



To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.

NOTE: Pursuant to Section 101 of the Aviation and Transportation Security Act (49 U.S.C. 114(n)), this directive establishes Transportation Security Administration (TSA) policy regarding Seniority and Scheduling and must be applied accordingly.

REVISION: This revised directive supersedes TSA MD 1100.61-4, *Seniority and Scheduling*, dated January 2, 2011.

SUMMARY OF CHANGES: Section 2. Scope, revised to exclude collective bargaining unit employees from the provisions of this policy. Section 4. Definitions, updated. Section 6. Policy, revised to establish the process for determining seniority dates for employees based on change in position. Examples added in order to determine seniority for those employees impacted by a realignment. Section 7. Procedures, revised to change the primary tie-breaking method. Administrative changes were made throughout.

1. **PURPOSE:** This directive provides TSA policies and procedures for seniority and scheduling. For information on hours of duty for special operational needs please see [TSA MD 1100.61-2, *Hours of Duty for Special Operational Needs*](#).
2. **SCOPE:** This directive applies to all TSA organizational elements and TSA employees except employees covered by the collective bargaining agreement. The provisions herein mainly address seniority and shift scheduling procedures for all Supervisory Transportation Security Officers (STSO), Transportation Security Specialists – Explosives (TSS-E), and Coordination Center Officers (CCO). However, the provisions may be applied to any TSA position subject to shift rotations (such as Transportation Security Managers or Transportation Security Inspectors) as determined by the Federal Security Director (FSD) or equivalent.
3. **AUTHORITIES:**
 - A. The Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA)
4. **DEFINITIONS:**
 - A. Break-in-Service: For purposes of this directive means termination of employment with a TSA contractor provider or TSA.
 - B. Scheduling Software System: The tools provided by the Office of Security Operations (OSO) for the purpose of establishing a scheduling program.
 - C. Seniority Date (SD): The date used to determine seniority for scheduling purposes. An employee's SD will be their date of assignment to his/her current position of record unless otherwise adjusted by the provisions of this directive.
 - D. Seniority for Scheduling: Priority for bidding on available work shifts based on the employee's SD.

**TSA MANAGEMENT DIRECTIVE No. 1100.61-4
SENIORITY AND SCHEDULING**

- E. Service Computation Date (SCD): The date, either actual or constructed by crediting service, used to determine annual leave accrual, that is based on how long the employee has been in the federal service. For an employee with no prior creditable civilian or military service, the SCD is the effective date of the employee's first federal civilian appointment.
- F. TSA Entry on Duty (EOD) Date: The date an individual began employment with TSA as reflected by the effective date on an employee's Notification of Personnel Action, Standard Form 50 (SF-50) for initial appointment.

5. RESPONSIBILITIES:

- A. Managers and supervisors are responsible for ensuring that employees are aware of the scheduling program in place at their specific airport or TSA facility. Managers and supervisors should provide program information to applicants during the hiring process and to employees when they are accepted for appointments within respective airports or other TSA facilities, to ensure they are aware of the seniority and scheduling program.
- B. Scheduling Operations Officers (SOO) in coordination with OSO Staffing and Scheduling, are responsible for developing, maintaining, and monitoring all established shift-bidding programs. If a shift-bidding program needs to be updated or modified, the SOO must coordinate any changes with TSA airport management officials in order to minimize adverse effects on operations and maximize fair and equitable implementation of the program.
- C. Employees are responsible for knowing and adhering to the scheduling program in place at their respective airport or TSA facility. If an employee transfers to another airport or TSA facility, it is the employee's responsibility to become familiar with and adhere to the program in place at the new airport or TSA facility.

