

Professional Aviation Safety Specialists, AFL-CIO Contract Representative Training



▶ Article 31 Watch Schedules

Section 1.

- ▶ If work requirements exist that require a full-time employee to work outside of a traditional work schedule as outlined in Article 32, Section 1, the employee shall be assigned to the watch schedule and covered by this Article. This would normally be a Monday-Friday requirement, working between the hours of 6:00 am and 6:00 pm, and Saturday and Sunday as their Regular Days Off (RDO).
- ▶ Working hours for watch schedules shall be administered with HRPM LWS-8.14, Leave and Work Schedules, and the PASS Contract or sometimes called "Covered By".

Section 2. Basic Watch Schedules

- ▶ The basic watch schedule is defined as days of the week, hours of the day; and the rotating of shifts and/or rotational pattern of RDOs, if any, that satisfy the agency's coverage requirements.
- ▶ No back-to-back shifts to mitigate systemic risks due to fatigue.
- ▶ 120 days prior to the expiration date of the watch schedule, the FAA will notify PASS in writing at the appropriate level of its coverage requirements. This should normally be done by September 1st. (Example: Basic watch expires Jan 01 minus 120 days = Sept 01)
- ▶ Agency identifies the employees eligible (employees select assignment on schedule based on SCD seniority unless agreed otherwise at the local level.)
- ▶ Coverage requirements must be attainable based on personnel resources at the facility.

Bargaining Process

- ▶ If requested by the Union, the Parties will meet within seven (7) days of the Agency's notifications to discuss the requirements.
- ▶ Within 15 days of Agency's notice, or within 15 days of meeting with the Agency, PASS submits a proposed basic watch schedule (based on 8-hour days). The proposal will include blank lines no greater in number than the number of employees eligible for assignment to the basic watch schedule and reflect each individual line's rotational pattern of shift for the entire basic watch schedule period.
- ▶ Union may propose expanded schedule to include AWS negotiated under Article 35 (how to include in Section 3).
- ▶ As devising bargaining proposals is an internal union benefit, only consult with members.
- ▶ If the Agency believes the Union's proposal does not meet their requirements, they will advise the Union in writing.



- ▶ If either Party believes the bargaining process is at impasse or the Agency believes the Union's proposal does not meet their requirements, elevate to the RVP and Director level.
- ▶ If no resolution within seven (7) days, defer to legal impasse process.
- ▶ If Union fails to submit a basic watch schedule, the Agency can implement its own basic watch schedule, provided their schedule meets their own requirements previously provided to PASS.
- ▶ Once agreement is reached on the basic watch schedule, it will be signed by both Parties.
- ▶ No change to the basic watch schedule absent mutual consent, except for a change in coverage requirements or union request one (1) time per year due to a change in personnel resources or NAS modernization.



Section 4. Posted Watch Schedules

- ▶ Covers one year and posted at least 60 days prior to the beginning of the period unless a shorter time frame is agreed to by both Parties.
- ▶ Employees eligible for assignment to the watch schedule will be in accordance with Service Computation Date (SCD) seniority, unless some other method is agreed to by the Parties at the local level.
- ▶ Involuntary changes less than thirty (30) days is undesirable, agency normally given seven (7) days' notice of a change.
- ▶ Changes with less than seven (7) days' notice, must be reasonable efforts to secure qualified volunteers.



- ▶ Changes with less than seven (7) days' notice shall not be made to avoid overtime, holiday or other premium pay.
- ▶ If the employee's shift assignment is involuntary with less than seven (7) days' notice, the affected employee shall be paid any night differential they may have been entitled had they worked that shift.
- ▶ The Agency will notify an employee of changes to their shift assignment, and when the change is made with less than thirty (30) days' notice, the Agency will obtain the employee's acknowledgement of the change.
- ▶ The Agency shall approve shift exchanges and/or days off with qualified co-workers.
- ▶ Deviations of the employee's intended rotation and pattern may be altered due to training, leave and/or unforeseen circumstances. The Agency must rectify the situation and return the affected employee(s) to his/her original rotation and pattern as soon as possible.



- ▶ The Agency may temporarily suspend AWS assignments in the event an impact to staffing and workload is expected to occur for a period in excess of thirty (30) days and less than ninety (90) days. The affected employee(s) will normally be given thirty (30) days' notice of such change. When this happens, reach out to your RVP or their assistants for guidance.
- ▶ Upon the Union's request, the Agency will provide the reason(s) for the suspension of AWS in writing.
- ▶ If an employee become eligible for the watch after the initial posting of the watch schedule, the Union may provide recommendations regarding assignments to the watch schedule.
- ▶ In no event will denial or termination of AWS be used as a disciplinary measure.

