

Work Guarantees

As a CCA, you are guaranteed to work a minimum number of hours whenever you are scheduled and report to work, whether or not you actually work these hours. The following is an explanation of your rights under the contract. Keep in mind that the rules are different if you have a hold down assignment or if it the non-scheduled day for the hold down. The rules governing hold down assignments were covered in the July 2015 issue of the News and Views. If you would like a copy of that article, please contact the Union Hall.

The number of hours that you are guaranteed depends on the size of the office in which you are employed. For those CCAs employed in any office in a city office, which is any office whose Zip Code begins with 452, you are guaranteed 4 hours of work or pay. If you work in one of the Associate Offices, those offices with Zip Codes beginning with 450 or 451, you have a 2 hour guarantee. The rules governing this guarantee is the same regardless of the size office.

To explain these rights, I will use CCA Carrier Smith, who works at the Norwood Branch. Because all of the zones in Norwood begin with 452, we know that this is a city office, so CCA Smith has a 4 hour guarantee.

Let's say that CCA Smith is scheduled to work on Monday and he is supposed to report to work at 10:00 am; however, once he reports to work, he is told by the supervisor that he is not needed. He is told not to clock in and to leave and report back to work tomorrow. Because he was scheduled and reported to work, he is entitled to be paid 4 hours at the straight time rate for the day whether he clocked in or not.

What would happen if CCA Smith reported for work and he was told to deliver the Express Mail and then go home? If he only worked 2 hours delivering the mail, he would be paid for the 2 hours of work and then be paid an additional 2 hours for his guarantee. If he works more than 4 hours, then management has satisfied the guarantee he would not be entitled to any additional pay.

What if he was told by his supervisor that he had to wait at home the next day because they didn't know if they would need him or not? There is no provision in the contract that requires a CCA to remain at home on call. If this happens to you, the first thing that you need to do is call the Union Hall and let us know that this happens. Then you need to see your shop steward and ask them to file a grievance on your behalf. You are entitled to be paid your guarantee for this violation of the contract.

Another situation which rarely happens is when you work in the morning and when you leave, management tells you to come back later in the day. This is called a split shift and you need to be aware of your rights in this instance.

CCA Smith reports for work at 7:30 am and works until 11:30 am he and his told to return to work at 2:00 pm. In this instance, because there is a gap of more than 2 hours between shifts, he has a new 4 hour guarantee when he reports for work at 2:00 pm. This is true even though he already worked 4 hours on this day. So if he only worked for 4 hours in the morning and 2 hours in the afternoon, he would be paid for a total of 8 hours for this day. If he is told to report back less than 2 hours after he left, there is no new guarantee and he is only paid for the total hours actually worked that day.

If you have any questions about this issue, please call the Union Hall or see your steward.