

SETTLED LANGUAGE NOW EFFECTIVE IN AFGE-TSA CBA

ARTICLE 1: PERFORMANCE MANAGEMENT PROCESS

B. DEFINITIONS:

3. Performance Planning Meeting: A meeting held at the beginning of the performance cycle between the rating official and bargaining unit employee to discuss all elements of the bargaining unit employee's performance plan.

5. Progress Review: A formal, documented discussion between a bargaining unit employee and his/her rating official about the bargaining unit employee's actual performance as compared to the performance expectations set forth in the bargaining unit employee's performance plan.

E. PERFORMANCE PLANNING

1. At the beginning of the appraisal period, the rating official and bargaining unit employee will hold a performance planning meeting. The rating official and bargaining unit employee will discuss all elements of the bargaining unit employee's performance plan and the bargaining unit employee may ask questions about the performance plan. The scale upon which final ratings are based will be provided at the performance planning meeting.

G. PROGRESS REVIEWS

1. The rating official shall monitor the bargaining unit employee's performance throughout the rating cycle and communicate with the bargaining unit employee about his/her performance. Progress reviews will outline measures to correct any performance deficiencies, improve performance that is otherwise acceptable, and recognize high-level performance. Progress reviews may take place at any time during the appraisal period and, with the exception of the mid-cycle review, no rating scores or levels of performance are assigned. A bargaining unit employee is encouraged to provide input regarding his/her key results and major accomplishments at each required progress review.

I. ACTIONS AFFECTING THE PERFORMANCE MANAGEMENT PROCESS

1. Change of Rating Official (No Change in Bargaining Unit Employee's Performance Plan)

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b) When a bargaining unit employee remains in his/her current position under the same performance standards but experiences a change in rating official, a new rating official will be assigned within thirty (30) days. A new performance plan is not required. The new rating official will review and discuss the performance plan with the bargaining unit employee. The bargaining unit employee may ask questions at this meeting about the performance plan.

L. IMPROVING PERFORMANCE

1. The objective of the performance improvement process is to improve the bargaining unit employee's performance and be corrective in nature for bargaining unit employees to achieve expectations. Improving performance promotes the efficiency and effectiveness of TSA and the bargaining unit employees.

M. REPORTING

1. After the end of the performance year, by February 1st, TSA will provide to AFGE Council 100 a report of the rating level distribution by airport. The report will include the number of bargaining unit employees in each rating level by airport. For CAT X and CAT I airports only, the report will additionally assign each LTSO and TSO a random numeric value and provide the position, grade, and final rating level for each anonymized LTSO and TSO.

ARTICLE 2: AWARDS AND RECOGNITION PROCESS

D. LOCAL AIRPORT AWARDS AND RECOGNITION: Nothing in this Article precludes Federal Security Directors (FSD) or their designees from developing and using additional awards (e.g. "Employee of the Month") and/or means of recognizing bargaining unit employees appropriate to their airports (e.g. certificates, plaques).

E. GENERAL:

4. Within forty-five (45) days after the end of the fiscal year, TSA will provide AFGE Council 100 with an electronic annual report on the awards program for bargaining unit employees which contains the total annual awards allocation for each airport and the total expenditure of the awards budget per airport. For CAT X and CAT I airports only, the report will additionally assign each LTSO and TSO who received an award a random numeric value and provide the position, grade, and award category for each anonymized LTSO and TSO.

F. JOINT AWARDS COMMITTEES:

6. Management has the discretion to grant awards under this Article without conducting a formal nomination process. However, when management grants an awards under this Article, the awardee(s) and local president will be notified of the management official granting the award and a brief description of the basis for the award.

ARTICLE 3: ATTENDANCE MANAGEMENT PROCESS

C. TYPES OF LEAVE

1. SICK LEAVE

...

f) Sick Leave Restriction

- i. The following may be indicators of a pattern of sick leave usage that may require a discussion between the bargaining unit employee and management when there is repeated and frequent sick leave use for:

ARTICLE 5: SHIFT TRADE POLICY

D. PROCESS

2. Eligibility for Trades:

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e) Consistent with this Article, management will approve trades for bargaining unit employees who share the same certification requirements. Certification will impact eligibility when there is a legitimate operational need for such consideration to the relevant shift to be worked.

f) Consistent with this Article, management will approve trades between bargaining unit employees of different genders unless there is a legitimate operational need for such gender consideration to the relevant shift to be worked.

ARTICLE 9: SELECTION PROCESS FOR SPECIAL ASSIGNMENTS

B. DEFINITIONS:

3. Qualification Requirements: Specific work experience, certifications (e.g. passenger certification, baggage certification, equipment certification), and requirements (e.g. license), as utilized or developed by the TSA Office of Human Capital, necessary for the special assignment.
6. Special Assignment: A voluntary, temporary assignment of a bargaining unit employee to duties other than those of his/her position of record that is:
 - a) twenty percent (20%) or more of the bargaining unit employee's scheduled work hours; and for more than thirty (30) days in duration.

E. PROCESS: When management determines special assignments are necessary for meeting the temporary needs of TSA's work and/or programs, or for training or bargaining unit employee development purposes, management will select for such special assignments either by seniority or competitive selection consistent with this Article. Special assignments are for specific periods of time as set forth below.

4. Internal Announcement for Competitive Selection: The internal announcement must include the following information:

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d) Qualification Requirements: Specific work experience, certifications (e.g., passenger certification, baggage certification, equipment certification), and requirements (e.g. license), as utilized or developed by the TSA Office of Human Capital, necessary for the special assignment.

5. Competitive Selection Process: When using the competitive selection process, management will fill a special assignment by one of the following methods:

a) Posting a special assignment and interviewing all of the bargaining unit employees who applied and meet the requirements of Section E.4.b and E.4.d prior to making a selection; or

b) Posting a special assignment and selecting the most senior bargaining unit employee who applied and meets the requirements of Section E.4.b and E.4.d without interviewing.

9. Upon completion of a special assignment:

a) At CAT X and I airports, a bargaining unit employee may not be selected for another special assignment for at least twelve (12) months.

b) At CAT II, III, and IV airports, a bargaining unit employee may not be selected for another special assignment for at least twelve (12) months unless no other bargaining unit employee who meets the requirements of Section E.4.b and E.4.d of this Article applies.

ADDITIONAL SETTLEMENT TERMS

For the remaining duration of the 2016 CBA, prior to the start of the TOPS performance year, TSA will send a message to all bargaining unit employees that includes, but may not be limited to, an instruction that during performance planning meetings, rating officials and bargaining unit employees will discuss the specific elements of the performance plan and bargaining unit

employees may ask questions about the performance plan. The message will also refer bargaining unit employees to Article 1 of the 2016 Collective Bargaining Agreement between TSA and the American Federation of Government Employees for additional information about the performance management process