Area IV Basic Schedule and Work Guidelines

This agreement is to be used for the purpose of maintaining the operational needs of Area 4. This agreement is a combination of existing Area/ZOB policies as well as the NATCA/FAA contract. All requests shall now be requested through Web Scheduler. All valid requests will be handled on a first come, first serve basis.

Shift Adjustments

Forced

A. Forced moves will be shown on Web Scheduler with an "F"
B. If the condition that required the forced moves changes, the employee that was forced shall have return rights to their original shift. *In Web Scheduler, the employee's old shift will be requested and then denied so that the request has precedence. Therefore, if the original shift does become available again the employee shall be asked if they want return rights*.

Requested

A. Controllers may request a shift adjustment to any shift within (14) fourteen days of the affected shift they desire to change. Request made outside of this timeline will be removed from Web Scheduler and it will be the employee's responsibility to resubmit the request.
B. The schedule was designed with early shift and late shifts
    1. Early shifts shall be defined as **0600** or earlier
    2. Late shifts shall be defined as ending **2300** or later
        a. Max of (2) Late shifts can be scheduled or adjusted to a **1430**
C. The following numbers are guidelines for determining shift swap and RDO change requests. These numbers are not to be used as a determining overtime or leave.

Summer Trimester

	Sunday	Monday - Friday	Saturday
Early Shifts Min	3	3	3
Duration of 3-4	9	10	6
Until 8pm	11	12	8
Until 9pm	10	11	7
Until 10pm	7	8	4
Late Shift	6	7	3
Until Midnight	1	1	

Spring and Fall Trimester

	Sunday	Monday - Friday	Saturday
Early Shift Min	3	3	3
Duration of 3-4	9	10	6
Until 8pm	10	11	7
Until 9pm	9	10	6
Until 10pm	7	7	4
Late Night	6	6	3

Flex In

A 15 minute flex prior to your shift will be allowed except: Saturday for Sunday Midnight shifts.

RDO Swap

A. Controllers may request an RDO swap no earlier than fourteen (14) days prior to the shift becoming an RDO. Requests made before this fourteen (14) day period will be removed from Web Scheduler and must be resubmitted by the employee.
B. Annual leave already approved (spot or primetime) may be converted to an RDO swap within fourteen (14) days of the affected change; however it now becomes an Article 32 request. This new request will be reprioritized and placed behind any other request for full or partial leave that was made prior to the fourteen (14) day RDO swap time-frame. This request will not be approved if the shift is below the numbers. This request is also subject to the Forced Adjustment for prime time leave rule.
    1. If an RDO swap cannot be approved under these conditions, the employee retains the right to his/her approved leave.
C. If conditions change on the shift and the opportunity for a previously denied RDO swap become available any denied request shall be offered in the order they were received.
D. Flight Deck Training is exempted from this portion. RDO swaps may be made outside of the fourteen day period to accommodate the training.

Canceling Leave

Employees cancelling leave shall request their original assigned shift before requesting a shift adjustment. There is an ability to put comments in the remarks section stating that if you only want to cancel the leave if the new shift adjustment can be approved.

Supplemental Mid Staffing

Whereas management has approved staffing of up to four (4) controllers per area on the Mid Shift, and since Area 4 schedule provides for and staffs only three (3) controllers per shift, the following guidelines shall be followed when considering an employee's request to be the fourth (4th) on a Mid Shift:

A. The request shall follow the timeline rules as stated in Section A of Requested Shift Adjustment
B. The FLM/CIC may, staffing and workload permitting, approve this request as long as the approval of the request does not impact or affect any of the following:
    1. Already noted requests for leave (all types including blood leave)
    2. Shift adjustment requests that have been made and would be negatively affected
    3. Training on the affected shift
    4. Forced shift adjustments being returned to their previously assigned shift
C. An employee may request an RDO swap onto an available Mid Shift. However, RDO swap requests to be fourth (4th) on the Mid Shift must follow the guideline set forth for a Requested Shift Adjustment. This includes already approved annual leave that is being converted to an RDO swap.

Mutual Shift Swaps

Mutual shift swaps are currently taking place between controllers on a permanent or semi-permanent basis. These swaps will be put directly into webscheduler prior to posting the watch schedule providing the following guidelines are followed.

1. If anyone in the swapping group is on Annual or Sick leave during a particular week, the swap **will NOT** be submitted into webscheduler for that week, and it will be the controller's responsibility to work their bid schedule or submit their requests for changes into webscheduler.
2. If you have a swap in affect with another controller and the controller you are swapping with would be shift adjusted, then you will be assigned the adjusted shift.
3. The deadline for these requests is 2 months prior to the beginning of each trimester. The request must state the controllers involved, detail of the shift swap, and any other pertinent information (ie. not swapping during a specific week). All controllers involved must sign the request to be valid. Request shall be turned in to the Union Rep, Alt Rep, NATCA scheduler, or the scheduling FLM. Any requests made after the deadline will be approved on a case by case basis by the scheduling team.
4. This procedure does not apply to complete schedule swaps.

This agreement can be reopened for changes or evaluation by either party. If a situation arises that is not covered by these guidelines then the NATCA Representative and the Operations Manager will collaboratively come to an agreement.

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Area 4 Rep.   Area 4 OM