



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 and supersedes the Federal Aviation Administration (FAA) orders, policies, guidance, and bulletins regarding Part-Time Employment issued under the FAA Personnel Management System. This directive is TSA policy and must be applied accordingly.

REVISION: This directive supersedes TSA MD 1100.30-7, *Part-Time Employment*, dated November 17, 2004.

SUMMARY OF CHANGES: Section 4, Definitions, adds information concerning conventional and compressed work schedules, optimum full-time (FT) and part-time (PT) hiring, and revises other information. Section 6, Policies and Procedures, separates policy and procedures into two separate sections (i.e., Section 6, Policy, and Section 7, Procedures). Section 7 has been revised to add information concerning health benefits premiums, hiring, and scheduling of PT Transportation Security Officers (TSOs) formerly included in HCM 610-1, *TSO Work Schedule Optimization*. The former Section 7, Effective Date and Implementation, has been changed to Section 8. In addition, attachments 2, 3, and 4, incorporated as part of the last edition of this directive, have been discontinued since they are no longer applicable.

1. **PURPOSE:** This directive provides TSA policy and procedures for PT employment, including TSO Work Schedule Optimization.
2. **SCOPE:** The provisions of this directive apply to TSA employees who work 16 to 32 hours per week (32 to 64 hours per pay period) schedules. Portions of this directive apply specifically to the hiring, work hours, and work schedules of PT TSOs.
3. **AUTHORITIES:** Sections 101 and 111(d) of the Aviation and Transportation Security Act, Public Law 107-71 (ATSA), November 19, 2001, (49 U.S.C., §114(n), 40122, 44935, and 44935 note)
4. **DEFINITIONS:**
 - A. Administrative Workweek: Any period of seven consecutive days designated by the Assistant Secretary or appropriate designee. Generally, the administrative workweek begins on Sunday and ends on Saturday.
 - B. Compressed Work Schedule (CWS): For FT positions, work schedules consisting of less than 10 days and no more than 80 hours per pay period. For PT positions, work schedules consisting of less than 10 days and no more than 64 hours per pay period. For new PT TSO positions (TSOs hired after April 2, 2007), work schedules consisting of no more than four days per week and no more than 50 hours per pay period.

- C. Conventional Work Schedule (ConWS): For FT positions, work schedules consisting of five days per week, eight hours per day, and 40 hours per week (80 hours per pay period). For PT positions, work schedules consisting of five days per week, no more than 32 hours per week (no more than 64 hours per pay period). For PT TSOs, hired after April 2, 2007, work schedules consisting of five days per week, no more than five hours per day, and no more than 25 hours per week (no more than 50 hours per pay period).
- D. Full-Time (FT) Employment: Work schedules consisting of 80 hours per pay period.
- E. Optimum FT/PT Hiring Mix: The FT/PT hiring mix considered most effective to staff TSO positions at an airport, as determined based on the fiscal year Staffing Allocation Model (SAM). An airport is provided with its optimum FT/PT hiring mix number each fiscal year as part of the TSO Work Schedule Optimization Program.
- F. Part-Time (PT) Employment: Work schedules consisting of between 16 and 32 hours per week (between 32 and 64 hours per pay period). To better meet TSA's operational needs, PT TSO work schedules, for TSOs hired after April 2, 2007, have been established at 16-25 hours per week and no more than 32-50 hours per pay period. PT permanent employees, and some temporary employees depending on the duration of the appointments, are eligible, generally on a prorated basis, for the same benefits as FT employees: leave, retirement, and health and life insurance coverage. PT employees may be assigned to split shifts, in accordance with [TSA MD 1100.61-3, *Shift Work at the Transportation Security Administration*](#) and this directive.
- G. Pay Status: Hours actually working or on paid leave.
- H. Premium Pay: Compensation in the form of overtime, compensatory time off in lieu of overtime, holiday pay, night pay differential, and Sunday pay.
- I. Regularly Scheduled Administrative Workweek: For FT employees, the established period - within an administrative workweek - during which employees are regularly scheduled to work. For PT employees, it is the officially prescribed days and hours within the administrative workweek during which employees are regularly scheduled to work.
- J. Regularly Scheduled Work: Work that is scheduled in advance of the administrative workweek.
- K. Split Shift: Any two shifts, lasting at least two hours each, in one 24-hour period with a break of at least two hours between shifts. Exceptions include additional shifts to support morning, midday, and afternoon or evening operations.
- L. Tour of Duty: The hours of a day (a daily tour of duty) and the days of an administrative workweek (a weekly tour of duty), which constitute an employee's regularly scheduled administrative workweek.

5. RESPONSIBILITIES:

- A. The Office of Human Capital (OHC) is responsible for providing guidance regarding this directive pertaining to compensation, employment, hours of work, and hiring and staffing of positions.
- B. The Office of Security Operations (OSO) is responsible for oversight of the TSO position allocations to ensure airports are operating within authorized staffing levels, for approving exceptions to policy and procedures concerning the optimum FT/PT hiring mix and providing each airport with its FT/PT hiring mix number every fiscal year.
- C. Area Directors (ADs) and Federal Security Directors (FSDs) are responsible for managing TSO position allocations, expeditiously hiring for vacant TSO positions and managing the advanced scheduling of employees to ensure TSO coverage for the airports (or other field locations, as necessary) consistent with applicable TSA policy.
- D. Managers are responsible for applying the provisions of this directive within their organizations to best meet the mission and operational requirements of TSA.
- E. Local Human Resources (HR) Specialists, or other designated staff members, are responsible for correctly inputting the hours to be worked by newly hired PT employees, including PT TSOs, on the TSA HR Services PeopleSoft hiring interface. In addition, when employees' work schedules or work hours change, the HR Specialists, or other designated staff members, are responsible for submitting Requests for Personnel Actions (SF-52s) to TSA HR Services prior to the planned effective dates of the changes.

6. POLICY:

- A. TSA does not limit PT employment to specific jobs or pay bands. PT employees may fill any position when the arrangement meets the needs of the organization.
- B. TSA will provide optimum flexibility in support of operations and will consider employees' work-life situations such as child care, elder care, and education, to the extent possible, when hiring and scheduling PT employees. However, TSA's mission requirements must be the primary determining factor in establishing employee work schedules.
- C. Hiring will be closely managed by office heads. FSDs and their HR staffs shall pay particular attention to PT hiring in their efforts to reach and maintain target allocated year-to-date full-time equivalent (FTE) goals.
- D. Field FTEs will be analyzed and monitored (generally on a monthly basis) by respective ADs or designated staff members to ensure that each airport is operating within authorized staffing levels.
- E. All TSO (D band) positions staffed from outside the current TSO workforce, regardless of whether the positions were previously FT or PT, will be filled on a PT basis only (between 16

and 25 hours per administrative workweek with no more than five hours per day). Exceptions to these hours include eight to 10 hour shifts per day to cover weekend work schedules, airports at or above the optimum FT/PT hiring mix, FT or PT split shift work schedules, or other exceptions approved by OSO.

- F. When filling vacant TSO positions with FT work schedules, qualified current PT TSOs will be given the first opportunity for these FT positions, in accordance with Section 7K of this directive.
- G. Split shifts, as defined in Section 4K above, may be used to ensure TSO coverage at airports.

7. PROCEDURES:

A. Appointments and Other Personnel Actions

- (1) Appointment procedures for PT employees are the same as those for comparable FT employees. For example, an individual Standard Form 50 (SF-50), Notification of Personnel Action, must be issued to appoint or promote a PT employee.
- (2) Managers must ensure that the personnel actions appointing individuals, and any subsequent personnel actions changing employees' tours of duty, reflect the actual total number of hours per week in their tours. For example, if an employee's tour of duty is 20 hours per week, but an employee is scheduled to work 30 hours per week, for more than two consecutive pay periods, the employee's manager is responsible for submitting, as soon as possible prior to the effective date, a SF-52 that changes the tour of duty to 30 hours.

B. Leave

- (1) PT employees earn annual and sick leave based on the number of hours in a pay status during the pay period. Pay status for this purpose does not include overtime hours.
- (2) PT employees with less than three years of service earn one hour of annual leave for each 20 hours in pay status. PT employees with three but less than 15 years of service earn one hour for each 13 hours in pay status. PT employees with 15 or more years of service earn one hour for each 10 hours in pay status.
- (3) PT employees earn one hour of sick leave for each 20 hours in pay status.
- (4) PT employees are charged leave based on regularly scheduled non-overtime hours.
- (5) PT employees may not be charged leave for the sole purpose of accumulating 80 hours in a pay status in a pay period and/or for gaining eligibility to earn premium pay.

C. Benefits

- (1) Some benefits are based on employees' tours of duty, as reflected on their SF-50s, and not the actual number of hours worked during a pay period.
- (2) Retirement: Retirement annuities are based on employees' length of service and the highest annual pay (including locality pay) received for any three consecutive years. Each year of PT service counts as one full year toward the length of service requirement. However, the annuity calculation for periods of PT service is prorated to reflect the difference between a FT tour of duty and the PT employee's tour of duty.
- (3) Health Insurance
 - (a) PT employees in Non-TSO positions: Those employees who participate in the Federal Employees Health Benefits (FEHB) Program receive the same coverage as FT employees but generally PT employees pay a greater percentage of the premium because the Government's share is prorated based on the number of hours included as part of an employee's tour of duty as reflected on his/her SF-50 (i.e., the fewer hours an employee is scheduled to work, the higher his/her share of the health benefits contribution). The Government's share is not prorated for a PT schedule that is less than 16 hours or more than 32 hours a week, or less than 32 hours or more than 64 hours a pay period. Additionally, an exception applies to PT TSOs as discussed in Section 7C(3)(b).
 - (b) PT employees in TSO Positions: Effective October 2007, all PT TSOs (including Master and Expert Level TSOs, Lead TSOs, and Supervisory TSOs) will pay FEHB premiums on the same basis as FT employees and will no longer be subject to the FEHB premium prorating provisions in Section 7C(3)(a) above.

NOTE: Reduced FEHB premiums for PT TSOs (i.e., premiums equivalent to those paid by FT employees) apply to TSO employment and are not applicable to other TSA (non-TSO) PT positions or to PT positions outside of TSA.
- (4) Life Insurance: PT employees are eligible to participate in the Federal Employees Group Life Insurance (FEGLI) Program. The amount of insurance for which an employee is eligible is based on the PT employee's annual salary applicable to his or her tour of duty.

D. Qualifications Determinations (Job Experience):

- (1) Non-TSO Positions: PT work is prorated for determining job qualification requirements. For example, an employee who has a tour of duty of 20 hours per week (40 hours per pay period) would receive credit for six months of experience at the end of 12 months of work.

- (2) TSO Positions: For promotions involving TSO positions (bands D to E), years of experience for FT and PT TSOs is based on calendar years of service and not pro-rated based on the number of hours worked per week.

E. Pay

- (1) Gross pay is computed by multiplying employees' hourly rates of basic pay by the number of hours worked during the biweekly pay period. Overtime rates apply only to the hours in excess of eight hours in a day or 40 hours in a week, for employees working ConWS, and over 80 hours in a pay period for those on CWS. Any hours worked that exceed employees' tours of duty but are below the overtime hours described above are paid at employees' basic rates of pay. For example, if an employee's tour of duty is 20 hours per week (five days per week, four hours per day) and the employee works an additional two hours each day (30 hours for the week), the additional 10 hours are not overtime hours and are paid at an employee's basic rate of pay.
- (2) Premium Pay:
 - (a) Holiday pay, night pay differential, and overtime: All PT employees are eligible to receive these forms of premium pay. PT employees are eligible for holiday pay if they perform scheduled work on a holiday.
 - (b) Sunday pay: PT TSOs are eligible to receive Sunday pay. PT non-TSO employees are not eligible to receive Sunday pay.

NOTE: See [TSA MD 1100.55-5, *Premium Pay for Exempt Employees*](#), [TSA MD 1100.55-7, *Premium Pay for Non-Exempt Employees*](#), and [TSA MD 1100.61-2, *Hours of Duty for the Transportation Security Screener Workforce*](#), for further information concerning premium pay.

- F. Involuntary Workforce Reduction: If an involuntary workforce reduction occurs, PT and FT positions are grouped separately. Therefore, PT employees compete separately from FT employees for retention when positions are eliminated and PT employees cannot displace employees in similar FT positions. Likewise, FT employees may only displace employees in other FT positions and cannot displace PT employees.
- G. Adverse and Performance Based Actions: PT employees have the same rights as FT employees when conduct or performance based actions are taken against them. Such actions must be taken pursuant to the provisions of [TSA MD 1100.75-3, *Addressing Performance and Conduct Problems*](#).
- H. Service Credit: PT employees earn a full year of service for each calendar year worked (regardless of schedule) for the purpose of computing dates for the following:

- (1) Retirement eligibility;
 - (2) Tenure;
 - (3) Completion of trial period; and
 - (4) Change in leave category.
- I. Conversion to FT or PT Schedules: As FT positions become available, management may offer FT positions to qualified current PT employees or convert employees in PT positions to FT positions. Guidance on establishing procedures for considering current PT employees for available FT positions is provided in Attachment 1 and, in addition, for PT TSOs in Section 7K of this directive. Conversions should involve positions with the same position titles, occupational series, and pay bands (no promotions should result from conversions from PT to FT employment). Management should consult with the OHC regarding procedures to convert FT employees to PT work schedules on anything other than a voluntary basis.
- J. Scheduling Work Hours: Specific work schedules depend on the nature of the job and the needs of the office. The number of scheduled hours employees work depends on the requirements of particular positions and the resources available as determined by appropriate managers. However, regularly scheduled administrative workweeks should typically remain stable without major changes (fewer or more hours) from one pay period to the next. For example, if a PT employee works fewer or more hours per biweekly pay period, for two consecutive pay periods, management must officially change the employee's tour of duty (by generating and processing a SF-52 followed by an SF-50). A SF-52 must be generated when the change in hours will be effective for two pay periods or longer.
- K. TSO Work Schedule Optimization
- (1) Hiring and Scheduling:
 - (a) Initial Hiring:
 - (i) If an airport is **Below** its Optimum FT/PT Hiring Mix: FSDs shall limit TSO (D band) hiring to PT work schedules between 16 and 25 hours per week or, if applicable, FT or PT split shift work schedules. The generally accepted standard for PT TSOs shall consist of 20-hour workweeks.
 - (ii) If an airport is **At or Above** its Optimum FT/PT Hiring Mix: FSDs may hire either FT and/or PT TSOs (D band) to meet local needs, provided the optimum hiring mix is maintained.
- NOTE:** PT TSOs who wish to voluntarily request FT split shifts should complete [TSA Form 1174, Split-Shift Election](#).

(b) Scheduling:

- (i) PT TSOs shall be scheduled for no more than five hours per day (25 hours per week), with the exception of weekend schedules that may include shifts of eight to 10 hours duration or other exceptions as approved by OSO. FT or PT split shifts, as defined in Section 4K, may also be used, as determined appropriate by FSDs.

NOTE: New PT TSO recruits will be allowed to work FT schedules for the purpose of completing on-the-job training (OJT) prior to initial certification. After the OJT has been completed, airports must process schedule changes to return the new PT TSO recruits to PT work schedules. However, no new PT TSO recruits should be required to work FT schedules to complete their OJT; it is recommended that hiring officials discuss the requirements for training with applicants prior to being hired as TSOs.

- (ii) PT TSO schedules shall generally be set at a minimum of four days and a maximum of five days, with exceptions for weekend and split shift schedules or for those approved by OSO.

(2) Staffing FT TSO Vacancies:

(a) FT TSO vacancies shall be staffed:

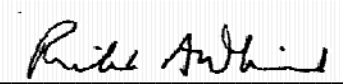
- (i) First, with existing PT TSOs through changes in work schedules to FT employment (based on performance and qualifications) and without change to occupational series, position titles, or pay bands. These vacancies generally shall be filled from within an airport's hub and spokes. It is important that changes in work schedules be submitted prior to the requested effective date.
- (ii) Second, through TSA selection procedures that may involve internal and/or external staffing, selection, and/or promotion procedures.

NOTE: Transfer requests (to include hardships) will receive careful consideration as possible exceptions to Section 7K(2)(a)(i). All reassignments will be made consistent with the provisions of [TSA MD 1100.30-4, *Permanent Internal Assignments*](#), and [TSA MD 1100.30-12, *Hardship Reassignments*](#).

- (b) FT vacancies for positions requiring specialized qualifications, such as for the Bomb Appraisal Officer positions, shall be first recruited internally. If there are not sufficient numbers of well qualified internal candidates to meet TSA's needs, qualified external candidates shall be considered to staff such vacancies.

8. **EFFECTIVE DATE & IMPLEMENTATION:** This policy is effective immediately upon signature.

APPROVAL



Richard A. Whitford
Assistant Administrator for Human Capital

12-03-2007

Date

Filing Instructions: File 200.1.1

Effective Date: Date of Signature

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Distribution: Assistant Secretary, Deputy Assistant Secretary, Associate Administrator, Assistant Administrators, Area Directors, Senior Field Executives, Federal Security Directors, Special Agents in Charge, airport/field Administrative Officers, and TSA Affiliated HR Offices

Point-of-Contact: Office of Human Capital

Attachment

Selecting Part-Time (PT) Employees for Conversion to Full-Time (FT) and/or Increased PT Hours

Goal: Develop and implement scheduling options that are fair and equitable while efficiently and effectively accomplishing the mission of TSA.

Step	What to Do	How to Do it
1	Determine optimum staffing structure	<ul style="list-style-type: none"> • Review workload demands, data. • Assess current coverage and mix of work schedules. • Factor in various combinations of possible work schedules/hours. • Consider: <ul style="list-style-type: none"> ▪ FTE allocations ▪ Regular recurring workload ▪ Projected surges and/or slowdowns ▪ Employees on military duty, sick leave, etc. ▪ Gender-based passenger screening requirements ▪ Local labor market (availability and interest in various work schedules) • Develop a plan for how the airport can ideally be staffed.
2	Canvass employees for preferences	<ul style="list-style-type: none"> • Fully inform employees about the choices that might be available and the implications of requesting or agreeing to a change in their work schedule (such as PT to FT or FT or PT to FT/PT split shifts) or hours (such as 20 hours/week PT to 32 hours/week PT). • Allow enough time for employees to consider the possibilities and discuss with family members. • Ideally, allow all current employees the opportunity to tell you their preferences, even if there are some that you do not think will want to make a change.
3	Determine strategy to address differences between staffing needs and employee preferences	<ul style="list-style-type: none"> • You should take volunteers first, and honor the highest level of employee preference possible, in matching employees to the staffing plan. • If more employees desire a specific kind of schedule than is available, management will have to make some hard choices. You can consider using: <ul style="list-style-type: none"> ▪ <u>Past Involuntary Conversions to PT</u>. Permit those who were involuntarily converted to PT because of downsizing/rightsizing to return to FT work schedules. ▪ <u>Split Shifts</u>. You could consider utilizing split shifts as a means of optimizing resources and increasing working hours and earnings potential for employees. ▪ <u>Seniority</u>. You can rank employees using their date of entrance on duty (EOD) with TSA. ▪ <u>Randomized selections</u>. You could use a random system (lottery) such as drawing names, or assigning numbers randomly to employees and then granting requests in numerical order.

		<ul style="list-style-type: none"> ▪ <u>First come, first served.</u> You need to specify when the “window” opens (when you will begin accepting requests), how and where requests will be received, and have a way to track date and time of submissions. All employees should be given as much advance notice as possible before the window opens. Even so, this may be viewed as unfair if the “window” opens on a day and/or at a time when some employees (such as the night shift) are away from workplace. ▪ <u>Competitive selection.</u> You could announce the opportunities and ask employees to apply, but this takes time and resources and is unlikely to make significant distinctions among the candidates since they are all doing the job now. <i>(Note: Conversions from PT to FT, and increases in PT hours, are not promotion actions and do not require competitive procedures, although management may elect to conduct a competition.)</i> • Management retains the authority to make final scheduling decisions within the following parameters: <ul style="list-style-type: none"> ▪ Management may increase or decrease the hours of PT employees. ▪ Management may convert PT employees to FT work schedules. ▪ Management should consult with the Office of Human Capital regarding procedures to convert FT employees to PT work schedules on anything other than a voluntary basis. ▪ Management should exercise its scheduling discretion in a manner that is not arbitrary, capricious, or discriminatory, and that is consistent with merit system principles.
4	Implement changes in accordance with decisions	<ul style="list-style-type: none"> • Plan for communication with employees. Make sure employees have ample opportunity to ask questions and clarify anything they do not understand. • Notify employees well in advance of changes in their work hours. • Initiate personnel action requests, as far in advance of the effective date as possible, for changes in work schedules and in hours.
5	Evaluate, have a process for future changes	<ul style="list-style-type: none"> • Reassess and address future changes in workload. • Consider future changes in employee preferences—do they have a way to request a change in work schedule if their personal situation changes? • Plan for a process for considering work schedules for jobs that become available later—especially schedules that are in the highest demand. • Continue to factor changes in work schedules/hours for current employees into recruiting/hiring for new positions.