

PUNCH LIST



CBA Ratification
10/25/2016

Always refer to the CBA for details. Do not rely on Narrative below solely.

ARTICLE	NARRATIVE	COMPLETED (Y)(N)
1.H.1	Management will bring observed deficiencies in a bargaining unit employee's performance to the bargaining unit employee's attention in a timely manner .	
1.H.3	Management will provide a copy or access to the TSA-approved electronic version of passenger or stakeholder compliments, complaints, and comments to the bargaining unit employee in a timely manner and the bargaining unit employee may submit written rebuttals or explanations.	
1.K.5	Bargaining unit employees may provide information or documentation to rebut, clarify, or comment on performance matters, and such information or documentation will be placed in their Employee Performance File (EPF) or TOPS file or TSA-approved electronic version , if applicable.	
2.F.1	At the commencement of each performance year, the Federal Security Director or designee and the local AFGE Local President or designee will establish a Joint Awards Committee (JAC) at CAT X, I, and II (hub) airports.	
2.F.2.f	Applications will be reviewed by the FSD or designee and the local AFGE President or designee within the local who will jointly select the bargaining unit members of the JAC.	
2.G.3	To ensure bargaining unit employee-initiated nominations have been processed and forwarded to the JAC, bargaining unit employees may also provide a copy of submitted nominations to their Local President or designee .	
3.H.6	Except as set forth in Section H.1, bargaining unit employees will not be required to clock in and/or clock out for official time or lunch .	
4.C.2.a	At CAT X and CAT I airports, management will organize a scheduling committee made up of management representatives and bargaining unit employees jointly selected by TSA and AFGE to review bid proposals in advance of posting the final version of the shift and annual leave bid.	
4.C.2.b	At CAT II, III, and IV airports, management may organize a scheduling committee made up of management representatives and bargaining unit employees jointly selected by TSA and AFGE to review bid proposals in advance of posting the final version of the shift and annual leave bid.	
4.C.2.c	At CAT X and CAT I airports, one (1) local AFGE representative at a time as designated by the AFGE local president will be present and assist with the annual shift bid.	
4.D.16.f	At CAT X and CAT I airports, bargaining unit employees can select shift bid lines outside of their current certifications as follows: i. During the airport-wide shift bid process up to five (5) percent of an airport's bargaining unit employees annually may select shift bid lines outside of their current certifications. ii. The percentage in Section D.16.f.i is inclusive of bargaining unit employees selecting shift bid lines based on seniority, and bargaining unit employees who are displaced to certifications they do not currently hold. All other bargaining unit employees at CAT X and CAT I airports are required to select shift bid lines that meet their current certifications (including equipment) if available. iii. Nothing in this Article prevents management from annually offering greater than five (5) percent of the total number of bargaining unit employees at the airport the opportunity to select shift bid lines outside of their current certifications.	

