

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
NATIONAL AIR TRAFFIC CONTROLLERS ASSOCIATION  
AND THE FEDERAL AVIATION ADMINISTRATION**

This agreement is made and entered into by the National Air Traffic Controllers Association, hereinafter referred to as "NATCA" or "Union", and the Federal Aviation Administration, hereinafter referred to as "FAA" or "Agency", and collectively known as "the Parties." This Agreement represents the complete understanding between the Parties at Denver ARTCC (ZDV) concerning the procedures for overtime assignment to bargaining unit employees (BUEs).

**Section 1.** This Agreement applies to all employees in the ATCS and TMC bargaining units for the leave year beginning January 12, 2025 and ending January 10, 2026.

**Section 2.** This overtime MOU shall become effective: January 12, 2025.

**Section 3.** The Agency has determined the following BUEs will be qualified: CPCs/TMCs. (Clarification: CPC-ITs/TMC-ITs are NOT to be considered qualified.)

**Section 4.** Overtime Records and Availability.

- a. BUE's will select their overtime availability using the designated tracking system.
  1. Availability status changes shall be accomplished via e-mail to both the Union and Agency schedulers in the BUE's area.
- b. The overtime records will begin at zero starting the effective date of this agreement.
- c. Overtime records will be maintained by the Agency for each area of specialization and will be available for review by all employees in the Agency's scheduling program.
- d. The overtime records for qualified employees will include two rosters, one for employees who have indicated a desire to work overtime (Yes List) and one for those who have not (No List).
- e. Non-qualified employees will be assigned to the no list. Upon reaching qualified status, they can then indicate a desire for the appropriate roster. If a BUE needs to be placed on a roster mid trimester their hours will be set to the average of that roster.

- f. The leave year will be broken up into trimesters for overtime assignments prior to the posting of a published schedule and for call in and/or holdover opportunities outside of paragraph f. At the beginning of each trimester, both the desire to work overtime and the desire to NOT work overtime rosters will be zeroed out. The trimester will be broken up as follows:
1. Trimester 1: PP3-PP11 (January 12<sup>th</sup> – May 17<sup>th</sup>)
  2. Trimester 2: PP12-PP19 (May 18<sup>th</sup> – September 6<sup>th</sup>)
  3. Trimester 3: PP20-PP2 (September 7<sup>th</sup> – January 10<sup>th</sup>, 2026)
- g. BUEs will be able to indicate a desire to work, or not work, overtime 14 days prior to the required posting of the watch schedule when the trimester changes. Roster changes must be indicated in the overtime binder at the Area's OS desk on the BUEs overtime roster sheet and signed by the BUE as well as the Area OS scheduler and NATCA scheduler (Form in Appendix A). The roster changes will take effect the pay period listed below for call in and/or holdover overtime opportunities.
1. Trimester 1: Roster Change: PP 02 (January 12<sup>th</sup>, 2025)
  2. Trimester 2: Roster Change: PP 10 (April 20<sup>th</sup>, 2025)
  3. Trimester 3: Roster Change: PP 18 (August 10<sup>th</sup>, 2025)
- h. There will be no movement between rosters during any trimester. If a BUE encounters a hardship during a trimester, and a move between rosters is absolutely required, the affected BUE may submit a request in writing to their NATCA Area Representative and their OM. The NATCA Rep and OM will review these requests together and approve or deny them on a case-by-case basis. If the move is approved, the BUEs hours will be set to the average of the new roster they have moved to. If an agreement cannot be reached between the Area Rep and OM it will be elevated to the FACREP and ATM for a decision.
- i. Hours of overtime will be tracked as followed:
1. BUEs on the "yes" roster will be charged overtime for shifts they are scheduled. If the Agency determines there is no longer a need for an overtime shift, and the Agency cancels that overtime, those hours will be deducted from the BUEs total hours. Otherwise, all hours will remain as assigned.
  2. BUEs on the "no" roster will be charged overtime for shifts they are scheduled. However, the BUE will only retain hours actually worked.
  3. If a BUE is unavailable for overtime scheduled in conjunction with bid annual leave, the request to be relieved of the overtime will be in accordance with Article 38 Section 4 of the CBA. If the BUE is relieved, the Agency will subtract the hours from the BUE's total balance.

4. When holdover overtime is worked, the hours will be added to the BUEs total hours.
- j. The Agency's scheduling program will be utilized to determine proper rotation of overtime assignments.

