

NOTICE

U.S. Department of Transportation
Federal Aviation Administration
JACKSONVILLE CENTER

NOTICE
ZJX AT N 3400.29B

Cancel: 1/7/17

SUBJ: 2016 BASIC WATCH SCHEDULE FOR OPERATIONAL NATCA BARGAINING UNIT
EMPLOYEES

1. **PURPOSE.** This notice issues the 2016 Basic Watch Schedule (BWS) for operational NATCA bargaining unit employees (BUEs). ZJX AT N 3400.29A, 2015 Basic Watch Schedule is canceled.
2. **DISTRIBUTION.** This notice is distributed to affected facility managers, staff offices, control room personnel, NATCA, AT DO, and the air traffic facility library at Jacksonville Center.
3. **EFFECTIVE.** January 10, 2016.
4. **PROCEDURES.**
 - a. **Regular days off (RDO):** The BWS will be permanent days off.
 - b. **Shift rotation:** The BWS will be based on any combination of night, day, and midnight shifts.

Note: Specific shifts may be amended to balance the schedule in accordance with leave requests and/or operational needs, within the confines of each area's agreed-to BWS.

- c. **Flexible Work Schedule:** All (BUEs) who agree to work a flexible work schedule (FWS) shall work a FWS for the duration of leave year 2016. To participate, individuals must submit a signed form stating request to participate in (FWS). The following shifts with core times are available:

Shift	Core Time
0515	0515-1300 (West Area and TMU only)(15-min flex)(not mid eligible)
0500 CWS	0500-1500 (West Area – no flex)
0530	0530-1315 (TMU only 15-min flex)
0600	0600-1345 (North Area only) (15-min-flex)
0600 CWS	0600-1600 (no flex)
0615	0615-1400 (15-min-flex)
*0700	0700-1430 (30-min-flex)
0700 CWS	0700-1700 (no flex)
0800	0800-1530 (30-min-flex)
0800 CWS	0800-1800 (no flex)
0900	0900-1630 (30-min-flex)
1000	1000-1730 (30-min-flex)
1000 CWS	1000-2000 (no flex)
1100 CWS	1100-2100 (no flex)
1200 CWS	1200-2200 (no flex)
1300	1300-2030 (30-min-flex)
1300 CWS	1300-2300 (no flex)
1400	1400-2130 (30-min-flex)

1400 CWS	1400-2400 (no flex)
*1500	1500-2245 (15-min-flex)
1530	1530-2300 (TMU only 30-min-flex)
1600	1600-2400 (no flex)
*2245	2245-0630 (15-min-flex)
2354	2354-0800 (no flex)

Note: An (*) denotes the three core shifts. At employees' request, any shift start time that meets FAA fatigue policy guidelines is assignable. No shift, including flex, beginning prior to 0530L may be followed by a midshift.

d. In support of fatigue mitigation and schedule balancing, to the extent possible, employees who work midnight shifts during their workweek will not be moved from their bid schedules. Employees who have been moved off a bid schedule to balance a shift will be placed in Webschedules requesting to go back to the bid schedule.

e. The Operations Manager (OM) and NATCA Area Representative (NAR) , or designee(s), will collaborate on coverage requirements for the Area. Once coverage requirements are decided, the OM and NAR, or designees, will collaborate on a BWS that meets coverage requirements including sufficient training lines for developmental training.

f. The Area Scheduler (AS) and NAR will collaborate the building of each drop of the schedule prior to posting. Changes from the bid schedule will be made as fairly and equitably as possible.

g. The NAR will be advised of any proposed changes to the posted schedule prior to the solicitation of qualified volunteers. Qualified volunteers will be solicited by posting a notice in a mutually agreeable location within each area. Any involuntary changes made by the Agency to an employee's posted watch schedule shall be communicated verbally and in writing to the effected employee. The Agency will advise the NAR of any involuntary changes prior to implementation.

h. Employees entering into a permanent shift swap may only do so through the mutual agreement of all employees, who would otherwise be eligible for the same shift swap. If for any reason an employee who has made a permanent shift swap is unable to work their new shift, the agreement will be terminated and the employees involved will return to their original bid shifts.

i. Additions to the BWS are defined as new CPC's and transferring CPC's. The OM and NAR, or designee(s), will determine the RDO set of need and create a new BWS line for the RDO set. The NAR will then bid the newly created line by NATCA seniority, accomplishing a cascading bid until such time as the newly created line and any vacated line is filled.

j. Any line that is vacated (i.e. retirement, promotion, area transfer, etc.) shall be rebid by NATCA seniority unless the OM and NAR determine to close the vacated line.

k. For those occasions when an employee wishes to request a shift change and multiple shifts may suffice, they should make multiple requests in web-schedules with the most desirable shift last.

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For example, in this case, the employee is requested to work a day shift in-lieu of a 1500 shift but his most desirable shift is a 0700 shift. If the first request is approved, subsequent requests will reflect a 1000 shift requesting a 0900, 0800 and 0700 respectively.

CJ	Shift Chg	1500	1000		Pending		8/3/2015 7:32:21 AM
CJ	Shift Chg	1500	0900		Pending		8/3/2015 7:32:33 AM
CJ	Shift Chg	1500	0800		Pending		8/3/2015 7:32:43 AM
CJ	Shift Chg	1500	0700		Pending		8/3/2015 7:32:57 AM

Use of the remarks section stating "Or any earlier shift" could result in you not receiving your desired shift.



Robin A. Badger
Air Traffic Manager