

Memorandum of Understanding Between
Federal Aviation Administration And
National Air Traffic Controllers Association

This agreement is made and entered into by the local Federal Aviation Administration (FAA-ZLA) and the local National Air Traffic Controllers Association (NATCA-ZLA), known collectively as “the Parties.” This agreement represents the Parties’ complete understanding and agreement on procedures for the distribution of overtime at Los Angeles ARTCC. The express terms of this agreement apply separately and distinctly to the following bargaining units, air traffic controllers and traffic management controllers.

There will be no changes to the provisions contained in this agreement without written consent by both Parties. Nothing in this agreement shall be construed as a waiver of any Management or Union right. This MOU will expire January 9th, 2027 and may be extended by mutual agreement of the Parties in writing.

Section 1 – General

- a. This agreement will become effective on January 11th, 2026.
- b. This agreement applies to all Air Traffic Control Specialist and Traffic Management Coordinator bargaining unit employees (BUEs) at Los Angeles ARTCC.
- c. NATCA-ZLA will provide FAA-ZLA a seniority list, separated by area of specialization.
- d. Overtime shall be called or scheduled by a member of management.
- e. Overtime shall be scheduled, to include call-in overtime shifts prior to the day to be worked, in accordance with the core and ancillary shifts agreed to in the Parties Basic Watch MOU.
- f. Call-in overtime the day the overtime is worked, shall be assigned in accordance with the core and ancillary shifts agreed to in the Parties Basic Watch Schedule MOU. Other start times may be assigned as practical.
- g. BUEs shall inform management in writing of their desire to work overtime and their preference will be recorded in the agreed to Agency scheduling program. Management shall assign overtime to eligible BUEs as described in this MOU.
- h. “Holdover OT” is overtime assigned to a BUE at either the beginning or end of an assigned shift.
- i. The requirement for an Air Traffic Control Specialist to be placed on the overtime roster

of “qualified” BUEs is Area rated Certified Professional Controllers (CPC) who have indicated a desire to work overtime. The requirement for Traffic Management Coordinator (TMC) to be placed on the overtime roster of “qualified” BUEs is fully certified TMCs who have indicated a desire to work overtime.

- j. The Agency will advise the NATCA Facility Representative as soon as practicable when a list is changed/updated.
- k. Once the decision to schedule/call-in overtime is made, the “qualified” roster must be followed. If exhausted, the Manager shall then determine and document the minimum qualification necessary to fulfill the shift assignment. This qualification shall be documented on the overtime worksheet. CPCs who have not indicated a desire to work overtime will be called after exhausting the minimum qualification list. If more than one overtime is needed on a shift, the minimum qualification shall be documented for each overtime needed.

Section 2 – Overtime Assignments/Opportunities, including holdover OT, shall be made in the following order with the least number of hours proceeding in ascending order. Any ties in hours for those BUEs who have or have not indicated their desire to work overtime, shall be settled by seniority, as determined by the Union.

a. ATC:

- 1. CPCs on the Overtime Roster who have indicated a desire to work overtime.
- 2. When the Overtime Roster is exhausted, eligible BUEs in the following order:
 - i. D3 BUEs who have indicated a desire to work overtime;
 - ii. D2 BUEs who have indicated a desire to work overtime;
 - iii. D1 BUEs who have indicated a desire to work overtime;
 - iv. CPCs who have not indicated a desire to work overtime;
 - v. Trainees/CPCITs who have not indicated a desire to work overtime.

b. TMU:

- 1. TMCs on the Overtime Roster who have indicated a desire to work overtime.
- 2. When the Overtime Roster is exhausted, eligible BUEs in the following order:
 - i. BUEs with 4 or more position who have indicated a desire to work overtime;
 - ii. BUEs with at least 2 positions who have indicated a desire to work overtime;

- iii. All other TMU BUEs that have indicated a desire to work overtime;
 - iv. Eligible TMCs who have not indicated a desire to work overtime,
 - v. Trainees/TMCITs who have not indicated a desire to work overtime.
- c. BUE overtime preferences will not be considered when making holdover overtime opportunities available to BUEs.
 - d. If a BUE is skipped, the Manager will document the reason on the printed copy of the roster. BUEs should not be skipped as a result of exceeding the minimum qualifications necessary to fulfill the assignment.

Section 3 – Equitable Distribution/Scheduling of Overtime

- a. All current OT hours will carry over into this MOU, until the 2026 leave year begins.
- b. All BUEs shall start the leave year with zero OT balance.
- c. OT shall be tracked in the agreed to Agency scheduling program.
- d. All OT assignments/opportunities shall be documented in the agreed to Agency scheduling program and annotated on a printed-paper copy of the OT list from the web schedule program. (Approved annotations: NQ=Not Qualified; NE=Not Eligible; M1=Message on Primary; M2=Message on Secondary; N1=No Answer on Primary; N2=No Answer on Secondary; AL=Annual Leave; 7days=7 days in a row; and DE=Declined).
- e. Overtime will not be assigned to BUEs on their RDOs in conjunction with prime time/and or pre-approved non-prime time leave, unless no other qualified BUEs are available. However, these BUEs will be considered for call-in overtime.
- f. The Agency shall verbally notify the affected BUE when cancelling OT. The Agency shall also fill out the mutually agreed upon OT cancellation sheet and place it in the ZLA OT Binder.
- g. If the need to cancel an overtime shift for a BUE arises and there are multiple overtime assignments on the same shift, the BUE with the highest total hours shall be cancelled unless an operational need dictates otherwise, in the following order:
 - 1. Trainee/CPCITs who have not indicated a desire to work overtime;