4.D.16.h	Shift preferences will be awarded by Entry on Duty (EOD). If bargaining unit employees have identical EODs, the following tiebreakers will be used:	
4.D.18.b	Upon request of the Union, the AFGE-designated representative(s) and management's designated representative(s) will consult at the local level on the implementation date and holding additional airport-wide shift bids.	
4.E.2	Within ninety (90) calendar days from the effective date of this Agreement, OSO Staffing and Scheduling will develop a formula to ensure the proper calculation of the one hundred (100) percent allocation of anticipated annual leave accrual at each airport. Within one hundred twenty (120) calendar days from the effective date of this Agreement: (1) management at TSA Headquarters will provide a copy of the process to the President of AFGE Council 100; and (2) TSA management at the airport will provide a copy of the process to the AFGE Local President or designee.	
4.E.4	A minimum of ten (10) calendar days prior to the first day of the annual leave bid, management will provide to the AFGE Local President or his/her designee its calculation of the one hundred (100) percent allocation of anticipated annual leave accrual for all bargaining unit employees at each airport. Management will use the formula in Section E.2 for the calculation.	
4.E.10	Based on their annual leave accrual rates as of the first day of pay period 1 of the leave year , bargaining unit employees may select annual leave bid lines as follows: a. Bargaining unit employees who accrue eight (8) hours of annual leave per pay period will be able to bid up to four (4) annual leave bid lines during the annual leave bid. b. Bargaining unit employees who accrue six (6) hours of annual leave per pay period will be able to bid up to three (3) annual leave bid lines during the annual leave bid. c. Bargaining unit employees who accrue four (4) hours or less of annual leave per pay period will be able to bid up to two (2) annual leave bid lines during the annual leave bid.	
4.E.18.b	At all airports, management will maintain electronic annual leave calendars (i.e., calendars that show only annual leave) and at a minimum, make them available on the local airport's iShare. The local airport's iShare is accessible to all bargaining unit employees at that airport.	
4.E.18.d	The annual leave calendar will show all available and unavailable dates, the number of available annual leave slots, and the name of the bargaining unit employee(s) using annual leave on each calendar day.	
5.D.2.g	TSOs may trade shifts with LTSOs when operational needs permit and consistent with this Article.	
5.D.2.h	Management may approve an overlap involving back-to-back shifts.	
5.D.2.i	When approved by the Federal Security Director (FSD) or designee, consistent with this Article, bargaining unit employees may shift trade with any other eligible bargaining unit employee at any hub or spoke airport: (1) within the same hub and spoke configuration; and (2) within fifty (50) miles of his/her airport. If denied, the reason will be provided in writing to the bargaining unit employee.	
6.E.1.a	For Transfers from CAT X Airports: Management at the losing CAT X airport may not deny or delay a transfer of an eligible bargaining unit employee.	
6.E.10	If relocation is necessary in a voluntary transfer, bargaining unit employees may request leave to report to the receiving airport. Annual leave taken for this purpose must be requested and approved prior to reporting to the new airport. Bargaining unit employees may be granted up to two (2) weeks of leave, which may include Leave Without Pay, prior to reporting to duty at the gaining airport to accomplish their move	

6.E.11	A bargaining unit employee transferring to a CAT X airport will be allowed to take all previously approved annual leave as a result of the annual leave bid. All previously approved first-come-first-served leave for a bargaining unit employee transferring to a CAT X airport will be available on a case-by-case basis.	
7.E.4	LTSOs may convert from full-time to part-time consistent with this Article.	
7.F.2	Management will notify the Local President or designee of bargaining unit employee(s) who converted from full-time to part-time or vice versa within a pay period after the conversion(s) occurred.	
8.E.1	Unless otherwise permitted by TSA management, the only authorized jackets that may be worn at the checkpoint are the Ike jacket, the 3-in-1 jacket (to include the vest), the team jacket, and the windbreaker jacket. Bargaining unit employees may wear these jackets at the checkpoint at their discretion.	
8.G.1	Within two (2) years of the effective date of the CBA, management will issue a communication of the date upon which bargaining unit employees will no longer be approved to wear uniform trousers with stripes.	
8.H.	The chart below illustrates authorized combinations of uniform items that can be worn by bargaining unit employees: CARGO PANTS; BUE Discretion at Checkpoint, Baggage/STI and BDO.	
8.I.6.d	Management will permit employees who serve as Union officials to wear an AFGE pin to be designed and paid for by the Union and subject to advanced TSA review and approval.	
8.I.7	TATTOOS: a. When a bargaining unit employee wears a uniform short sleeve shirt, obscene, racially/ethnically derogatory and/or criminal gang tattoos on the arms must be covered by a plain, single-colored royal blue acceptable band or royal blue sports sleeve. If more than one band or sports sleeve is required to cover visible tattoos on the arms that are obscene, racially/ethnically derogatory and/or criminal gang tattoos, the bargaining unit employee must wear a long-sleeved shirt. b. When a bargaining unit employee wears uniform shorts, obscene, racially/ethnically derogatory and/or criminal gang tattoos on the legs must be covered by a plain, single colored royal blue acceptable band or royal blue sports sleeve. If more than one band or sports sleeve is required to cover visible tattoos on the legs that are obscene, racially/ethnically derogatory and/or criminal gang tattoos , the bargaining unit employee must wear uniform trousers or cargo pants as applicable. c. Consistent with this Article, other approved uniform items, such as turtlenecks and dickies, may be used to cover obscene, racially/ethnically derogatory and/or criminal gang tattoos.	
9.C.4	Management will provide a copy of the special assignment announcement to the local Union president or designee at the time such announcement is posted.	
9.C.5	Management will notify the local Union president or designee of the bargaining unit employee(s) selected for the special assignment.	
9.C.6	Management will meet with the local Union president or designee to provide a list of the anticipated special assignments for the hub and spoke network before the start of the first airport-wide shift bid of the calendar year.	
9.D.3	In accordance with Section E.2, management will use seniority for the following special assignments: a) uniform room duties b) non-security related customer service duties (e.g., receptionist) c) duties to assist the procurement officer d) lost and found duties e) supply and logistics duties (e.g., voluntarily abandoned property) f) van driver and/or vehicle maintenance duties g) supply team duties	

10	<p>PARKING: B: Management will provide full parking subsidies to bargaining unit employees who park in designated lot(s)/areas at their airport duty stations (i.e., the bargaining unit employee will have no out-of-pocket expense). C. TSA will provide full parking subsidies for bargaining unit employees as set forth in Section B of this Article beginning within three (3) full pay periods of the date that the bargaining unit employee submits his/her required paperwork for the subsidy. D. To be eligible for parking subsidies, a bargaining unit employee must comply with the requirements of the parking subsidy program. TSA will provide bargaining unit employees requesting parking subsidies with electronic access to the bargaining unit employee requirements of the parking subsidy program. Parking provider rules may vary by specific airport parking locations.</p>	
11.C.1.a	The FSD or designee will notify the Local Union President or designee of the efforts (e.g., contacting the airport authority) to resolve issues related to heating and air conditioning.	
11.C.7.a	A bargaining unit employee will be allowed reasonable break time to express breast milk for her nursing child for one (1) year after the child's birth. These breaks will generally occur two (2) to three (3) times during an eight (8) hour shift.	
11.C.8	Lockers: Once per year, the FSD or designee will meet with the local union representative to review the capacity of each local airport under the FSD or designee's area of responsibility to provide lockable lockers within the facility.	
11.C.24.b	SIDA Escort Privileges: i. For up to five (5) TSA bargaining unit employees designated by AFGE as local union officials at CAT I, II, III, and IV airports; and ii. For at least five (5) TSA bargaining unit employees if designated by AFGE as local union officials at CAT X airports.	
11.C.25.g	Management will allow the Union to use TSA-controlled space when it is available for membership drives at a location that will provide access to bargaining unit employees during break and lunch periods. If a membership drive is held in a break room, all employees will be allowed access during these activities. Detailed arrangements will be coordinated at the local level according to the terms of this Article.	
11.C.25.h	Off duty bargaining unit employees who are conducting union/ representational activities will have access to break areas. If such area is located in the sterile area, the bargaining unit employee will present his/her TSA-issued ID media and proceed through screening. Airport issued media will not be used for these purposes.	
11.C.25.i	If a bargaining unit employee wishes to discuss representational matters with a Union representative in TSA-controlled facilities, such bargaining unit employee shall have the right to contact and meet with the Union representative on duty time. Normally, the bargaining unit employee will be released from his/her assignment when he/she requests to exercise this right, subject to operational requirements. The release should occur as soon as possible, but may be delayed for up to one (1) workday due to operational requirements. Such a delay in a bargaining unit employee's release will extend by one (1) workday any time limits that may apply to the representational matter when the time limits are under TSA control.	
11.C.27.a	At every Category X airport, TSA will provide one parking space for union use as close as practicable to the airport.	
11.C.27.b	At each non-Category X airport that is the official duty station of an AFGE Local President or Council 100 Officer as of October 3, 2016, TSA will provide one (1) parking space for union use as close as practicable to the airport.	
11.C.35.C	Within sixty (60) days of the effective date of this Agreement, management will provide a work space for use by the Union at each CAT X airport. If space is not available on-site, it will be provided at a TSA off-site location. The work space will contain, at a minimum, a desk, a chair, a lockable file cabinet or other lockable storage space a TSA-issued desktop/laptop, and, if available, network access.	

