

Glossary Notes

Adequate Kitchen Facilities for Extended Stay Travel Assignments: A facility which includes a stove or cooktop, oven, regular refrigerator with separate freezer component, microwave, sink, pots and pans, cooking utensils, silverware, and dishware.

Adjusted Base Pay: The annual rate of pay, including locality pay but not including premium pays.

Bargaining Unit Employees: For purposes of this Agreement employees in PASS bargaining units designated as 0067 and 1384.

Base Pay (also Basic Pay): The annual rate of pay to be paid to an employee, not including locality pay or premium pays.

Basic Work Requirement: All employees must work eighty (80) hours in a pay period: ~~An FLSA non-exempt employee must work forty (40) hours within a fixed and recurring period of seven (7) consecutive twenty-four (24) hour periods not necessarily aligning with the Agency's administrative workweek, or otherwise account for the time by leave and other approved absences.~~

Continental United States (CONUS): The forty-eight (48) contiguous states and the District of Columbia.

Conventional Workweek: A basic workweek of consecutive workdays, Monday through Friday, including unpaid meal breaks, with at least two consecutive days off, generally coinciding with FAA official hours.

Covered Active Duty: The term 'covered active duty' means— "(A) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and "(B) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code;".

Defense Travel Management Office (DTMO) Contract: The contract administered by the Defense Travel Management Office (DTMO) that governs the rental of vehicles by employees while in official travel status when such rental is authorized by the Government. Rental car companies found in the Agency's electronic travel system are on the DTMO contract.

Designated Return Area: A designated return area is defined as the nine regional offices located across the country and the Mike Monroney Aeronautical Center as shown below:



Directives: Includes, but is not limited to the FAA Personnel Management System (FAA PMS), Human Resource Policy Manual (HRPM) and subordinate documents (HROIs/Policy Bulletins, Reference Materials etc.), FAA orders, notices, memorandums, rules, regulations, guides and directives which relate to personnel policies, practices, and working conditions of employees in the bargaining unit.

Directorate Level: As referred to in this Agreement, Directorate level includes Eastern Regional Office and all ATO Directorate levels where bargaining unit employees are assigned.

Domestic Partner: For the purposes of Article 97 and Article 82, a domestic partner is an adult in a domestic partnership with an employee of the same-sex.

Domestic Partnership: For the purposes of Article 97 and Article 82, a domestic partnership is a committed relationship between two adults of the same sex, in which they:

1. are each other's sole domestic partner and intend to remain so indefinitely;
2. maintain a common residence, and intend to continue to do so (or would maintain a common residence but for an assignment abroad or other employment-related, financial, or similar obstacle);

3. are at least 18 years of age and mentally competent to consent to contract;
4. share responsibility for a significant measure of each other's financial obligations;
5. are not married or joined in a civil union to anyone else;
6. are not a domestic partner of anyone else;
7. are not related in a way that, if they were of opposite sex, would prohibit legal marriage in the U.S. jurisdiction in which they reside;
8. are willing to certify, if required by the agency, that they understand that willful falsification of any documentation required to establish that an individual is in a domestic partnership may lead to disciplinary action and the recovery of the cost of benefits received related to such falsification, as well as constitute a criminal violation under 18 U.S.C. 1001, and that the method for securing such certification, if required, shall be determined by the agency; and
9. are willing promptly to disclose, if required by the agency, any dissolution or material change in the status of the domestic partnership.

Emergency: A sudden unforeseen event that requires immediate action.

Equitable: Fair; impartial.