6. POLICY:

- A. It is TSA policy that a formal shift-bidding/scheduling program be established at each airport that has sufficient staff to support the program. The options provided herein may be used in managing a shift-bidding program when it is operationally feasible to do so. However, if the determination is made for an airport not to implement a shift-bidding program as laid out in this directive, the remaining provisions of the directive still apply and must be adhered to. This directive shall be used in conjunction with the Scheduling Software System to develop shift assignments for employees.
- B. When establishing the SD, the employee's date of assignment to their current position of record will be used unless otherwise adjusted by the provisions of this directive.
- C. Except for the situations in 6.D. below, the following are the position changes for which the date of appointment to the position will be used to establish the employee's SD:
 - (1) Position Changes: When an employee changes positions through a promotion, demotion, repromotion, reassignment, or reinstatement into a position not covered by a collective bargaining agreement (e.g., LTSO to STSO, TSM to TSI), his/her SD shall be established as described herein.

**TSA MANAGEMENT DIRECTIVE No. 1100.61-4
SENIORITY AND SCHEDULING**

NOTE: These provisions do not apply to employees who are changing position due to a realignment, or those employees who are detailed or placed in an “acting” capacity. See [Section 6.D.\(3\)](#) and Section [6.D.\(4\)](#).

- (a) Promotions: Upon promotion to a new position, an employee’s SD shall reflect the effective date of the promotion.

Example #1: A LTSO with a SD of January 1, 2012, is promoted to a STSO position on August 11, 2013, and his/her new SD will be August 11, 2013. The employee is subsequently promoted to a TSM position on April 5, 2015. Therefore, the employee’s SD is then April 5, 2015.

Example #2: A LTSO with a SD of January 15, 2012 is reassigned to a F Band CCO on April 7, 2013, his/her new SD will be that date. The employee is then promoted to a G Band Supervisory CCO position on March 9, 2014. His/her new SD will be March 9, 2014.

Example #3: A F Band CCO with a SD of May 3, 2015, is promoted to a G Band CCO position on May 28, 2017. His/her SD will remain May 3, 2015 - promotion is not to a new position and does not change position title.

NOTE: Promotions to a higher pay Band that do not affect/change the employee’s position title do not reset an employee’s SD unless that promotion places the employee into a supervisory position and they are not currently in a supervisory position. In this case, the SD would be the date of the promotion.

- (b) Demotions:

- (i) If an employee is demoted from one position to another the employee’s SD will be the date of the demotion regardless if they have previously held the position.

Example #1: An employee is promoted to the STSO position on September 4, 2005, he/she is later promoted to the TSM position on January 9, 2008 and remains in that position until December 22, 2009. The employee demotes to the STSO position on December 22, 2009. The employee’s SD will be December 22, 2009, even if the employee had previously held the position.

Example #2: An employee who was hired as a LTSO on April 7, 2003 is promoted to the TSM position on February 2, 2005. The employee later demotes to the STSO position on June 7, 2008. The SD for this employee will be June 7, 2008, even if the employee had not held the position previously.

NOTE: No individual is authorized to be placed into a position before meeting all minimum qualifications, assessments, and/or requirements, including but not limited to medical, physical, or testing requirements.

- (c) Re-promotions: If an employee is demoted from a supervisory/or higher level position to a lower position, and is later re-promoted to that same higher level position, no credit is given for prior service in the higher level position.

**TSA MANAGEMENT DIRECTIVE No. 1100.61-4
SENIORITY AND SCHEDULING**

Example #1: If a G Band STSO with a SD of January 15, 2012, is demoted to the F Band LTSO position on January 25, 2015, and is then re-promoted to a G Band STSO on January 8, 2017, the employee's SD will be the date of the most recent promotion, January 8, 2017.

(d) Reassignments:

- (i) If an employee is reassigned to a different position (whether previously held or not), the SD will be the date of the reassignment.

Example #1: A G Band STSO with a SD of March 22, 2015, is reassigned to a G Band CCO on October 16, 2016. The SD is October 16, 2016.

Example #2: A G Band CCO who had previously been a STSO with a SD of February 24, 2013, is reassigned back to a STSO position on November 15, 2016. The SD is November 15, 2016.

- (ii) A reassignment that involves only a change in geographic location and not a change in position title and series does not alter the SD.

NOTE: Individuals who never assessed for a TSO position, i.e., did not apply for or pass the initial TSO hiring process, cannot be placed in TSO positions. In order for these individuals to be placed in a TSO position, these individuals must successfully apply for and be assessed through the TSO hiring process.