11.C.35.d	i. The FSD or designee and the Union Local President or designee will meet to discuss work space and access to work space at CAT I airports . ii. Management will provide a lockable file and/or storage cabinet for use by the Union. iii. Management will also provide a work space (on-site or off-site) to the Union Local when work space is available. If provided, work space will contain a desk, a chair, and, where available, a TSA issued desktop/laptop and network access. iv. When access to the work space is restricted, management will make reasonable efforts to provide the Union representative access to the work space. v. If the work space is not available, the FSD or designee will notify the Union Local President in writing of the reason the work space is unavailable. vi. Where management provides dedicated work space as of the effective date of the Agreement, management will not arbitrarily or unreasonably remove the Union's access to the space.	
11.C.35.e	Upon request at CAT II, III and IV airports , management will provide a lockable file and/or storage cabinet for use by the union.	
11.C.36	Management will adjust the schedule and tour of duty for union representative(s) as necessary to attend meetings scheduled by management, including internal investigative authorities, or a neutral third party external to TSA (e.g., EEOC, MSPB, and arbitrator) . Such meetings may include grievance presentations, oral responses, formal discussions, and pre-decisional disciplinary meetings . This adjustment of tour of duty will not result in an increase/decrease in the bargaining unit employee's hours.	
12.G	Bargaining Unit Data: Upon completion of an airport-wide shift bid, management will provide to the Local Union President or designee a copy of the airport-wide shift bid results and the corresponding seniority list.	
12.H	Union Representative Data: Within sixty (60) days of the effective date of the CBA, each AFGE local will provide to the FSD or designee a list of the names, titles, and airport of local union representatives within the local. The AFGE local will provide the FSD or designee a written update of any changes to this list within fourteen (14) days of the date of the change.	
12.I	At airports where management notifies administrative personnel of bargaining unit employee separations or transfers by email, upon request to the FSD or designee, the local AFGE Union President or designee will be included in the distribution.	
12.J.2	The AFGE Council 100 President will designate members of the Union National Training Team who will conduct the training and communicate those names to the TSA Labor Management Relations Office. There will be two National Training Teams. Each training team will consist of two Council 100 officers. The Local President may attend each training for his/her respective local.	
13.C.1	Union Bulletin Boards: In TSA-controlled areas, TSA will provide space (where feasible) for the Union to install up to two (2) lockable bulletin boards (approximately 24" x 36") in every break room or equivalent space, in each airport/terminal. Such bulletin boards will be for the exclusive use of the Union .	
13.C.2c	Subject to available TSA-controlled space, the Union may install a rack of reasonable size for union publications in break rooms. The Parties will mutually agree on the size of the rack and its placement.	
13.C.2.e	Local union representatives , in the performance of their representational responsibilities, may engage in reasonable use of TSA's fax machines that does not interfere with TSA operations or mission.	
13.C.2.g	TSA will create a folder within iShare for the AFGE Local Presidents or designee to post a reasonable number of announcements and relevant information. Upon written request to the FSD or designee, management will provide the AFGE Local President or designee with access to that folder at each airport in the jurisdiction of the AFGE Local. The written request must contain a list of the airports that are within the jurisdiction of the AFGE Local.	

13.C.2.i	TSA will allow up to two (2) union representatives to make a ten (10) minute presentation immediately before the lunch break to new bargaining unit employees attending the New Hire Orientation. TSA will provide the Union with reasonable notice of the date and place of the orientation.	
13.C.4	One (1) AFGE representative designated by AFGE may speak at least once every month at shift-change briefings for no more than five (5) minutes to update bargaining unit employees on Union matters. If the AFGE representative is not a TSA bargaining unit employee, he/she may not remain at the shift briefing after providing his/her update.	
13.C.5	TSA will provide prior notice to AFGE-designated local Union officials for all formal discussions so that a Union official will have an opportunity to attend.	
13.C.6	TSA will provide ten (10) days prior notice to AFGE-designated Union officials for all changes in non-security related TSA policies or procedures related to the working conditions of bargaining unit employees.	
13.C.8	Union representatives may carry but not display personal electronic devices , to include cell phones, while on duty. Union representatives may not use their personal electronic devices while performing screening functions on duty.	
13.C.12	TSA will include the name, title, and contact telephone number of the AFGE Local Union Representatives in the TSA telephone directory/contact list at each airport.	
13.C.14	If one or more bargaining unit employees attend a town hall meeting, at least one (1) bargaining unit employee who is a union representative and otherwise on-duty at that airport and designated by the Local President will be given the opportunity to attend the town hall meeting. Designated union representatives not on duty will also be permitted to attend.	
14.C	AFGE will be responsible for the printing costs associated with the ratification copies of the collective bargaining agreement. TSA will assist with the distribution of ratification copies and providing reasonable storage space.	
	ALWAYS REFER TO THE CBA FOR DETAILS	