE

Annual leave Is provided to CCA employees for rest, recreation, emergency purposes, and Illness or Injury.

a. Accrual of Annual Leave. CCA employees earn annual leave based on the number of hours In which they are In a pay status in each pay period.

Rate of Accrual Hours In Pay Hours of Status Annual Leave Earned Per Pay Period
1 hour for each unit of 20 hours In pay status.
4 hours per pay period (max.)

b. Biweekly Crediting. Annual leave accrues and is credited in whole hours at the end of each biweekly pay period.

c. Payment For Accumulated Annual Leave. A separating CCA employee may receive a lump-sum payment for accumulated annual leave subject to the following condition:

A CCA employee whose separation is effective before the last Friday of a pay period does not receive credit or terminal leave payment for the leave that would have accrued during that pay period.

Article 30 of the National Agreement and Local Memorandum of Understanding provisions do not apply to city carrier assistant employees, except as follows: **During the local implementation period, the parties may agree to include provisions into the local memorandum of understanding to permit city carrier assistant employees to apply for annual leave during choice vacation periods, as defined in Article 10.3. D of the National Agreement. Granting leave under such provisions must be contingent upon the employee having a leave balance of at least forty (40) hours.**

DISCIPLINE

CCAs may be disciplined or removed within the term of their appointment for Just Cause and any such discipline or removal will be subject to the grievance arbitration procedure, provided that within the immediately preceding six months, the employee has completed ninety (90) work days, or has been employed for 120 calendar days (whichever comes first) of their initial appointment. A CCA who has previously satisfied the 90/120 day requirement either as a CCA or transitional employee (with an appointment made after September 29, 2007), will have access to the grievance procedure without regard to his/her length of service as a CCA.

Further, while in any such grievance the concept of progressive discipline will not apply, discipline should be corrective in nature.

HEALTH INSURANCE

After an Initial appointment for a 360-day term and upon reappointment to another 360-day term, any eligible non-career CCA employee who wants to pay health premiums to participate in the Federal Employees Health Benefits (FEHB) Program on a pre-tax basis will be required to make an election to do so in accordance with applicable procedures. **A previous appointment as a transitional employee will count toward qualifying for participation in FEHB, in accordance with the Office of Personnel Management (OPM) regulations. The total cost of health insurance is the responsibility of the non-career CCA employee except as provided below.**

Beginning in Plan Year 2014, the Postal Service will make a bi-weekly contribution to the total premium for any CCA employee who wishes to participate in the USPS non-career Health Care Plan (USPS Plan) equal to the greater of (a) \$125, or (b) the minimum required by the Patient Protection and Affordable Care Act, and applicable regulations, for self-only. The CCA employee is fully responsible for the cost of premiums for any health insurance plan beyond a self-only plan. Any CCA employee wishing to make their health care contribution on a pre-tax basis will be required to make an election to do so in accordance with applicable procedures. All CCA employees will be eligible for the USPS Plan within a reasonable period from the date of hire and entry into a pay status, consistent with the requirements established under the Patient Protection and Affordable Care Act.

If for any reason the USPS Plan is not available to a CCA, or if a CCA elects more than self-only coverage, the Postal Service will make a bi-weekly contribution for any eligible CCA who selects an NALC Consumer Driven Health Plan equal to the greater of (a) \$126, or (b) the minimum required by the Patient Protection and Affordable Care Act, and applicable regulations, for self-only.

RETIREMENT SAVINGS PLAN

If the NALC establishes a 401 k retirement savings plan for CCA employees, the Postal Service agrees to implement the necessary steps for payroll deductions for this plan.

OPTING (Hold-Downs)

City carrier assistants may exercise their preference (by use of their relative standing as defined in Section 1.f of the MOU, Re. City Carrier Assistant) for available fulltime craft duty assignments of anticipated duration of five (5) days or more in the delivery unit to which they are assigned that are not selected by eligible career employees.

ADDITIONAL RESOURCES - Holiday Carrier Assistant

The Postal Service may employ holiday carrier assistants during the four week December period as operationally necessary, effective December 2014.

Holiday carrier assistants are subject to the following:

- The hourly rate will be the same as that for City Carrier Assistants.

PROBATIONARY PERIOD

City carrier assistants who successfully complete at least two successive 360 day terms after the date of this agreement will not serve a probationary period when hired for a career appointment, provided such career appointment directly follows a city carrier assistant appointment.