

## CAREER ORIENTATION

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A CCA converted to a Full Time Regular Position prior to consecutive appointments as a CCA currently serves a Probationary Period – non-career conversions will also need the ‘career’ portion of orientation. This is time sensitive due to the ability to opt-in for benefits.

**Please Note: a Non Career Health Care plan, offered through the USPS discontinues at the end of the month in which you are converted,** If a City Carrier Assistant is converted on the 27<sup>th</sup> day of the month health care benefits will end on the following first day of a month.

### USPS ORIENTATION

The Career Portion of the ONE (Orientation) is all LMS training and is to be completed on a computer in the office within the 2 weeks following the effective date. The following are the LMS eLearning courses and can be administered individually @ the training computers, once ACE access is authorized for each converted employee. There is a total of approximately 3 hours of LMS training for each of these employees.

- Understanding Your Benefits - #10020309 (1-hour)
- Maximizing Your Contributions to the USPS - #10020347 (15-minutes)
- Growing the Business - #10019886 (1-hour)
- Training and Development - #10020308 (15-minutes)
- Voice of the Employee - #10020306 (15-minutes)

If an employee is in an office with a training tech, they should complete this training in the PEDC. In those offices without a training tech, the courses can be taken on any ACE computer. We will also be able to assist, if needed, in booking the employees as soon as they are in the system.

**As part of the conversion process, please allow reasonable time for a union representative to meet with them regarding their new status.**

### OVERTIME DESIRED LISTS

Upon Conversion you are entitled to sign the Overtime Desired List. See your Steward to add your name in one of the designations provided. Overtime Desired List designations can be changed prior to the start of each quarter. During the quarter you can remove your name from the ODL completely with written notice to the Supervisor but you cannot change designations during the quarter. Please include your units Shop Steward in this decision. Removing your name from the list can be a rash decision and regret may follow (at least till you get to go home that first time after an eight hour day while others are being sent back out to look someone up). It gets easier after that!

The purpose of the Overtime Desired List is to ensure those Carriers not wishing to sign the list are not worked in an overtime status. Although it sometimes does occur, being forced to work overtime when not on the list should be an exception not the standard.

### THREE ODL DESIGNATIONS

The “10 hour”, “12 Hour” and “Work Assignment Only (WAO)” Signing the 10 or 12 hours identifies you as being willing to work overtime up to 10 or 12 hours in a service day and be available on your NS day for work. Your status as 10 or 12 basically tells your Supervisor you are available to do anything, on or off your bid or daily assignment for overtime.

Work Assignment Only (WAO) allows you to work overtime on your daily assignment but in most cases exempts you from working off your daily assignment. See your Steward to sign the list