



# PFR – NEW BUE MEETING GUIDE

CBA, Article 2, Section 12

## ABSTRACT

The purpose of this meeting guide is to assist Principal Facility Representatives when conducting confidential orientations with new employees, per the 2016 NATCA/FAA Collective Bargaining Agreement (CBA – Slate Book). Note: Bargaining unit transfers into the Staff Support Specialists unit are covered by the June 2013, Purple CBA.

## NATCA NEB

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## Introduction

The purpose of this meeting guide is to assist Principal Facility Representatives when conducting confidential orientations with new employees, per the 2016 NATCA/FAA Collective Bargaining Agreement (CBA) – Slate book.

# For Principal Facility Representative (PFR): Prepare for the Meeting

## Best Practices for the Meeting

1. Be sure to introduce yourself on Day 1 of the BUE arriving at the facility. This is not included in the 60-minute Confidential Orientation.
  - Make the BUE feel comfortable.
  - Ask if they have any housing/moving issues and see if there's anything with which they need assistance.
  - Explain where things are in the facility.
  - This initial meeting can be an opportunity to learn about them, and they learn about you – where they are from, previous military and job experience, etc. How long you've been Fac Rep, why you enjoy being Fac Rep, etc.
  - Explain that you will have plenty of time soon to get into detail about all the things they should know. Make sure you schedule the orientation with your ATM very soon after their first day at the facility.
  - Did they attend the NATCA OKC Meet & Greet?
2. Before you schedule your confidential orientation, look at some effective communications tips for your face-to-face dialogue:
  - Effective Communications begins with knowing your audience (New Hire or CPC-IT/Other Transfer).
  - Does the person seem eager to learn about NATCA, seem indifferent or maybe even a bit hostile toward your message?
  - Try and consider what is on the person's mind / "Put yourself in their shoes."
  - Is this all new to them? Do they have prior experience with NATCA or unions in general (good or bad)?
3. Think about what you want them to know or learn from this orientation.
  - It is important to tailor your orientation based on the audience, however, don't lose focus on what you want them to do or learn from this time you have with them.
  - Remember, effective communication is more than just passing along information. Make sure you are not only informing, but also engaging and inspiring.
4. Be prepared. Review this document before you begin and have all the documents you need to work from and/or handout to the new employee.

## About the BUE

- Get background info on the new hire. Get them to talk about where they came from, family life, etc.
- Ask about previous ATC experience if they have not already brought it up.
- Ask about previous facility experience. What was positive, negative, what they hope to see with this new facility. Ask if they held any elected/appointed roles in their previous facilities.

## The Meeting

### Why Are You Meeting with Your Facrep

#### **CBA, Article 2, Section 12**

#### NATCA Local

- Discuss the Executive Board Structure – PFR (President), VP, Sec/Tres, Other Elected Reps.
- The NATCA Local Executive Board and appointees follow the direction set forth by its members in the Local's Constitution.
- Provide contact information for the Local's Executive Board.
- Discuss any additional appointed reps and Committees – safety, ProStan, legislative, etc.
- Terms of Office / Local Elections
- Hand out or provide electronic access to Local Constitution, National Constitution, CBA, Local MOUs. (Don't forget Local website, Local social media groups, Local group text/slack, etc.)
- Explain that the NATCA Local is there to help them for anything they need

### How Do We Get Our Authority as a Union?

- The Federal Service Labor-Management Relations Statute (FSLMRS aka "the Statute") is a federal law which establishes collective bargaining rights for most employees of the federal government in the United States. It was established under Title VII of the Civil Service Reform Act of 1978. This is also known as Title 5 of the United States Code (5 U.S.C).
- 5 USC 7111 directs an Agency to accord exclusive recognition to a labor organization if the organization meets certain requirements.
- 5 USC 7102 establishes employee's rights as it relates to form, join, or assist any labor organization, or to refrain from any such activity, freely and without fear of penalty or reprisal. It also protects each employee in the exercising of such rights.
- ARTICLE 2 of all NATCA Collective Bargaining Agreements (CBAs) establish union recognition and representation. This Article also allows that if the bargaining unit(s) described in the CBA is/are amended to include other employees, those employees shall be covered by the Agreement.
- Each Bargaining unit NATCA Represents is covered by a Collective Bargaining Agreement (CBA). The rights, benefits, and protections contained in that CBA are afforded to the employee.
- Locals may have also negotiated certain Memorandums of Understandings (MOUs) that also provide protections, processes, and benefits affecting employees of that local.

## CBA ARTICLE 2, SECTION 12

A Facility Representative or a designee shall be allowed up to sixty (60) minutes for confidential orientation of new facility employees to explain local facility policies and practices and the role and responsibilities of the Union. For larger groups, additional time may be allowed for this purpose.

## CBA ARTICLE 2, SECTION 1

The Agency hereby recognizes the Union as the exclusive bargaining representative of Air Traffic Control Specialists located in terminal and en route facilities, as certified by the Federal Labor Relations Authority (FLRA) on June 19, 1987 (Appendix D-1). The Agency also recognizes the Union as the exclusive bargaining representative of Traffic Management Coordinators/Specialists in terminal and en route facilities and the Air Traffic Control System Command Center (ATCSCC), as certified by the FLRA on May 25, 2000 (Appendix D-2), NOTAM Specialists at the ATCSCC, as certified by the FLRA on March 23, 1999 (Appendix D-3), and Air Traffic Control Specialists assigned to the Flight Service option, as certified by the FLRA on September 4, 2008 (Appendix D-4).

### NATCA National Executive Board (NEB)

- The NEB is comprised of the President, Executive Vice President and 10 Regional Vice Presidents (RVP)
- All Serve 3-year terms
- The NEB is responsible for the creation of policy for the organization between Conventions
- The NEB is responsible to implement all policies established by the Constitution, the National Convention and the National Executive Board.
- RVP's shall administer the affairs of their respective Regions, and shall implement policies established by this Constitution and the NEB.
- RVP's shall provide guidance and assistance to Locals and Local officers in their respective areas. Sometimes through the use of ARVP's.

### NATCA Convention

- The NATCA Convention is held every 2 years
- Only delegates or their alternates may conduct the business of the Convention. Any member in good standing may attend the Convention and speak on any issue.
- Delegates - Each Local shall be entitled to one delegate. Each Local shall be entitled to an additional delegate for every 50 active members in good standing over and above 100 members.
- Delegates and any alternates shall be determined by procedures set forth in each local's constitution and by-laws
- Any active member in good standing may attend the National Convention

### NATCA Member Rights and Responsibilities

- It shall be the responsibility of each member to comply with the Constitution, Standing Rules, Policy and Position Statements and all duly established policies of the Association. Article VI: Section 3
- No person shall be discriminated against by the Association or any of its members on account of race, color, sex, creed, national origin, age, handicap or sexual orientation. Article VI: Section 5

## NATCA CONSTITUTION, ARTICLE IV, SECTION 2

The officers of the Association shall be the President, the Executive Vice President and the Regional Vice Presidents. These officers together shall constitute the National Executive Board. The National Executive Board shall be responsible for the creation of policy for the organization between Conventions.

## NATCA CONSTITUTION, ARTICLE IV, SECTION 1

The National Convention shall be the Supreme Body with full and complete authority over all the affairs of the Association.


## NATCA CONSTITUTION, ARTICLE VI, SECTION 1

Subject to the provisions of this Constitution, all active members in good standing of the Association shall have the right to nominate candidates, to vote in membership referenda, to attend membership meetings and have a voice and a vote at such meetings, to campaign for and hold office, to freely assemble with other members, and to freely speak on any issue affecting the Association.

## Pay

- **ATC Pay Scale History** (not GS scale) - We do not use the General Schedule (GS) pay system. Instead, salaries are categorized into a pay plan called Air Traffic Compensation (AT). This plan is determined by your job category and experience level. NATCA worked tirelessly to obtain this during the 1990s.
  - In addition to these competitive base salaries, there is also Locality Pay and Non-Foreign Cost-of-Living Allowances that are dependent upon your geographic location and reflect the relative cost of labor across the country.
- **Pay (CBA Article 108)** – This CBA Article covers a lot of information. Review with new employee. Below are some portions of the article to cover.
  - **Raises** (Contractual June 1.6 % and Presidential)
  - **Premium Pay/Differential Pay** (Article 108 Section 4): Holidays: Double Time, Sundays: 25% per hour worked, Night differential (1800-0600): 10%.
  - **Controller Incentive Pay (CIP)** (if applicable)
  - **Holiday Pay (Art 28 Section 3)** – Employees working a holiday or day in lieu of a holiday shall be entitled to pay at the rate of their base pay, plus holiday premium pay at a rate equal to the rate of their base pay for that holiday work actually performed.