(e) Reinstatements:

- (i) Former TSA employees reinstated to TSA employment in the same position title and series after a break in service of 30 days or more shall have their SDs established as of the date of their return to duty.

- (ii) If the break in service is less than 30 days, the prior SD will be reinstated.

NOTE: This provision does not apply to individuals restored to duty as a result of an administrative process as addressed in Section 6.D.(2) of this directive.

NOTE: No individual is authorized to return or be reappointed to a TSO position unless all qualification, assessment and training requirements are completed.

D. The following are exceptions to the provisions requiring the SD to be the date of appointment to the current position of record:

- (1) Changes in Work Schedule: Movement between a part-time (PT) and full-time (FT) work schedule does not alter an employee's SD.

NOTE: Employees may only bid for shifts consistent with their current work schedule type (i.e., PT or FT).

**TSA MANAGEMENT DIRECTIVE No. 1100.61-4
SENIORITY AND SCHEDULING**

- (2) Restoration: Employees who have been demoted or separated as a result of an adverse action and have a favorable adjudication of an administrative appeal shall be given a SD reflective of their most recent position held, regardless of any actual time off the rolls.
- (3) Realignment: An employee's SD will not be negatively impacted when moving to another TSA position as a result of:
 - (a) Voluntary acceptance of a position which assists TSA restructuring efforts. If the employee is offered and accepts a position which will assist TSA management officials in avoiding or minimizing the impact of an involuntary workforce reduction (IWR), after an official announcement of reorganization, transfer, or IWR, which may or will affect the employee's position, is made in writing, the employee will keep their SD attained with the position held by the employee before accepting this new position, if the employee never held the new position before. However, if the employee previously held the new position, the SD will be the date appointed to that position initially. Generally, these announcements will be approved at the AA level or higher.
 - (b) Acceptance of an offered vacant TSA position under IWR procedures. When an employee, who was identified for involuntary separation under IWR procedures or separation as a result of a management-directed reassignment, is offered and accepts a vacant TSA position, in lieu of involuntary separation, the employee will keep the SD attained with the employee's prior position.

NOTE: Human Capital Management [HCM 351-3, *Involuntary Workforce Reduction \(IWR\) Procedures For Non-TSES, Non-TSO Positions*](#), specifies the required process for the actions in 6.D.(3)(a) and (b) above.

- (c) Reclassification of a position that results in a change of title, series and/or band of the position. [TSA MD 1100.51-1, *Position Management and Position Classification*](#), and the associated [Handbook](#), specifies the documentation for a reclassification action. The employee will keep the SD attained with the employee's prior position

Example #1: An employee is hired as a LTSO on April 7, 2013. The employee is promoted to the TSM position on February 8, 2015. The employee has not previously held the STSO position. The employee later accepts a STSO position offered under IWR procedures on June 14, 2017. The SD for this employee will be February 8, 2015.

Example #2: An employee is promoted to STSO on June 16, 2013. Then the employee is promoted to TSM on December 11, 2016. The employee later voluntarily accepts a STSO position offered under IWR procedures. The employee's SD will be June 16, 2013.

- (4) Details and Acting Assignments: Employees detailed, or placed in an "acting" capacity to a different position, shall not have their SD adjusted and will retain the SD consistent with their position of record. A change to the SD will take place only when their position of record is changed through an official personnel action to reassign, promote, or demote the employee. An employee in an "acting" position is restricted from bidding for a schedule which they are not performing related duties.

**TSA MANAGEMENT DIRECTIVE No. 1100.61-4
SENIORITY AND SCHEDULING**

Example #1: A STSO who is acting as a TSM may not bid on a STSO schedule that he or she will not work.

