

## 2025 BASIC WATCH SCHEDULE BID

### MEMORANDUM OF UNDERSTANDING BETWEEN THE NATIONAL AIR TRAFFIC CONTROLLERS ASSOCIATION AND THE FEDERAL AVIATION ADMINISTRATION

This agreement is made and entered into by the local Chicago Center National Air Traffic Controllers Association (NATCA) and the local Federal Aviation Administration (FAA). This agreement shall only apply to the Air Traffic Control Specialists and the Traffic Management Coordinators (TMC) Bargaining Unit employees at Chicago Air Route Traffic Control Center (ARTCC). It represents the parties' understanding and agreement on the Basic Watch Schedule (BWS) and bidding procedures to the 2025 BWS for Chicago ARTCC. This memorandum is read in accordance with the Collective Bargaining Agreement (CBA) between NATCA and the FAA dated July 2016.

1. The BWS as identified in Attachment E to this Agreement is defined as follows:
  - a. Seven (7) days per week.
  - b. Twenty-four (24) hours per day.
  - c. Permanent and/or rotating shifts as bid.
  - d. Fixed or rotating days off, as bid.
2. Shifts
  - a. The core and ancillary shifts with flex times are identified in Attachment C to this MOU.
3. BWS Development
  - a. BWS components outlined in:
    - i. Area Roster (Attachment A)
    - ii. Coverage Requirements and Shift Guidelines (Attachment B)
    - iii. Ancillary Shifts, including flex times (Attachment C)
    - iv. Shift Breakdowns (Attachment D)
  - b. NATCA will build the BWS utilizing those coverage requirements and shift breakdowns and provide it to the agency prior to the BWS bid. (Attachment E)
  - c. NATCA may identify back-up shifts as part of the BWS. Back- up shifts will only be utilized to cover vacated shifts prior to publishing of the schedule.

- d. Prior to the BWS bid the Agency will post the 2025 BWS on Training Enterprise Application Management (TEAM), or other authorized electronic means, which will fulfill the Agency's posting requirement.
- e. BWS bid for Developmental Controller/Certified Professional Controllers in Training (CPC- IT's) shall be completed by the parties after the Certified Professional Controllers (CPC) BWS is complete and prior to bidding annual leave.

#### 4. Bid Eligibility

- a. All employees identified as CPC in Attachment A shall bid the CPC/TMC BWS.
- b. All employees identified as Developmental in Attachment A shall bid the Developmental and CPC/TMC-IT BWS.

#### 5. Bid Procedures

- a. Bidding to the watch schedule shall be conducted by seniority, as determined by NATCA, within each operational area.
- b. NATCA will develop the bid procedures and will provide the Agency with the bid order and procedures prior to the bid.
- c. The Agency will assist NATCA in conducting the bid by releasing employees from the floor when it is the employee's turn to bid, based on operational necessity.
- d. Each Area NATCA Representative or designee shall be released from operational duties on the day of the BWS bid.
- e. An employee will have a maximum of thirty (30) minutes, from the time they are released from their respective areas, to make a bid selection and report back to the area. In the event that the bid process takes longer than thirty (30) minutes, the employee will call the Operational Supervisor-in-Charge (OSIC), Controller-In-Charge(CIC) or Operations Manager-in-Charge (OMIC) (in the event that the OSIC or CIC is not available) and request additional time to complete their bid.
- f. 2025 Schedule as Bid shall be submitted to the parties of this agreement by close of business the day after the BWS bid.


#### 6. Adding and/or Rebidding BWS Bid Lines for CPCs/TMCs

- a. The Area Manager/designee and NATCA Representative/designee will collaborate on a line to bid.


- b. NATCA will bid the identified line(s) by seniority among CPCs/TMCs only.
  
7. Adding and/or Rebidding BWS Bid Lines for Developmental Controllers or CPC/TMC- ITs.
  - a. The bid lines will be identified utilizing the procedures outlined in paragraph 6a.
  - b. NATCA will bid the identified line(s) by seniority among Developmental Controllers/CPC/TMC- ITs only.
  
8. Following the BWS bid, the Agency will assign Bargaining Unit Employees to a crew that aligns as much as feasible with the OS to whom they directly report and provide NATCA a copy of the assignments by January 25, 2025. While crew changes should be minimal, they may be necessary to maximize opportunities for OS/Employee interaction. Any updates to crew rosters shall be forwarded to NATCA.
  
9. The 2025 BWS will become effective January 12, 2025.
  
10. Any discrepancies involving interpretation during the course of this MOU will be reviewed and decided upon by the Parties to this agreement. This MOU may be reopened by the Parties in accordance with Article 7 of the CBA.
  
11. This agreement shall expire on the last day of the 2025 leave year, January 10, 2026.

Signed this the 8th day of November 2024

For the Union:

  
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Toby Hauck  
NATCA Facility Representative

For the Agency:

  
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Lawrence Darling  
Air Traffic Manager