**Section 5. Overtime Assignment and Availability.**

- a. Overtime assignments will be as follows:
  1. Employees who have indicated a desire to work overtime will be assigned to the employee with the fewest hours in seniority order.
  2. Overtime assignments to qualified employees who have NOT indicated a desire to work overtime will be assigned to the employee with the fewest hours in inverse seniority order.
  3. Non-qualified employees may be assigned overtime only after all available qualified employees on both rosters have been exhausted with the exception of paragraph 5b of this agreement. Assignments for non-qualified BUEs will be made in the following order:
    - i. BUEs that have completed certification on all D-sides and certified on least two R-sides.
    - ii. BUEs training concurrently on R sides and D sides must be certified on a minimum of two R side positions.
    - iii. BUEs waiting start R side class, or currently training on R sides. These BUEs must be certified on all D sides.
    - iv. BUE Traffic Management Unit must be certified on either Meter/Military/Monitor Alert or En Route Spacing (ESP)/Weather.
- b. Overtime assignments in conjunction with employees' bid leave, irrespective of RDOs, will be assigned to such employees with fewest hours in inverse seniority order only after all other qualified and non-qualified BUEs have been scheduled overtime.
  1. BUEs may elect to waive this provision if they so desire by notifying their Operations Supervisor in writing 14 calendar days prior to the schedule being published for that pay period.
- c. Area 1 will identify days throughout the year when their clearance delivery line will need to be staffed. The process for selecting a volunteer after a published watch schedule will be as follows:


1. Area 1-6 CPCs, TMCs
  2. Area 1 Trainees assigned to the floor or training department
  3. Area 2-6 Trainees, TMC-ITS
  4. All other Trainees assigned to the training department
- d. Overtime hours for clearance delivery will begin at zero for assignments to Area 1 but will be added to the employee's total hours in their assigned Area. Tracking for Area 1 clearance delivery assignments will be kept on a spreadsheet at the OM desk.
- e. For employees on the NO roster assigned Overtime: Requests to return to an RDO in the Agency's scheduling program will be addressed prior to Annual Leave/Shift change requests.
- f. Once the need for call in overtime (defined as overtime assigned after the posting of the watch schedule) has been determined by the Agency, a member of the ZDV management team shall be responsible for contacting BUEs on the list.

**Section 6.** Overtime from 2345-0000 on Saturday nights worked by BUEs assigned to work a 0000-0800 Saturday night/Sunday morning mid shift shall not be included in the BUEs total overtime hours.

**Section 7.** This agreement shall expire on January 10, 2026.

Signed this 13th day of December 2024.

For the Union:

  
\_\_\_\_\_  
Jason Giles  
NATCA Facility Representative  
ZDV ARTCC

For the Agency:

  
\_\_\_\_\_  
Adrian Lamport  
Air Traffic Manager  
ZDV ARTCC

## Area 1 OT Roster Form

Name: \_\_\_\_\_

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Trimester 1 (January 12 – May 17)

☐ I elect to be on the “desire to work” overtime roster.

☐ I elect to be on the “desire NOT to work” overtime roster.

\_\_\_\_\_  
BUE Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler OS Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler NATCA Sign

Date: \_\_\_\_\_

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Trimester 2 (May 18 – September 6)

☐ I elect to be on the “desire to work” overtime roster.

☐ I elect to be on the “desire NOT to work” overtime roster.

\_\_\_\_\_  
BUE Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler OS Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler NATCA Sign

Date: \_\_\_\_\_

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Trimester 3 (September 7 – January 10, 2026)

☐ I elect to be on the “desire to work” overtime roster.

☐ I elect to be on the “desire NOT to work” overtime roster.

\_\_\_\_\_  
BUE Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler OS Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler NATCA Sign

Date: \_\_\_\_\_

## Area 2 OT Roster Form

Name: \_\_\_\_\_

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Trimester 1 (January 12 – May 17)

☐ I elect to be on the “desire to work” overtime roster.

☐ I elect to be on the “desire NOT to work” overtime roster.

\_\_\_\_\_  
BUE Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler OS Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler NATCA Sign

Date: \_\_\_\_\_

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Trimester 2 (May 18 – September 6)

☐ I elect to be on the “desire to work” overtime roster.

☐ I elect to be on the “desire NOT to work” overtime roster.

\_\_\_\_\_  
BUE Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler OS Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler NATCA Sign

Date: \_\_\_\_\_

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Trimester 3 (September 7 – January 10, 2026)

☐ I elect to be on the “desire to work” overtime roster.

☐ I elect to be on the “desire NOT to work” overtime roster.

\_\_\_\_\_  
BUE Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler OS Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler NATCA Sign

Date: \_\_\_\_\_

## Area 3 OT Roster Form

Name: \_\_\_\_\_

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Trimester 1 (January 12 – May 17)

☐ I elect to be on the “desire to work” overtime roster.

