

**Article 32/34**  
**Instruction Sheet**

**Section 1.** This section contains the bargaining units to which the MOU applies and the leave year for which the MOU covers. **Reminder:** The leave year changes from year to year. You may include all bargaining units as a whole or have separate agreements for each bargaining unit (i.e. ATCS, TMC/S, NOTAM, and FSS bargaining units) and you may also have separate agreements for individual areas. [Article 32 §3]

**Section 2.** Self-explanatory.

**Section 3.** Three core shifts for day, evening, and midnight shifts (CORE D, CORE E, CORE M) and no more than three (3) ancillary shifts attached to each core shift are to be determined by the Agency. Ancillary shifts beyond three (3) must be negotiated by the Parties at the local level.

**Reminder:** Facilities that do not have a midnight shift, there shall only be two (2) core shifts (CORE D, CORE E) and the associated ancillary shifts. [Article 32 §3]

Any shift other than a core shift is considered an ancillary shift regardless of shift length.

**Section 4.** The Parties at the local level shall collaborate on the number of employees to meet forecasted workload requirements for the core and ancillary shifts (shift guidelines). Consideration should be given to existing practice. [Article 32 §2]

**Section 5.** It is important to capture in the BWS agreement: how employees rotate through the shifts; whether or not shifts are permanent and/or rotating; and whether or not regular days off are permanent and/or rotating.

**Example:** The BWS shall consist of permanent Regular Days Off (RDO's) with the following schedules: [Article 32 §4, Article 34 §5]

- a. Maxiflex-40 4-10 shifts are defined as ten (10) hour straight days or evenings. with or without flex times.
- b. CWS 5-4/9 is defined as a fixed schedule where an employee works eight 9-hour days and one 8-hour day for a total of eighty (80) hours in a biweekly pay period.
- c. 2-2-1 shifts are defined as eight (8) hour day, evening, and midnight shifts with or without flex times.
  - (1) The 2-2-1 rotation is defined as two (2) night shifts followed by two (2) day shifts followed by one (1) midnight shift. In lieu of a midnight shift BUE's will be assigned a third (3<sup>rd</sup>) day shift.

Note: Important to remember that Compressed Work Schedules (CWS 4-10 and 5-4/9) do not permit the earning of credit hours. Maxiflex-40 allows for a 4-10 schedule with or without flex times and includes the ability to earn credit hours.

**Section 6.** The following subsections all are derived from the required negotiations in Article 32, §4.

- a. **Example:** The bidding process shall ensure that all eligible employees are given the opportunity to bid the BWS in order of seniority. Employees shall be afforded sufficient duty time, if otherwise in a duty status, to participate in the bidding process, including the Union's designee(s) conducting the bidding, if applicable. Employees shall be afforded [INSERT TIME] to bid an assignment to the BWS.
- b. **Example:** The bidding process will not continue if an employee is assigned duties that prevent him/her from bidding at the designated time. That employee will be given notice and a reasonable opportunity to bid before proceeding to the next person in the bid sequence.
- c. **Example:** An employee who knows in advance he/she shall be absent from the facility on his/her bidding days may submit a proxy to the designated Union representative for submission.
- d. Developmentals/CPC ITs will bid independently of the CPCs to the BWS unless otherwise agreed to by the Parties at the local level.
- e. **Example:** Any employee who fails to bid in accordance with these procedures will be allowed to bid anytime after the person currently eligible to bid completes their bid.
- f. **Example:** The BWS shall be posted in the Selection Binder. The Selection Binder shall remain in the [LOCATION] until the selection/bid process has been completed. The binder shall contain:
  - a. Seniority list;
  - b. Schedule of assigned bidding
  - c. Copy of the BWS MOU; and
  - d. Copy of the BWS
- g. Self-explanatory.
- h. Self-explanatory.

**Section 7.** Self-explanatory.

NOTE 1: The Parties at the local level cannot waive the Agency's right to conduct Agency Head Review. However, Agency Head review signature and date is not required on the original document signed by the Parties.

NOTE 2: The Parties at the local level may agree to incorporate additional provisions into the Agreement to address local practices. However, these additional provisions may not conflict with specific entitlements contained within the Collective Bargaining Agreement.