

**November 20, 2008**

**National Passport Center  
Local Agreement on Seating**

This National Passport Center local agreement between Management and Union representatives was negotiated pursuant to Article 12 and Article 8, Section 1h of the Agreement between Passport Services, U.S. Department of State, and the National Federation of Federal Employees (NFFE) Local 1998, IAMAW, AFL-CIO dated July 2001. This local agreement may change upon the establishment of a new negotiated agreement between Passport Services and NFFE.

**Purpose:** The National Passport Center has acquired new space encompassing the entire building located at 207 International Drive and is undergoing renovations to accommodate the expanding staff. There is also a four-floor addition being added to the rear of the building. The purpose of this local agreement is to cover the impact and implementation of desk and seating arrangements for passport specialists, who are all bargaining unit employees.

**Seating Arrangements After Renovations:**

After the current renovation is completed and staff is moved to the new location, the Adjudication Section will be divided between the 3rd and 4<sup>th</sup> floors. On each floor there will be a minimum of six offices for Adjudication Managers and twelve offices for GS-12 Supervisory Passport Specialists and there will be desks for a team of Passport Specialists for each GS-12 Supervisor. Each team will be of no more than ten Passport Specialists. The timeline for completion of the renovations to the existing building is December 31, 2008, and the future addition is tentatively scheduled for Summer of 2009, but will be determined at a later date.

1. When the final floor plans for the 3rd and 4th floors are set by Passport Services and GSA, GS-12 Supervisors will determine their team members' seating arrangement based on work flow and grade level for mentoring/training purposes. The desk-selection process is jointly agreed upon by Management and the Union. In the event the Supervisor grants his/her team members to pick their own desk within the team's assigned area, the process of employees picking desks will be done by seniority in Passport Services at the National Passport Center (the person with most seniority shall pick first, the person with the least seniority shall pick last). Any employee with a documented medical need should bring this to the

attention of Management and the Union before the selection process begins and this need will be taken into consideration in assigning an adjustable work station. In instances where there is a tie in seniority and two or more employees desire the same desk, then a random method of allocation (e.g., coin flip, picking a name out of a hat) shall be used and witnessed by a Union Steward.

2. There are approximately 60 sit/stand workstations, or 120 available slots combined for first and second shift. Employees who have requested accommodation demonstrated by supportable medical documentation approved by MED will be given priority consideration. The remaining stations will be filled randomly, with the understanding that those assigned to a sit/stand workstation may need to give up their desk for someone or even on a temporary basis due to the needs of the office. In such event, appropriate notice will be given to the employee who currently occupies the sit/stand workstation and arrangements will be made to provide them with another work station.
3. National Passport Center Management retains the right under Article 5 to assign teams.
4. Management retains the right under Article 5 to assign GS-12 supervisors to teams.
5. Employees may request to move to an open/available desk on either floor. Seniority shall be used to determine distribution of open/available desks when more than one employee makes a request for an open/available desk. Management must approve the request before a move to an open/available desk is made. No employee may bump an employee from a desk that he or she is currently using. Pending supervisor approval, an employee may move to an open desk as a remedy for a documented, proven extenuating circumstance that demands resolution prior to the next scheduled team personnel rotation.
6. New employees who start work during the year will be assigned to an empty desk in close proximity to their team members.
7. In the event that the rating period for an employee on a Performance Improvement Plan (PIP) is extended and his/her supervisor moves to a different floor, Management may request that the employee move to an open desk on the same floor as the supervisor if such a move would aid in the successful completion of the PIP. If the PIP is successfully completed, the employee may return to his/her desk. Placing an employee on a PIP is a confidential matter.
8. Employees shall be given a reasonable amount of work time in order to relocate to a new desk, and to leave their old desk in an acceptable state for anyone moving to that location.

**Implementation: Immediate**

Signature page for Local Agreement on Seating/ National passport Center

For Management:

Richard R. Stoney for Kanan Pizza

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For the Union:

Wesley Bechar, Sr. Steward

Susan M. 1960 Union Steward

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