# **Day 1 FacRep Guide**

This is a guide is to assist you in your Day 1 transition of becoming the new FacRep.

- Contact your RVP -----LINK-----
  - Inform the RVP that you are the newly elected Rep.
  - Ask to be put in the Regional List serve
- Contact your Regional Admin Coordinator
  - Email your completed local worksheet -----LINK-----
  - Fillable PDF version on NATCA.org
- Contact your membership
  - If you do not have a local list serve, work on getting one. Email your membership indicating you are the new rep, thank the old rep, and express your gratitude to lead the facility <u>----LINK-----</u>
- Contact your Air Traffic Manager
  - Write letter indicating you are the new FacRep and who your designee will be <u>----LINK-----</u>
  - Write letter indicating when you plan to attend RT1 class -----LINK-----
  - Schedule official time <u>(Article 2)</u> with ATM to prepare for meetings with management and perform other representational duties
- Contact your local E-board
  - Schedule first E-board meeting
  - Establish an open communication with your E-board <u>-----LINK-----</u>
  - $_{\odot}$   $\,$  What your vision and their vision is for the local

- Financial Business
  - Document the transfer of finances and assets
  - Change bank account signature authorization
    -----LINK------
  - Secure checks and credit/debit cards
  - Status of accounts (balances, outstanding vouchers, dues rebate amounts, etc)
  - Find out if you have a financial policy or budget
- NATCA Training
  - Schedule Representative Training 1 (RT1) Class (portal.natca.org)
- Secure Local NATCA Keys
  - $\circ$   $\,$  NATCA office  $\,$
  - PO Box
  - Filing cabinets
  - Bulletin board(s)

#### Regional Vice Presidents

#### Joel.ortiz@natca.net

#### **Alaskan Regional Vice President**

Clint Lancaster 2452 Fantail Circle Anchorage, AK 99515 Cell 907-240-3044 Fax 800-251-8932 <u>clinten.lancaster@natca.net</u>

#### **Eastern Regional Vice President**

Rich Santa P.O. Box 66 Cavetown, MD 21720 240-291-1266 <u>nearvp@natca.com</u>

#### New England Regional Vice President

Mick Devine 32 Manter Mill Rd. Londonderry, NH 03053 718-751-5117 <u>Nnervp@gmail.com</u>

## Southern Regional Vice President

Jim Marinitti P.O. Box 441 Miami, FL 33233 Cell 305-502-6686 Fax 305-503-4546 nsorvp1@gmail.com

### Western Pacific Regional Vice President

Joel Ortiz 25579 Foxglove Lane Corona, CA 92883 951-870-0050

#### **Great Lakes Regional Vice President**

Drew MacQueen 9267 Victoria Lane North Ridgeville, OH 44039 440-506-7954 Dmacqueen@natca.net

# Northwest Mountain Regional Vice President

Alex Navarro III 8019 173<sup>rd</sup> Avenue E Sumner, WA 98390 206-406-0194 anavarro@natca.net

#### **Southwest Regional Vice President**

Andrew LeBovidge P.O. Box 62529 Houston, TX 77205 Cell 713-301-0195 Fax 281-605-1415 alebovidge@natca.net

#### Region X Regional Vice President

Curt Howe P.O. Box 499 Enumclaw, WA 98022 253-569-9909 chowe@natca.net

# **Central Regional Vice President**

Aaron Merrick 12710 W 138<sup>th</sup> Terrace Overland Park, KS 66221 816-914-7701 <u>Amerrick@natca.net</u>



## <DATE>

Brothers and Sisters,

I am honored to serve as your representative and look forward to working to improve our facility and to maintain the strength and solidarity of our local. I want to thank <"outgoing facrep"> for <"his/her"> dedication and the amazing job they have done in serving as our representative.

I will keep everyone informed of local, regional and national issues and news. Please keep me informed of any issues that arise as soon as possible.

If you have any questions, concerns or need my help in any way, please don't hesitate to get in touch with me. You can reach me via email, phone or text.

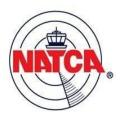
In Solidarity,

<SIGN HERE>

<FacRep Name> <email address> <(555) 555-5555> Hello,

Effective <Insert Date>, I will take over as the Principle Facility Representative. I look forwarding to serving, working hard, and representing the facility well. My contact information is listed below. Don't hesitate to contact with concerns, issues, or items that you think need to be addressed. In the near term, a local union meeting will be organized to discuss current issues as we transition to new leadership. I look forward to seeing everybody there.

<Insert Name> <Insert Phone Number> <Insert email address>



<DATE> Mr./Mrs./Ms. <ATM Last Name>,

I am writing to inform you that I *am/will be* principal facility representative of *<Facility>* effective *<date>*. Please send any written correspondence to me at *<email address>*. You can also reach me on my cell phone *<*(555) 555-5555>.

In the event that I am unavailable, I hereby designate *<designee's name>* to represent the Union for local matters.

At your earliest convenience, I would like to meet with you to discuss matters that are currently active and to plan for upcoming events.