Immediate Family: For the purposes of Article 97, any of the following named members of the employee's household shall be considered immediate family:

- a.
 1. spouse;
 2. Domestic Partner;
 3. children of the employee, of the employee's spouse, or of the employee's domestic partner, who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. (The term "children" shall include natural offspring; stepchildren; adopted children; grandchildren, legal minor wards, or other dependent children who are under legal guardianship of the employee, of the employee's spouse, or of the domestic partner; and an unborn child(ren) born and moved after the employee's effective date of transfer.);

4. dependent parents (including step and legally adoptive parents) of the employee, of the employee's spouse or of the employee's domestic partner; and (see paragraph (b) of this section for dependent status criteria); and
 5. dependent brothers and sisters (including step- and legally adoptive brothers and sisters) of the employee, of the employee's spouse, or of the employee's domestic partner, who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. (See paragraph (b) of this section for dependent status criteria.)
- b. Generally, the individuals named in paragraphs (a) (4) and (5) of this section shall be considered dependents of the employee if they receive at least 51 percent of their support from the employee or employee's spouse; however, this percentage of support criteria shall not be the decisive factor in all cases. These individuals may also be considered dependents for the purposes of this chapter if they are members of the employee's household and, in addition to their own income, receive support (less than 51 percent) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.

Irregular or Occasional Overtime: Irregular or occasional overtime is overtime work that is scheduled after the start of the administrative workweek.

Job Documentation: Job documentation consists of definitions of each Job Series, Job Category, and the Career Levels within each Job Category.

Leave Without Pay (LWOP): An approved absence from duty in a non-pay status within an employee's basic workweek.

Locality Pay: The percentage increase to an employee's basic pay authorized by the President of the United States under the provisions of Title 5 United States Code for the locality pay area applicable to the employee's official duty station.

Medical Certificate: A Medical Certificate is a current written/typed statement completed and signed by the servicing health care provider on printed or typed letterhead with the provider's name and address certifying to the incapacitation, examination, or treatment or to a period of disability while a patient is receiving professional treatment. It must include evidence from an appropriate health care provider of incapacity for duty (or, if for care of a family member, the family member's incapacity for work or school) due to physical or mental illness or injury, the date of incapacity and the anticipated ending date of the medical emergency and return to duty or school, as applicable.

NAS: National Airspace System.

Outside Continental United States (OCONUS): Outside the forty-eight (48) contiguous states and the District of Columbia.

Personnel Action: A personnel action means: an appointment; a promotion; a disciplinary or corrective action; a detail, transfer, or reassignment; a reinstatement; a restoration; a reemployment; a performance evaluation; a decision concerning pay, benefits, or awards concerning education or training if the education or training may reasonably be expected to lead to an appointment, promotion, performance evaluation, or other action described in this definition; a decision to order psychiatric testing or examination; and any other significant change in duties, responsibilities, or working conditions.

President's Annual Comparability Increase: The annual adjustment to the General Schedule under 5 USC 5332(a) in accordance with 5 USC 5303.

Priority Consideration: Priority consideration means the bona fide consideration given to an employee by the selecting official before any other candidates are referred for the position to be filled. The employee is not to be considered in competition with other candidates and is not to be compared with other candidates. The Parties recognize that the selection requirements in HRPMP EMP-1.9 will apply prior to any priority consideration negotiated under this Agreement.

Regularly Scheduled Overtime: Regularly scheduled overtime is overtime work that is scheduled or should have been scheduled before the start of the administrative workweek.

Reservist Differential: A supplemental payment which is equal to the amount by which the employee's projected civilian basic pay for a covered pay period exceeds the employee's actual military pay and allowances allocable to that pay period.

Special Circumstance: When used in the context of Union representation, a special circumstance is a factor, that when present, would make the granting of official time or the release of a Union representative unreasonable, cause a disruption in services or create an unsafe situation.

Special Physical Need: Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the weight or height of the traveler.

Staffing and Workload: When assessing staffing and workload, the Agency will consider factors which may include the criticality of the work, the time period in which the work must be completed, and the availability of personnel or other resources to respond to and accomplish the work of the Agency. In this Agreement where the Agency has the right to make a decision based on its assessment of staffing and workload it will, upon request by the Union, provide an explanation of its decision.

Travel Card Abuse: A cardholder's intentional use of a travel card for unauthorized transactions unrelated to official travel, including intentional efforts to defraud.

Travel Card Misuse: A cardholder's unintentional use of a travel card for unauthorized transactions unrelated to official travel.

Vacancy: An unfilled/unoccupied position which is authorized and funded.