



2016 FAA-NATCA CBA Joint Guidance



ARTICLE 34 – CREDIT HOURS

When are bargaining unit employees eligible to start earning credit hours?

Employees on flexible schedules who have a credit hour balance of less than 24 hours are eligible to earn credit hours effective July 24, 2016.

Will employees currently working a compressed 4-10 work schedule be given the opportunity to convert to a Maxiflex-40 schedule (Article 34, Section 5(b)) to enable them the ability to earn credit hours on their RDO?

The Parties at the National Level are exploring options and expect to issue guidance in the coming weeks.

What happens if an employee on a CWS works credit hours?

Employees on a CWS are not authorized to earn credit hours; therefore, they would be compensated with overtime for any work performed beyond 80 hours in a pay period.

Is the earning of credit hours by an employee limited to only operational position coverage?

No, the earning of credit hours is not limited to operational position coverage but there must be duties associated with the assignment.

How are credit hours recorded?

Credit hours are assigned in Cru-X/Art to employees in the same manner as any other Time Outside Shift (TOS) entry (e.g. overtime). Managers and T&A clerks will be provided specific guidance relevant to PP2016-17 only due to a delay in system programming.

Is there a limit to the number of credit hours that can be earned?

No, however employees may only carry over 24 credit hours into the next pay period.

Whose responsibility is it to know if the approval of an employee's request to work credit hours will take him/her above 24 hours?

Employees and managers/CICs have a shared responsibility to ensure that the 24-hour maximum is not exceeded. As such, employees must be aware of their current credit hour balance when requesting or volunteering to work credit hours. Managers/CICs must query the employee as to their current balance when soliciting employees to work credit hours. Employees shall not earn credit hours in excess of 24 hours unless the use of a



2016 FAA-NATCA CBA Joint Guidance



sufficient amount of credit time that will reduce the employee's balance to 24 hours or less is or has been approved to be taken before the end of the pay period.

Are credit hours (used or earned) considered hours of work when considering operational hours of work, time off between shift requirements, and maximum number of shifts without an RDO?

All credit hours earned are considered hours of work. Authorized leave, compensatory time used, and credit hours used are also considered hours of work.

Can CICs approve credit hours?

Yes, in accordance with management direction, guidance and/or goals for the shift. See Article 18, Section 2.

Can an employee earn credit hours to replace an employee requesting to take annual leave?

Yes, see Article 34, Section 9.

Can an employee substitute credit hours for sick leave?

Credit hours cannot be substituted for sick leave unless sick leave is approved and the employee has an insufficient balance to cover the absence. The provisions of Article 26, Section 7 are not affected by this requirement.

Can an employee who has a leave request and finds another employee to work credit hours for them move ahead other pending leave requests?

No. Annual leave is approved in accordance with Article 24.

Does an employee earn night differential, Sunday premium, or Holiday pay while earning credit?

No, see Article 34, Section 6.

Can an employee be assigned CIC or OJTI duties while earning credit hours?

Yes. The procedures in Article 18 apply to all CIC-qualified employees on duty including those earning credit hours. Likewise, employees can be assigned OJTI duties pursuant to Article 68 while earning credit hours.



2016 FAA-NATCA CBA Joint Guidance



Will an employee performing CIC or OJTI duties while earning credit hours be paid either of these premiums?

Both CIC and OJTI premiums are paid if an employee performs either of these duties while earning credit hours.

What happens if an employee does not report for an approved credit hour assignment?

Once approved, the employee is expected to report. Each circumstance must be evaluated on a case-by-case basis. When such issues arise, they should be addressed using Article 8 and/or Article 52 prior to more formal measures being initiated.

Is management required to approve a request to work credit hours if the request is to allow an employee to change their shift/RDO?

There is no such requirement; however, there is no prohibition.

What happens when there are other type requests (shift/RDO changes) ahead of annual leave requests when an employee volunteers to work credit hours to provide coverage for leave?

Shift/RDO changes and annual leave requests are to be considered in the order in which they are received. If an employee's shift/RDO change request cannot be approved due to staffing and workload, but an annual leave request can be approved based on the provisions of Article 34, Section 9, the annual leave can be approved.

Can an employee be approved to substitute credit hours earned in lieu of an overtime assignment?

Yes, at the election of the employee. Election must be made prior to working the overtime assignment. The assignment is still considered an overtime assignment for tracking equitability.

Can an employee elect to split an 8-hour overtime assignment between credit hours and overtime? For example, the employee requests to earn 4 credit hours and 4 overtime hours if management assigns 8 hours of overtime to employee on an RDO?

Yes, at the election of the employee. Election must be made prior to working the assignment. The assignment is still considered an 8-hour overtime assignment for tracking equitability.

Can the Agency cancel a request to work credit hours after it has initially been approved?

The Agency has determined it will only cancel approved credit hours prior to the employee reporting for duty on his/her RDO or prior to commencing earning credit hours before or after an assigned shift. Upon request, the Agency will provide the reason for the cancellation of the credit hours.



2016 FAA-NATCA CBA Joint Guidance



Is there a minimum number of minutes to earn credit hours?

Credit hours are earned in one (1) minute increments.

Can an employee request or can management solicit an opportunity that is less than 1 hour in conjunction with an assigned shift or less than 8 hours on an RDO?

Yes, however as with all solicitation of credit hours, it should be done on a case-by-case basis to address a specific operational or facility need and it is at the election of the employee to accept or decline.

Are facilities required to negotiate local MOUs addressing credit hours?

The procedures for earning and using credit hours are covered by the CBA and therefore not subject to local negotiations. However, the parties should collaborate on the procedures to be used for establishing the equitable solicitation in accordance with Article 34, Section 8.

Can management solicit credit hours prior to making a determination to assign overtime?

The Parties did not intend the earning of credit hours for use in the posting of the watch schedule. However, management may solicit credit hours within a posted watch schedule prior to the determination to assign overtime.

When offering an overtime opportunity to an employee on the overtime roster, can management solicit the employee to work credit hours instead?

No. The solicitation for credit hours must be done equitably in accordance with collaboratively determined procedures.

If Employee A was approved to work credit hours in order for Employee B to take leave, what happens if Employee B cancels the leave request?

Requests to cancel annual leave should be handled in accordance with Article 24. However, in this instance, Employee B would be returned to his/her original shift, and Employee A's credit hour request could be cancelled.

Do employees requesting to be relieved of credit hours assignments that were approved in accordance with Article 34, Section 9 compete with other employees' requests for leave?

Yes. Employees approved to work credit hours are expected to work the credit hours. Requests to be relieved once approved are handled the same as leave requests.