Respectfully,

<SIGN HERE>

<FacRep Name> <Email Address> <(555) 555-5555> Date: <Insert Date>

To: <Insert ATM Name>, Air Traffic Manager, <Insert Facility Name>

From: <Insert Name>, <Title>, <Insert Facility Name>

SUBJ: Change of Principle Facility Representative

Effective <Insert Date>, <Insert Name> is designated as the Principal Facility Representative for NATCA <Insert Local Name> Local. The Principal Facility Representative, unless otherwise designated in writing, is the exclusive bargaining representative authorized by NATCA <Insert Local Name> Local to negotiate on behalf of the local with the Air Traffic Manager or his/her designee. Contact information is listed below:

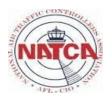
Principal Facility Representative <Insert Name>

<Insert Preferred Phone Number> <Insert Preferred Email Address>

Please inform the supervisors of the change in NATCA local representative. If you have any questions, please feel free to contact me at any time and I will respond as promptly as possible.

Respectfully,

<Insert Name> <Title>



Date: <INSERT DATE>

To:

From: <INSERT NAME>, NATCA Facility Representative, <FACILITY NAME>

Subject: NATCA Facility Representative Training Class

Mr./Ms./Mrs. <ATM LAST NAME>,

Please consider this letter my official notification that I will be attending the NATCA Facility Representative Training Class that will be held on <dates>.

In accordance with the 2016 Collective Bargaining Agreement, specifically Article 2 Section 13, I would like to request forty (40) hours of official time to attend this training class.

If I can be of any assistance regarding this matter, please do not hesitate to contact me at any time.

Received By:

(Name)

(DATE)

Respectfully,

<SIGN HERE>

<INSERT NAME> <INSERT FACILITY> NATCA Facility Representative <INSERT PHONE NUMBER> <INSERT E-MAIL ADDRESS>

# ARTICLE 2, Section 15

Absent an emergency or other special circumstance, upon request, each\_Principal Facility Representative shall be granted the following amounts of official time, per\_pay period, to prepare for meetings with Management and perform other\_representational duties:

- a. nine (9) hours in facilities with 1-20 combined bargaining unit employees
- b. fourteen (14) hours in facilities with 21-35 combined bargaining unit employees;
- c. eighteen (18) hours in facilities with 36-50 combined bargaining unit employees;
- d. twenty-six (26) hours in facilities with 51-75 combined bargaining unit employees;
- e. thirty-six (36) hours in facilities with 76-150 combined bargaining unit employees;
- f. fifty-six (56) hours in facilities with 151 or more combined bargaining unit employees.

The main purpose and use of <u>NATCA</u> official time is to prepare for meetings\_with Management and to perform other representational duties\_on-site.

Open two-way communication is essential for your success and the success of the local.

A typical day might start off by meeting with a member to identify an issue, and if appropriate, communicating the issue to the Local Executive Board (LEB) to analyze the facts. Once a course of action has been determined, communication with local management is the next step to achieve resolution. Inevitably, the outcome should be shared with those that were made aware of the issue and if appropriate, the membership. The order of this path can change but very often all three of the groups will be involved and the FacRep will oversee the process.

It is imperative that a foundation is built and the expectation is pervasive in the facility that communication is important.

Communication is needed to:

- Educate and brief
- Diffuse situations
- Negotiate
- Collaboration
- Gather data
- Inclusion
- Activism

SkyOne Federal Credit Union

The responsible securing of <u>property</u>, files, and in particular the funds of <u>NATCA</u> is paramount. Responsibility is placed mainly on the FacRep to ensure that Union\_assets are protected. Inventorying keys and closing financial gaps should be\_considered required.

Many <u>NATCA</u> facilities use SkyOne for their accounts. They are happy to assist\_with changing the authorized account\_signatories.

SkyOne Federal Credit Union Dina Jimenez Earl Business Development Manager, Existing Markets

14600 Aviation Blvd. Hawthorne, CA 90250

800-421-7111 EXT. 7620 310-491-7620 310-487-1680 Cell 310-491-7417 Fax

dearl@SkyOne.org www.SkyOne.org



# LOCAL UPDATE WORKSHEET

Facility Name:

FAA Identifier:

Region:

Facility Rep Mail Address (if different from President's address):\_\_\_\_\_

Facility Phone #:\_\_\_\_\_

NATCA Office Phone #:\_\_\_\_\_ FAX #\_\_\_\_\_

Local Officers Information				
President	Street Address:			
Name:				
Email:	City:	State:	Zip:	
Member #: Date Effective:	Cell Phone:	Fax:	:	
Vice-President	Street Address:			
Name:				
Email:	Citya	States	Zip:	
Member #: Date Effective:	Cell Phone:	Fax	:	
Secretary	Street Address:			
Name;				
Email:	City:	States	Zip:	
Member #: Date Effective:	Cell Phone:	Fax	:	
Treasurer	Street Address:			
Name:				
Ennail:	City:	State:	Zip:	
Member #: Date Effective:	Cell Phone:	Fax	:	
Legislative Representative (if applicable)	Street Address:			
Name:				
Email:	City:	State;	Zip:	
Member #: Date Effective:	Cell Phone:	Fax;	:	

# FACILITY REPRESENTATIVE SIGNATURE

SIGN	
HERE &	DATE

# Updates for locals from all regions should be faxed or emailed to Mickela Gillfillan:

FAX: 760-477-6080

#### EMAIL: mickela@natca.net