- E. Employees on leave restriction or in Family Medical Leave Act (FMLA) or Office of Workers' Compensation Program (OWCP) status may not be prohibited from bidding schedules.
- F. Airports must use the tools authorized by OSO in developing scheduling programs.
- G. Management retains the discretion and overall responsibility to ensure adequate shift coverage and the orderly operation of TSA airport functions, TSA offices, and other TSA facilities. While requests for specific shifts may be considered, management is required to ensure that affected staff receives exposure to a full range of essential duties, appropriate training in specific areas, and gender balance where required on specific shifts, therefore personnel may be assigned to non-requested shifts, days off, or work areas.
- H. Tie-breaks will be resolved as stipulated in [Section 7.B.\(3\)](#).

7. PROCEDURES:

- A. Implementation of Shift-Bidding Process: TSA components may use a variety of methods to implement a shift-bidding process. These options range from "open" live bidding to written "closed" bidding systems with affected staff ranking shift bid preferences. Bid preferences may be established by local management and often include shift options (AM, PM, Relief shifts) and day off patterns. If work areas are part of the bid process local management has responsibility to ensure that employee skills and experience meet the required complexity of work to ensure proper security (i.e. TSA leadership has directed FSDs to ensure that equipment is operated by skilled and experienced officers). Shift bids should be scheduled to coincide with annual staff allocation; however, they can be held more frequently if necessary.
- B. Scheduling Options: Management has the discretion to use a broad range of options to handle scheduling issues including, but not limited to, the following, as long as the options selected do not conflict with other provisions of this directive:
 - (1) Blending Shifts: Involves pairing a generally undesirable shift with desirable days off. For example, a shift might include weekday evenings with Saturday and Sunday off; or daytime hours, including weekends, with days off in the middle of the week; or other reasonable combinations that reduce the competition for daytime shifts with weekends off (such as splitting weekend days off).
 - (2) Shift Swapping: FSDs may authorize affected staff to swap shifts on a temporary or longer term basis, as appropriate to meet operational needs.
 - (3) Shift preference for employees will be awarded based on the employees' SD. Any ties remaining after the application of the above process will be resolved by a randomizer, such as www.random.org.
 - (4) Airports will not use an employee's SD for an annual leave bid if the airport chooses to utilize an annual leave bidding process. EOD will be used to determine seniority for employees. If employees have identical EODs, the following tiebreakers will be used:

**TSA MANAGEMENT DIRECTIVE No. 1100.61-4
SENIORITY AND SCHEDULING**

(a) The employee's SCD as reflected on his/her SF-50 will be used as a primary tiebreaker; and

(b) Any ties remaining after the application of the above process will be resolved by a randomizer, such as www.random.org.

(5) Voluntary Requests: Employees may volunteer for specific shifts. These may be shifts that have odd hours or non-consecutive days off. Management must ensure that allowing someone to volunteer for these types of shifts will not adversely affect management needs, e.g., shift rotations, training, allocation of resources, and gender balance. This option gives management more flexibility to schedule assignments for other shifts.

(6) Personal Needs: FSDs have the discretion to allow staff to work specific shifts based on documented personal needs. If personal needs are considered, equitable procedures must be utilized to implement this option. Regardless of the nature of the personal need, there is no entitlement to a specific shift.

C. Advanced Notice of Schedule Changes: Any new shift bid should be announced 30 days in advance, or as far in advance as possible. The affected workforce should be notified of the date the current shift assignments will end and that a new shift schedule is being developed. The new shift bid proposal should be available for review by employees a minimum of two weeks before the shift bid process is implemented to allow affected staff to plan adjustments to their personal schedules.

8. APPROVAL AND EFFECTIVE DATE: This policy is approved and effective the date of signature unless otherwise specified.

APPROVAL

Signed

August 11, 2017

Karen Shelton Waters
Assistant Administrator for Human Capital

Date

EFFECTIVE

Date

Distribution: Administrator, Deputy Administrator, Assistant Administrators, Chief Counsel, Regional Directors, Federal Security Directors, Supervisory Air Marshals in Charge, Business Management Division Directors, Administrative Officers, and Human Resources Specialists

Point-of-Contact: OHCAccess Helpdesk: HelpDesk@mailserver-hraccess.tsa.dhs.gov