

PROFESSIONAL AIRWAYS SYSTEMS SFBICIALISTS

A Division of District No. 1 MEBA/NMU (AFL-CIO)

TIPS AND GUIDELINES FOR PASS LOCAL REPRESENTATIVES

1. One of the quickest ways to become bogged down, lose your credibility, and become ineffective is to proceed with petty grievances, which have little or no substance and have no real basis in fact.
2. The investigation of any grievance to determine the real facts, not opinions or hearsay, is just as important and maybe even more important than any other phase of the grievance processing. Interview everyone having any knowledge of the facts. Separate facts from opinions and innuendo.
3. You will be doing everyone a disservice, if you do not have the courage to tell a bargaining unit member, when his complaint lacks merit to be elevated as a grievance, and you will be doing everyone a disservice if, on the other hand, you do not properly investigate, obtain the facts and fight for the bargaining unit member who has a legitimate complaint.
4. One of the first rules in determining whether one has a grievance or not is to KNOW THE CONTRACT.
5. By maintaining your credibility, you will let the FAA know that when you do come forward with a grievance, you have a legitimate complaint, and that you expect to follow through until you receive satisfactory settlement.
6. There is no such thing as informal discussions between Union and Employer representatives in the field. You may assume the informality of the situation and, therefore, give the matters little significance, but you had better believe that the Employer representative will make notes of all conversations, and these notes may come back to haunt you, if you are not cautious.
7. Do not become the “middleman” in a management problem. If management thinks that “Joe Employee” needs to “straighten up,” then that is something that management must look after, not you. Again, your objective is fairness to bargaining unit members and compliance with governing directives, including the Agreement.
8. Do not react to rumor, instead start gathering the facts if you think the rumor will culminate in actions detrimental to bargaining unit members.
9. Perceiving an action to be unfair does not necessarily make it so in the eyes of management. Some of the rules are inherently unfair.
10. Learn the fine details of differences between a grievance and an Unfair Labor Practice (ULP). Very basically, a (JLP is a violation of some part of the labor statute (5 USC Chapter 71), while a grievance is a violation of the negotiated agreement.

The following is a partial list of possible impact, which could occur when FAA implements changes in personnel policy, practices and working

1. Change in workload assignment.
2. Change affecting annual leave.
3. Change which would require additional training.
(How training will be done—CBI, resident, factory, DS, OJT, etc...)
4. Change in break room. (New or present break room—furniture, appliances, fixtures, lighting, carpet, etc....)
5. Change in lunchroom.
6. Change in hand tools. (New installations requiring different tools.)
7. Change in test equipment. (New installations or modified.)
8. Change affecting employees' lockers.
9. Change affecting employees' work area.
10. Change affecting employees' parking.
11. Change affecting employees' travel. (Travel to site, duty station, to perform regular duties.)
12. Change affecting access roads.
13. Change affecting facility security.
14. Change affecting employees' security.
15. Change affecting PM's. (Possible missed PM's due to other assignments.)
16. Change affecting PER. (Employee being rated due to change such as added workload, callback, etc,...)
17. Change affecting possible promotions.
18. Change affecting upward mobility.
19. Change in position description.
20. Change requiring possible PCS move. (Moving facility etc...)

21. Change associated with RIF. (Not the RIF itself)
22. Change associated with position abolishment. (Other employees assume work, callback, facility restoration, training, etc...)
23. Change in transportation. (GOV—type of vehicle, overnight parking, etc...)
24. Equipment installation. (Who will install the equipment, any overtime, if local, will employee be relieved of his regular duties, permanent workload assignment, training involved, callback, restoration, travel to site, roads, lighting, safety, hand tools, test equipment, water, heat, air condition, handbooks, manuals, etc...)
25. Change in watch coverage. (Callback, restoration level, work load assignment, effect on annual leave, overtime, etc...)
26. Bulletin boards. (New facilities, existing facilities, moving of bulletin boards, etc...)
27. Changes in Sector/SFO handbooks, orders, or policy.
28. Change in flextime if at local level. (Not flextime itself.)
29. Change in duty station. (Reporting point—travel involved, roads, transportation, time, distance, crossing runways, etc...)
30. Change in telephone service. (Disconnect telephones, safety)
31. Change in working hours. (Change in reporting time)
32. Training. (Impact of all training other than FAA Academy.)