☐ I elect to be on the “desire NOT to work” overtime roster.

\_\_\_\_\_  
BUE Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler OS Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler NATCA Sign

Date: \_\_\_\_\_

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Trimester 2 (May 18 – September 6)

☐ I elect to be on the “desire to work” overtime roster.

☐ I elect to be on the “desire NOT to work” overtime roster.

\_\_\_\_\_  
BUE Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler OS Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler NATCA Sign

Date: \_\_\_\_\_

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Trimester 3 (September 7– January 10, 2026)

☐ I elect to be on the “desire to work” overtime roster.

☐ I elect to be on the “desire NOT to work” overtime roster.

\_\_\_\_\_  
BUE Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler OS Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler NATCA Sign

Date: \_\_\_\_\_



## Area 4 OT Roster Form

Name: \_\_\_\_\_

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Trimester 1 (January 12 – May 17)

☐ I elect to be on the “desire to work” overtime roster.

☐ I elect to be on the “desire NOT to work” overtime roster.

\_\_\_\_\_  
BUE Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler OS Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler NATCA Sign

Date: \_\_\_\_\_

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Trimester 2 (May 18 – September 6)

☐ I elect to be on the “desire to work” overtime roster.

☐ I elect to be on the “desire NOT to work” overtime roster.

\_\_\_\_\_  
BUE Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler OS Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler NATCA Sign

Date: \_\_\_\_\_

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Trimester 3 (September 7 – January 10, 2026)

☐ I elect to be on the “desire to work” overtime roster.

☐ I elect to be on the “desire NOT to work” overtime roster.

\_\_\_\_\_  
BUE Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler OS Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler NATCA Sign

Date: \_\_\_\_\_



## Area 5 OT Roster Form

Name: \_\_\_\_\_

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Trimester 1 (January 12 – May 17)

☐ I elect to be on the “desire to work” overtime roster.

☐ I elect to be on the “desire NOT to work” overtime roster.

\_\_\_\_\_  
BUE Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler OS Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler NATCA Sign

Date: \_\_\_\_\_

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Trimester 2 (May 18 – September 6)

☐ I elect to be on the “desire to work” overtime roster.

☐ I elect to be on the “desire NOT to work” overtime roster.

\_\_\_\_\_  
BUE Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler OS Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler NATCA Sign

Date: \_\_\_\_\_

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Trimester 3 (September 7 – January 10, 2026)

☐ I elect to be on the “desire to work” overtime roster.

☐ I elect to be on the “desire NOT to work” overtime roster.

\_\_\_\_\_  
BUE Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler OS Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler NATCA Sign

Date: \_\_\_\_\_

## Area 6 OT Roster Form

Name: \_\_\_\_\_

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Trimester 1 (January 12 – May 17)

☐ I elect to be on the “desire to work” overtime roster.

☐ I elect to be on the “desire NOT to work” overtime roster.

\_\_\_\_\_  
BUE Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler OS Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler NATCA Sign

Date: \_\_\_\_\_

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Trimester 2 (May 18 – September 6)

☐ I elect to be on the “desire to work” overtime roster.

☐ I elect to be on the “desire NOT to work” overtime roster.

\_\_\_\_\_  
BUE Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler OS Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler NATCA Sign

Date: \_\_\_\_\_

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Trimester 3 (September 7 – January 10, 2026)

☐ I elect to be on the “desire to work” overtime roster.

☐ I elect to be on the “desire NOT to work” overtime roster.

\_\_\_\_\_  
BUE Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler OS Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler NATCA Sign

Date: \_\_\_\_\_

## TMU OT Roster Form

Name: \_\_\_\_\_

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Trimester 1 (January 12 – May 17)

☐ I elect to be on the “desire to work” overtime roster.

☐ I elect to be on the “desire NOT to work” overtime roster.

\_\_\_\_\_  
BUE Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler OS Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler NATCA Sign

Date: \_\_\_\_\_

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Trimester 2 (May 18 – September 6)

☐ I elect to be on the “desire to work” overtime roster.

☐ I elect to be on the “desire NOT to work” overtime roster.

\_\_\_\_\_  
BUE Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler OS Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler NATCA Sign

Date: \_\_\_\_\_

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Trimester 3 (September 7 – January 10, 2026)

☐ I elect to be on the “desire to work” overtime roster.

☐ I elect to be on the “desire NOT to work” overtime roster.

\_\_\_\_\_  
BUE Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler OS Sign

Date: \_\_\_\_\_

\_\_\_\_\_  
Scheduler NATCA Sign

Date: \_\_\_\_\_