

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AT 1110.4A

5/30/89

SUBJ: HEADQUARTERS AIR TRAFFIC EMPLOYEE PARTICIPATION GROUP

1. PURPOSE. This order states objectives and operating procedures for the Air Traffic Employee Participation Group (EPG).

2. DISTRIBUTION. This order is distributed to the branch level in Washington Air Traffic.

3. CANCELLATION. Order AT 1110.4, Air Traffic Human Relations Committee, dated July 11, 1984, is cancelled.

4. BACKGROUND. Order 1110.103, Employee Participation in Planning and Decisionmaking Processes, provides guidance and instruction for establishment of Employee Participation Groups in the Federal Aviation Administration.

5. OBJECTIVE AND FOCUS. The objective of an EPG is to provide a local forum for two-way communication among employees, supervisors, and managers on personnel policies and working conditions. While the primary focus is intended to address local situations and conditions, national policies can be influenced by these local initiatives. Therefore, EPG's may provide their views, comments, and recommendations on national personnel policies and procedures as part of the normal coordination process. These will be evaluated together with those received from all other FAA organizations.

a. Objectives: This program recognizes a need for:

(1) More opportunities for employees to provide their views, ideas, and reactions on matters which affect them and their work environments.

(2) More communication by managers and supervisors on plans, proposed changes, or decisions.

(3) New ideas regarding changes and improvements related to working conditions and personnel matters.

(4) Work force involvement in problem resolution.

(5) More communication among employees.

b. The EPG should consider and make recommendations for changes and improvements related to:

(1) Working conditions.

(2) Personnel and organizational policies and procedures.

(3) Employee response to proposed policies, orders, and other directives which involve personnel practices and employees' working environments.

(4) Other matters within the general scope of this order.

c. While input in the areas specified is encouraged, certain policies and actions are governed by statute or regulation, and the EPG's time can be more productively devoted to matters which FAA can influence or change. Individual grievances, appeals and discrimination complaints will continue to be handled in accordance with prescribed FAA procedures and will not be considered by the EPG.

6. MEMBERSHIP. The group will consist of at least one representative and alternate from each division and/or staff. Members serve for 2-year terms but may be extended following the procedures contained in paragraph 7.

7. SELECTION OF MEMBERS. Upon completion of their representatives/alternates term, each division and/or staff manager will hold an election to select a replacement. Elections will be held during the month of April with the new membership to begin with the first meeting in May. Volunteers will be solicited from among the employees and a secret vote will determine the new representative. All employees will be given the opportunity to vote for their representative. Elections shall be held to fill the remainder of the term of a member who resigns, transfers, or becomes unable to serve, or when new divisions are created during reorganizations.

8. TRAINING OF EPG MEMBERS. Training of EPG members will contribute to the ability of the individual and group to solve problems and develop solutions which are more likely to be adopted. At a minimum, each new EPG member will enroll in the Center for Management Development course number 05569, "Employee Participation Group Participant Training (stand alone)," as soon as possible following his/her assignment to the EPG. Additional recommended training includes Facilitator Training Course (01523) and Work Group Facilitator Course (01528). Members will also be expected to attend any special conferences and/or training sponsored by the Associate Administrator for Human Resource Management.

9. ROLE OF EPG MEMBER.

- a. Solicit ideas and input from employees they represent.
- b. Provide feedback to their supervisors and employees on EPG activities.
- c. Attend meetings on a regular basis.
- d. Participate in EPG training activities.

e. Designate temporary alternate to attend meetings when neither the primary nor alternate can attend.

10. MANAGEMENT SUPPORT. The Manager, Administrative and Management Support Branch, AAT-13, or other manager as designated by AAT-1, will provide management support to the EPG. In this capacity he/she will:

- a. Facilitate committee action.
- b. Serve as liaison between the committee and management.
- c. Serve as the EPG Coordinator with AHR.

11. OPERATING PROCEDURES.

a. The Headquarters Air Traffic Employee Participation Group will elect a Chairperson and Vice-chairperson from among their members. The Chairperson will also serve as the Air Traffic representative to the Headquarters EPG. The Chairperson is responsible for setting the meeting agenda and leading the group. In the absence of the Chairperson, the Vice-chairperson will assume these functions.

b. Meetings are scheduled twice a month for approximately 1 1/2 hours. Changes to the schedule can be made by Committee agreement.

c. The Associate Administrator for Air Traffic will meet with the EPG quarterly. Additional meetings may be scheduled as required.

d. Air Traffic Executive Staff will provide secretarial support to the EPG. Minutes will be prepared and distributed to each Branch and Division in Air Traffic, the AHR Headquarters Human Relations Specialist, and Committee members.

e. Meetings are open to any Air Traffic employee.

f. Issues will be identified, prepared in writing, and action taken as deemed appropriate by the Committee.

12. VOTING PROCEDURES.

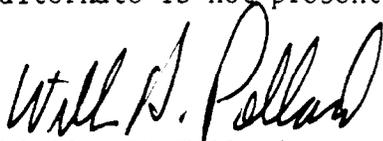
a. Only committee members can participate in the voting process.

b. Only one vote may be cast for each division/staff office.

c. When both the primary and alternate attend the same meeting, only the primary representative will vote.

d. The alternate will vote only when the primary representative is not present.

e. Temporary alternates will vote only when the primary and/or elected alternate is not present at a meeting.



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