## Unionism/Labor Movement

- Explain the importance of the Labor Movement to you and why you accepted the extra responsibility as a NATCA Leader. Why is NATCA important to you and your family?
- NATCA represents you and your family. You can expect all the time and energy I can muster to make sure you are successful in your career.
- This Union and our collective voice are what makes a career in air traffic control so desirable. NATCA representation starts with our Collective Bargaining Agreements.
- These contracts, negotiated by NATCA for its members, encompass decades of hard work and are worth every penny paid in dues.
- Make sure employee understands how NATCA is organized from member to NEB.
- NATCA Represents 17 different bargaining units. 

## Schedules

- **Time & Attendance:** Cru-Art, WMT Scheduler, etc.
- **Training schedule:** What schedule can they expect initially.
- **Leave:** How will they put in for annual leave? (CBA Article 24, Section 2 and local MOUs)
  - How much we earn (**CBA Article 24, Section 1**)
  - Leave requests (**CBA Article 24** and Local MOUs)
  - Change of station (**CBA Article 29, section 4**)
  - Other rights afforded to you regarding time away from work (**CBA Articles 26, 27, 28, 29, 30**)

## CBA ARTICLE 102, SECTION 1

Any provision of this Agreement shall be determined a valid exception to and shall supersede any existing or future Agency rules, regulations, directives, orders, policies, and/or practices that conflict with the Agreement.

## NATCA REPRESENTS

Air Traffic Controllers (ATC)  
Aircraft Certification Specialist (AIR)  
Aircraft Certification Specialist (AIR110)  
Airports Division (ARP)  
Automation Support Specialist (AOS)  
Aviation Technical System Specialist (ATSS)  
Department of Defense Controllers (DOD)  
Engineers and Architects (E&A)  
Federal Contract Towers (FCT)  
Financial Management (AFN)  
Flight Procedures Team (FPT)  
Flight Service Specialist (FSS)  
Staff Support Specialist (SSS/ATCS2152)  
Regional Counsel's Office/Legal Division (AGC)  
U.S NOTAM Office Specialist  
Drug Abatement/Compliance & Enforcement Inspectors (DAI)  
Traffic Management Coordinators & Traffic Management Specialists (TMC & TMS)

## Facility Information

- Building Logistics: Offices, Breakrooms, NATCA space, Wi-Fi Password, etc.
- Facility Organization Tree: Overview from Developmental through ATM. (Who is in charge of what or whom)
- Outline Facility Management and Staff Personnel. (Some transfers may not have had much staff or expanded management in previous facilities)

## Health/Medicals

- **Sick Leave (CBA – Article 25)** NATCA negotiated protections for your privacy. You do not need to explain the nature of sick leave requests with the local management if you need to take sick leave. (Fac Reps should briefly review Article 25 with new employee)
- **Medical Qualifications (CBA – Article 66)** is a negotiated agreement to protect your rights and ensure FAA regulations are enacted properly and equitably.
- **Flight surgeon/Flight Physicals:** Biennial Flight Physicals until age 40. You should keep a written record of all of your visits with medical health professionals. You will be required to document those visits at your flight physical. Prescribed medications, surgeries, medical issues should be told to the regional flight surgeon. You do not need to explain your medical issues to local management. Regional Flight Surgeons do not give local management details of your medical issues. (FAA Order 3930.3B, Air Traffic Control Specialist Health Program)
- **Health Insurance questions:**
  - Refer new hires to OPM site for healthcare options: <https://www.opm.gov/healthcare-insurance/healthcare/>
  - And BENEFEDS for Dental and Vision options: <https://www.benefeds.com/>

## Training

- FAA rules and regulations for training are found in the National Training Order (JO 3120.4), Local Facility Training Order and the Collective Bargaining Agreement Articles 67 and 68.
- NATCA is involved in every stage from development of national training orders, initiatives and training standards down to the implementation of training requirements at the local facility.
- Your training is important to the union. We want you to succeed and will make sure the agency works just as hard as you to become certified. Your success means more leave opportunities and better working conditions for all of us.
- Provide training rep contact info.
- Training Department Contacts, Area Assignment (if applicable)
- Also explain what training teams look like locally.
- Explain Fundamentals of Training Program: definitions, progression and how it affects pay raises.
- Ensure employee understands how and when they will get raises. (CBA Art 108 Sec 6 and Section 7)

## CBA ARTICLE 66, SECTION 1

The Agency agrees that waivers (special considerations) to the medical certificate shall be granted on purely medical determinations, and shall indicate the employee is medically qualified to perform air traffic control duties. Any limitations provided for by the waiver shall be communicated to the employee in writing. If no such limitations are imposed, this information will also be communicated to the employee in writing.

## CBA ARTICLE 108, SECTION 6

Developmental Pay Setting.

- a. The developmental pay band minimums identified in Appendix C have been established using the following formula based on the difference between the AG pay level minimum and the CPC pay band minimum:

Developmental-1 (D1) = 25%
Developmental-2 (D2) = 50%
Developmental-3 (D3) = 75%
CPC = CPC band minimum

- b. Progression upward to the next developmental stage (including the CPC pay band) will be to the minimum of the next developmental (or CPC) pay level or a six percent (6%) increase to Basic Pay, whichever is greater.



## Seniority

- **Seniority (CBA – Article 83)** “Seniority will be determined by the Union.”
- Seniority is an important concept to understand. Your working conditions are affected by seniority.
- NATCA Seniority is decided by the membership through voting delegates at our National Convention and is codified in the NATCA National Constitution Article XV. ([NATCA Constitution](#))

## CBA ARTICLE 83, SECTION 1

Seniority will be determined by the Union.

## Probationary Employee

- **Probationary (CBA – Article 98)** “A probationary employee is an employee who has not completed one (1) year of federal civil service.”
- Even though federal employees in their probationary status have limited rights, they still have rights. Some of these rights are included in the 2016 CBA. Article 6 Representational Rights, Article 9 & 10 Grievance and Discipline except in cases of removal and all other CBA Articles that apply to Bargaining Unit Employees. Some other avenues can include Equal Employment Opportunity (EEO) complaints, whistleblower and/or military discrimination (USERRA) appeals.

## CBA ARTICLE 98, SECTION 1

A probationary employee is an employee who has not completed one (1) year of federal civil service.

## NATCA Information & Benefits

- NATCA Website – [NATCA.org](#)
- [NATCA.org/benefits](#) - Quick website walkthrough. Work on getting employee access to NATCA website if needed.
  - UNUM, LTD, Life Insurance
  - Union Plus and discounts
  - NATCA Aviation Medicine Advisory Service (AMAS) - virtual Flight surgeons.
  - Retirement Briefings (Early Career and Late Career **CBA Article 41, Section 6**)
- [ATSAPsafety.com](#) – Ensure they understand what the program is and assist gaining access if not already done.
- **Hatch Act** – Ensure they understand the basics of what they can and cannot do at work. Give them information they can look at more closely to understand Hatch Act. DO NOT discuss the PAC during this briefing.
- [NATCA Charitable Foundation \(NCF\)](#) and [NATCA Disaster Response Committee \(DRC\)](#). Briefly explain what these committees do and how to contribute.
- [NATCA Reloaded Committee](#). Briefly explain what this committee does and how the person can sign up for NATCA 101.
- [Union Synergy Committee](#). NATCA values diversity and the many talents the membership brings to the Union.
- **Professional Standards Program (CBA Article 52)**. NATCA Website - [Foundations of Professionalism](#).

## NATCA ITC

The NATCA Information Technology Committee (ITC) can help you with anything IT related you need.  
[itc@members.natca.org](mailto:itc@members.natca.org)

## CBA ARTICLE 52, SECTION 1

The Parties at the national level shall maintain a Professional Standards Program (PSP). The purpose of the PSP is to provide an opportunity for bargaining unit employees to address performance and/or conduct of their peers before such issues rise to a level requiring corrective action(s) on the part of the Agency.



### Military Information (if applicable)

- **GI benefits:** NATCA worked with Congress adding ATC training to the list of approved on-the-job training programs ensuring our members can receive monthly benefits. Direct the employee to the facility POC that handles military Post 9/11 educational benefits. <https://www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/on-the-job-training-apprenticeships/>
- **Military time buy back:** Active Duty time will count toward your FAA retirement calculation. Direct the employee to the facility POC that handles military buy back. <https://www.transportation.gov/careers/military-buy-back-veterans>
- **Military Leave:** Members still serving in the Reserves or National Guard receive 120 hours per calendar year for military duty. Direct the employee to the facility POC that handles processing and receiving military leave. <https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/military-leave/>

### Drug & Alcohol Information

- You are subject to random drug and alcohol testing as a condition of your employment. Air Traffic Control Specialists are considering Testing Designated Positions (TDP). This requirement comes from various orders and statutes from federal government offices and is incorporated into the DOT Order 3910.1D.
- **CBA Article 73** covers how testing should be conducted. Article 73 protects your rights ensuring that the testing process is done properly and fairly.
- Any events that deal with drugs or alcohol (DUI's, arrests, etc.) are delicate matters that could affect your employment. It is important that you contact the Facility or Area Representative about these things as soon as possible. The union will ensure your rights are protected. You do not want to deal with the agency in these matters without your union reps.
- **CBA Article 26** describes the Voluntary Employee Assistance Program. NATCA has an EAP Committee that can be used as a resource, more information here: <https://www.natca.org/committees/eap/>

### CBA ARTICLE 26, SECTION 4

Employees shall be entitled to military leave as set forth in 5 USC 6323.

### CBA ARTICLE 26, SECTION 4

The Employee Assistance Program is designed to promote the well-being of employees and their family members through counseling and referral for assisting those employees whose personal problems may serve as barriers to satisfactory job performance. The program provides assistance to employees and their family/household members in areas including, but not limited to: family problems (such as marital, parenting, in-law, elder care, and death); stress management; problems with alcohol and other drugs; health concerns such as serious medical conditions or mental illness; and other areas that could adversely impact an employee's job performance.

## Financial Information

- [EmployeeExpress.gov](https://employeeexpress.gov) is the website to see your Leave and Earnings Statements, tax information as well make changes to your voluntary deductions. Gaining access to this website and checking it regularly is important. **(CBA Article 36)** Your pay may not always be correct. Problems with your pay should be brought to your NATCA Facility Representative.
- **Retirement Calculation:** ATCS receive 1.7% each year for first 20 years then 1% per year after (25 years of service = 39%). You may retire after 25 years of service regardless of your age, at 20 years of service beginning at age 50, or mandatorily retire at age 56. Your final retirement percentage is calculated based on your highest 3 years of earnings. **(CBA Article 41, Section 12)**
- **Thrift Savings Plan (TSP):** [TSP.gov](https://tsp.gov): Federal government matches your TSP contribution up to 5%. Consider the miracle of compound interest and invest as much as you can as early as you can in your career.
- **Taxes/Withholdings:** Make sure your tax withholding is correct. Your state of residence and dependents may not be correct. Changes can be made through Employee Express website or through local admin support.
- **Dues:** ([NATCA Constitution](#))

## CBA ARTICLE 36, SECTION 1

All employees are required to use Employee Express to process personnel actions that are capable of being accomplished through Employee Express. Employees who have physical impairments will receive assistance, upon request, in order to process their payroll and personnel information using Employee Express. Information about Employee Express will be made available to all employees.

## NATCA Membership Application and 1187 Voluntary Deduction Forms

- Make sure you have the Membership Application ready.
- Make sure you have the 1187 Voluntary Deduction Form ready.
- Ask them if they have any questions, concerns or if they need you to clarify anything.
- Do not let the meeting end without getting all the contact info you need: address, phone number, email address.
- If they fill out the paperwork, give out local goodies like T-shirt, hoodies, stickers, lanyards, etc.