2. CPCs who have not indicated a desire to work overtime;
 3. D1 BUEs who have indicated a desire to work overtime;
 4. D2 BUEs who have indicated a desire to work overtime;
 5. D3 BUEs who have indicated a desire to work overtime;
- h. No BUE will be moved from his or her bid shift to accommodate another BUEs overtime assignment, unless no other option is available.
 - i. If call-in overtime is needed prior to the day of the overtime to be worked, the OS shall first offer the BUE who was moved from their bid line to return to their bid line prior to calling in the OT.
 - j. Absent a BUE requesting in writing, a 2nd OT in the same work week will not be assigned to BUEs on 10-hour shifts, unless there are no other qualified BUEs available.
 - k. The Agency shall attempt to contact BUEs on both the primary and secondary numbers in web scheduler, if available.

Section 4 – Tracking OT Hours

- a. Eight (8) hours will be recorded in the tracking program for assignments/offers of overtime to be performed on a BUEs RDO. This includes overtime in accordance with Section 3.e.
- b. If a BUE secures an equally qualified replacement, eight (8) hours shall be recorded to the originally assigned BUE as well as the replacement. A shift note shall be entered indicating the swap or replacement. The Agency agrees to make reasonable efforts to avoid reassigning overtime to a BUE that has secured a replacement.
- c. If a BUE is held over, they will have one (1) hour recorded in the agreed-to Agency scheduling program for holdover OT regardless of the minutes/hours worked.
- d. Eight (8) hours will be removed from the tracking program for cancelled OT assignments to be performed on a BUEs RDO's.
- e. The Agency will create and maintain at least one (1) days schedules and daily WMT (or other agreed-to Agency scheduling program) overtime sheet for each area, including TMU. They shall be made available to NATCA as soon as possible, if requested.

- f. In the event of a planned Scheduling Program outage, the Agency will create and maintain the daily schedules and overtime sheets for each area, including TMU, which encompass the planned duration. The OS/STMC (or OMIC for the mid shift) will be responsible for recording, tracking and updating the appropriate overtime data. When the program has returned to service, the Agency will input all appropriate data/adjustments to and update the program overtime numbers. This information shall also be provided to NATCA, if requested.

Section 5 – Procedures for initial placement on and/or changing status to the OT list:

- a. BUEs will have their hours set to the average cumulative overtime opportunity based on their type of work schedule (10-hour or 7/8/9) by the hours/minutes for their Area and qualification level when:
 - 1. Initially placed on the overtime list
 - 2. Eligibility type changes as listed in section 2.a.
- b. When a BUE changes preference from “no” to “yes” on the overtime list, their cumulative overtime hours will be adjusted to the greater of their actual overtime hours worked or the highest number of overtime opportunity hours/minutes in their area by their type of work schedule (10-hour or 7/8/9), and their qualification type, for placement purposes.
- c. When a BUE changes preference from “yes” to “no” on the overtime list, their cumulative hours will be adjusted to the lowest number of overtime opportunity hours/minutes in their area by their type of work schedule (10-hour or 7/8/9), and their qualification type, for placement purposes.

Section 6 – 2024 Fatigue MOU Overtime Scheduling Compliance:

- a. During the bidding process, BUEs will select their Fatigue Overtime Availability Group. BUEs will remain in that group for the duration of the 2026 leave year.
- b. Each Area will be evenly split into three (3) groups (A, B, and C). (Example: Bidding 31 CPCs. Area will have 2 groups with a minimum of 10 and 1 group with a maximum of 11.)
- c. RDOs with 3-5 CPCs will have at least 1 in each group and an additional one in each group until the maximum number is reached. RDOs with 6-8 CPCs will have at least 2 in each group and an additional one in each group until the maximum number is reached.

Once the maximum number for a group is reached, BUEs will no longer be allowed to select that group.

- d. Each BUE will select their fatigue overtime availability preference:
1. Limited: The BUE does not wish to be required to work overtime on their selected group.
 2. Available: The BUE wants to be considered available for overtime on their selected group.
- e. BUE's requesting to change their fatigue overtime availability status shall submit the request at least seven days prior to the publishing of the next pay period to be considered in that next pay period.

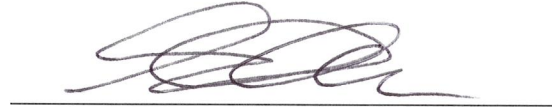
For the Union:



Martin Ramirez
Facility NATCA Representative

9/15/25
Date:

For the Agency:



Sarah Fletcher
Air Traffic Manager

9-15-25
Date: