



# vZAU Roster Management Policy

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*Effective Date: 1 November 2011*

*Replaces: Any previous document dealing with the ZAU Roster Management*

*Purpose: The purpose of this policy is to allow for purging of NON-ACTIVE controllers from the vZAU Roster.*

## Definitions:

**Active:** Active means having controlled an active position in the vZAU position table [non-observer] a minimum of 2 cumulative hours every calendar month.

**Home Controller:** A controller that is a member of the vZAU ARTCC and is listed on the official vZAU ARTCC roster found at VATUSA's website.

**Visiting Controller:** A controller from another Region, Division or Facility that has been granted permission to control at vZAU but is not a home controller.

**Calendar Month:** a standard calendar month beginning on the first day of the month and ending on the last day of the month.

**Leave of Absence (LOA):** A period of time to which a Home Controller is not bound by the vZAU Roster Management Policy and will not be removed from the roster if the 2 cumulative hour requirement is not met during the time period of the approved LOA.

**Removal:** The act of being removed from the Official vZAU Roster located on the VATUSA webpage via the VATUSA Staff Secure Site and being removed from the vZAU Roster located on the vZAU Website.

## Policy:

- 1) A vZAU Home Controller must actively control a position listed on the Official vZAU Position Table (non-observer) for, at a minimum, two (2) cumulative hours, every calendar month. This will be verified by the ATM/dATM via the VATSIM Stats website ([www.stats.vatsim.net](http://www.stats.vatsim.net)).
- 2) If a controller does NOT maintain this currency, they are subject to removal from the vZAU roster and will no longer be authorized to control at vZAU.
  - a. Controllers returning to the vZAU ARTCC within six (6) months of being removed will have his/her records restored and he/she will retain their previous certifications.
  - b. Controllers returning to the vZAU ARTCC, that were removed for inactivity or transferred out of the vZAU ARTCC, and have been inactive for more than six (6) months but less than one (1) year are required to satisfactorily complete a Checkout on their current rating (S1, S2, S3, C1,



- C3) and previous certifications. This is to insure the controller is familiar with any procedures that may have changed during their absence.
- c. Controllers returning to the vZAU ARTCC, that were removed for inactivity or transferred out of the ARTCC, and have been inactive at the vZAU ARTCC for more than one (1) year shall lose their local certifications and must re-qualify on each position type.
- 3) A Visiting Controller is held to the same standards as a vZAU Home Controller and may be removed from the vZAU Roster if the above currency is not met thus removing their right to operate at the vZAU ARTCC as a visiting controller.
- 4) A Home Controller may request a Leave of Absence (LOA), if he/she feels they may not be able to fulfill the two hour requirement set forth by the vZAU Roster Management Policy. If a home controller wishes to request an LOA, he/she should email the vZAU ATM at [atm@zauartcc.org](mailto:atm@zauartcc.org) and the vZAU dATM at [datm@zauartcc.org](mailto:datm@zauartcc.org) and formally request an LOA. An LOA will only be granted for a period of one (1) or two (2) calendar months. A Home Controller may only request two (2) consecutive LOAs. An LOA may be granted by either the ATM or the dATM. The ATM may deviate from this section on a case by case basis.
- 5) A new controller to the vZAU ARTCC with the rating of Observer (OBS) after joining will have a thirty (30) day period of time to initiate training within the vZAU ARTCC. If no attempt is made by the OBS during the thirty (30) day period to initiate training the vZAU Management may remove the OBS from the roster. Examples of initiating training include but not limited to: Scheduling a training session, receiving official training or mentoring by a member of the vZAU Training Staff holding an Instructor Rating or an official Mentor position at vZAU.
- 6) Removal for Cause: A Home Controller or a Visiting controller may be removed from the vZAU ARTCC roster for one or more of the following reasons.
- Insubordination to a vZAU Staff Member, VATUSA Staff or VATSIM Staff
  - Disrespectful/Offensive behavior towards another vZAU Member while controlling ZAU airspace, on the ZAU Teamspeak server, the ZAU forums, or while otherwise representing ZAU or using ZAU facilities.
  - Disrespectful/Offensive behavior towards another VATSIM Member while controlling ZAU airspace, on the ZAU Teamspeak server, the ZAU forums, or while otherwise representing ZAU or using ZAU facilities.
  - Suspension from VATSIM
  - Serious failure to comply with Regulations, Polices, and the Code of Conduct set forth by VATSIM, VATNA, VATUSA and/or vZAU.

Signed:

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