

AREA III GUIDELINES 2026

PURPOSE

This agreement is to be used for maintaining the operational needs of Area III and allow for maximum flexibility of annual leave, shift/RDO swaps and shift adjustments. These directives are a combination of existing area/ZOB policies as well as the NATCA/FAA CBA.

BASIC SHIFT BALANCING GUIDELINES

Any changes to the schedule shall be dated and indicated by the person making the change via web scheduler. You **CANNOT** make changes to your own schedule and you must be the supervisor/CIC on record to make any changes. It is the responsibility of the person making the request as well as the person approving the request to ensure valid entries are made to the schedule and that OPM data is followed, for example 10 hours from an evening to a day, **10 hours from a day to a midnight shift**, 40 hours in a week (Sunday-Saturday), 12 hours off after a midnight etc.

Optimal Guidelines: (2nd Trimester)

	<u>Su</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>S</u>
DAYS	8	9	9	9	9	9	9
EVES	12	12	12	12	12	12	10
MIDS	3	3	3	3	3	3	3

Optimal Guidelines: (1st & 3rd Trimesters)

	<u>Su</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>S</u>
DAYS	8	9	9	9	9	9	9
EVES	11	11	11	11	11	11	9
MIDS	3	3	3	3	3	3	3

An “early” shift can be defined as working 0630 or earlier and a “late” shift can be defined as working after 2100.

The schedule was designed for and intended to have at least five (5) “early shifters”, at least seven (7) controllers between 1400-1500 **every day in all three trimesters**.

<u>SCHEDULED LATE STAFFING REQUIREMENTS</u>		
	<u>SUNDAY-FRIDAY</u>	
	<u>TRI 1 AND 3</u>	<u>TRI 2</u>
UNTIL 10PM	6	7
UNTIL 11PM	5	6
UNTIL 12AM	1	2
	<u>SATURDAY</u>	
	<u>TRI 1 AND 3</u>	<u>TRI 2</u>
UNTIL 10PM	5	6
UNTIL 11PM	4	5
UNTIL 12AM	2	3 (2 w/ 2+ mids prior to 2230)

SHIFT START TIMES AND FLEX POLICIES

A 15 minute flex prior to your shift will be allowed on all shifts except the Saturday 1600 shift and the Sunday 0000 shift. The Sunday 0000 shift has 10 minutes of overtime each week (2350-0000). The 0600, 0900, 1100 and 1300 shifts have 30 minutes of flex, 15 minutes on either side (0545-0615, 0845-0915, 1045-1115, 1245-1315). The core shifts are 0700, 1500 and 2230. Our negotiated ancillary shifts are 0500, 0530, 0600, 0630, 0800, 0900, 1000, 1100, 1200, 1300, 1400, 1600, and 0000. Any other start times cannot be assigned unless mutually agreed upon.

SHIFT SWAPS, SHIFT ADJUSTMENTS, ANNUAL LEAVE, SPOT LEAVE, BLOOD LEAVE REQUESTS

Shift swaps will be addressed in conjunction with the NATCA/FAA contract, Article 32 Section 7. Shift adjustments may be requested fourteen (14) days from the affected shift. Excluding AWS lines, there should be no more than 3 evening shifters scheduled to begin their shift prior to 1300 and no more than 1 evening shifter scheduled to begin their shift prior to 1200, this includes dial downs and scheduled controllers. The optimal result upon completion of the shift adjustment approval is more controllers assigned to the evening shift than the day, except Saturday during tri 1 & 3 because the day and evening numbers are the same. A day shift is an assigned shift prior to 1100. Assigned shifts 1100 and later will be considered an evening shift

with exception of the 7 hour 1100 shift which is considered a day shift (exercising your 1045 flex option on the 8 hour 1100 shift does not constitute it becoming a day shift).

Annual leave less than the employee's assigned shift hours may be requested when the watch schedule is posted.

Blood leave will be addressed the day of the requested shift and may only be requested on the day it will be used (provides priority to leave entitlements versus excused absence). Spot leave requests on the same day versus blood leave requests will be addressed in the order they are received.

RDO CHANGE REQUESTS

RDO changes may be requested fourteen (14) days from the first affected date. Regardless of the shift you vacate you may request a day, evening or midnight shift for the day you are changing to, however the end result must meet the same requirements as the shift adjustment policy.

REQUESTS FOR ALTERNATE/COMPRESSED WORK SCHEDULE

Requests to change to an alternate (compressed) work schedule may be requested fourteen (14) days from the first affected date. A reasonable request will be made to accommodate the core hours of the four shifts gaining the additional two hours, however staffing and workload may dictate their assignment. Requests to work a combination of 10/9/7 hour days may be requested fourteen (14) days from the first affected date keeping in mind you must have forty (40) hours in a workweek, cannot exceed ten (10) hours in a workday and may not work less than seven (7) hours in a workday. (a 7 hour 1100 shift is considered a day shift, a 10 hour 0900 shift or later is considered an evening shift).

28 DAY SHIFT ASSIGNMENTS

Changes to individuals' basic watch schedule will be made according to the NATCA/FAA Contract. When a 28 day assignment is required, the following guidelines will be used:

1. Midnight assignments will be assigned to the mid drop lines, (assuming those employees are available) then the assignments will normally be assigned to the last or second to last shift of the next logical employee's work week in conjunction with RDO's. This includes the possibility of a double mid. During weeks your schedule is adjusted to a mid drop, your schedule will be converted to either a 4-day 10 hour workweek, **or to have a 7 hour, 0530 morning shift prior to the 2230 mid with the extra hour added to another shift within the same calendar week.** This determination will be made by the affected employee.

If the 4 day 10 hour workweek is used, the conversion will be 2 extra hours added onto the "front" of your assigned shifts (with the exception of day shifts not beginning prior to 0600), with a day off before a 2100 10 hour midnight shift.

2. Forced adjustments will be made with the “least impactful” move considered. For example, if a surplus exists on the day shift, the latest day shift will be moved to the earliest evening shift available keeping in mind there should be no more than 1 evening shifter scheduled to begin their shift prior to 1200.
3. All bid schedules containing 10 hour midnight shifts are subject to shift adjustments to five, 8-hour shifts in order for the BUE to complete mutually agreed upon training. These adjustments will be made by the scheduling team prior to schedule posting.
4. The smoothest transition possible will be considered when assigning shifts to cover staffing needs.
5. If you are issued a 28 day assignment you may request a shift adjustment back to your original shift without regard to the aforementioned 14 day shift adjustment request policy (affords priority to those forced versus those with preferences). Persons who have been issued a 28 day assignment shall have return rights to their original shift prior to any shift adjustments, RDO changes, leave being granted or if the staffing changes to allow them to return to their original shift. Consideration for return rights will be based upon a request entered by the controller in web scheduler.
6. Persons who have been issued a 28 day assignment shall have the option to keep the shift or return to their original shift if the person they were adjusted for cancels leave, individuals canceling leave shall have their shift assigned IAW Art 24 of the CBA.

This agreement can be reopened by either party at any time in order to be reevaluated. In the interim, or if no agreement can be renegotiated the area 3 rules will remain status quo.

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