

Transitional Employees (TE's)

First you have the TE's that may be hired under the MOU, Re: Transitional Employees (Flat sequencing system), which may not exceed a limit of 8% of the carrier complement for that district. These TE's are identified by the occupational code 2310-0031 or 2310-0041 (Transitional Employee or Carrier Tech Transitional Employee).

Secondly, you have the TE's hired under Article 7.1B, which may not exceed 3.5% of the total on-rolls Employee's Health benefits Program after he/she has career city carriers nationwide, and, may not exceed 6% of the total number of career city carriers employed in the district. The occupational code for these TE's is 2310-0030 or 2310-0040 (Carrier Transitional Employee or Carrier Tech Transitional Employee).

- Only 8,000 TE's may be hired nationwide under the MOU, TE Employees (Flat Sequencing System).
- City carrier TE's may be assigned work in other crafts on an emergency situation and defined by Article 3 of the National Agreement.
- As per Article 8.D, TE's are guaranteed 4 hours of work or pay in lieu of, when they are scheduled to work and report for duty. Likewise, TE's are covered by the provisions of the *Employee & Labor Relations Manual (ELM) section 432.32*, which restricts their hours, except in emergency situations, to 12 hours in a service day.
- While TE's are not covered by the leave provisions of Articles 10 & 30, they do accrue annual leave, which is based on the number of hours they are on pay status each pay period. Basically, the TE earns 1 hour of annual leave for every 20 hours worked in a pay period. The most the TE may earn in a pay period is 4 hours, regardless of how many hours they work. TE's do not earn any sick leave.
- TE's must request annual leave on PS Form 3971 (except in the case of an emergency) and must be approved in advance.
- TE's do not carry over leave balances from appointment to appointment.
- TE's are covered by the new Bereavement leave MOU, however, in that they do not accrue S/L, they must use their annual leave.
- A TE may be separated at any time, upon completion of their term or for lack of work, and such separation is not grievable, unless the separation is contended to be pretextual (false). Also, a TE removed for just cause is entitled to the Grievance-Arbitration procedure if the TE has completed 90 work days or has been employed for 120 calendar days, which ever comes first. In any such grievance, the only issue would be whether the TE was shown to have acted as charged, *in that the principles of progressive discipline do not apply to TE's*. Therefore, if the employee was shown to be guilty as charged, the removal can not be mitigated to a lesser discipline, even if the case went before an Arbitrator.
- A TE may elect to participate in the Federal Employee's Health Benefits Program after he/she has completed their initial 360 day term, however, they would be required to incur the total cost of the health insurance they select.
- TE's can serve as a 204B or even as a Union steward during their appointment term.

