



# Negotiated Seating Agreement Seattle Passport Agency



## Negotiated Agreement between PPT/SE and NFFE FL 1998

This local agreement between Seattle Passport Agency Management and Union representatives was negotiated pursuant to Article 12, Section 16 of the Master Agreement Between Passport Services, U.S. Department of State, and the National Federation of Federal Employees (NFFE) Local 1998, IAMAW, AFL-CIO dated July 2009. This local agreement may change upon the establishment of a new negotiated agreement between Passport Services and NFFE.

**Purpose:** To establish desk assignments/seating arrangements, in order to update the 2008 agreement based on current status of construction. This agreement applies only to space currently available to the Seattle Passport Agency on the 9th & 33rd floors in the Jackson Federal Building.


### Seating Arrangement for 2010:

1. The Union and Management will consider the remodel in this building on hold indefinitely (in regard to the 2008 seating agreement) and all desks marked by Management as available for specialists on the attached office layout will be "open" for selection during an "open season" held in January 2010.
2. Employees will move to their new desks by February 2010.
3. The process of employees picking desks will be done by seniority in Passport Services (the person with most seniority shall pick first, the person with the least seniority shall pick last). 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, which shall be witnessed by the Union.
4. Passport Specialists working a part-time schedule may be required to share permanent desks if the number of specialists exceeds the number of available desks. The part-time employee with the higher seniority would pick the desk for the sharing pair. If management determines that it is not necessary that all part-time employees share desks, then only those with the least seniority will be required to do so.
5. In this context, the definition of seniority would be that time spent in non-contract government service anywhere in Passport Services.
6. Any employee with a documented medical need to be on a lower floor (e.g. for building evacuations) should bring this to the attention of Management and the Union before the selection process begins and this need will be taken into consideration.
7. Employees shall be given a reasonable amount of work time (normally one work day) in order to relocate to a new desk, and to leave their old desk in an acceptable state for anyone moving to that location.

## Seating Changes After January 2010

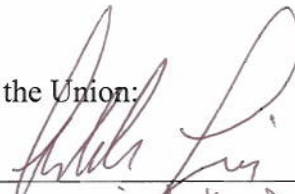

1. After the initial selection process, no employee may bump another employee from their permanent desk.
2. Pending supervisor approval, an employee may move to an open desk as a remedy for a documented, proven extenuating circumstance. Any employee with a documented medical need to be on a lower floor (e.g. for building evacuations) may also make a request for an open desk. Employees in these situations may be granted the open desk even if they have less seniority than another employee.
3. Also, a part-time employee who is desk sharing may request to move to an unassigned desk. Management may request a part-time employee who is not desk sharing to begin sharing, if staffing level changes so require.
4. New employees who start work during the year will be assigned to an empty desk.
5. When previously assigned desks are vacated by an employee, management will provide notice to the union if management determines that it is necessary that the desk no longer remain as an available unassigned desk.
6. In the event that the rating period for an employee on a 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.

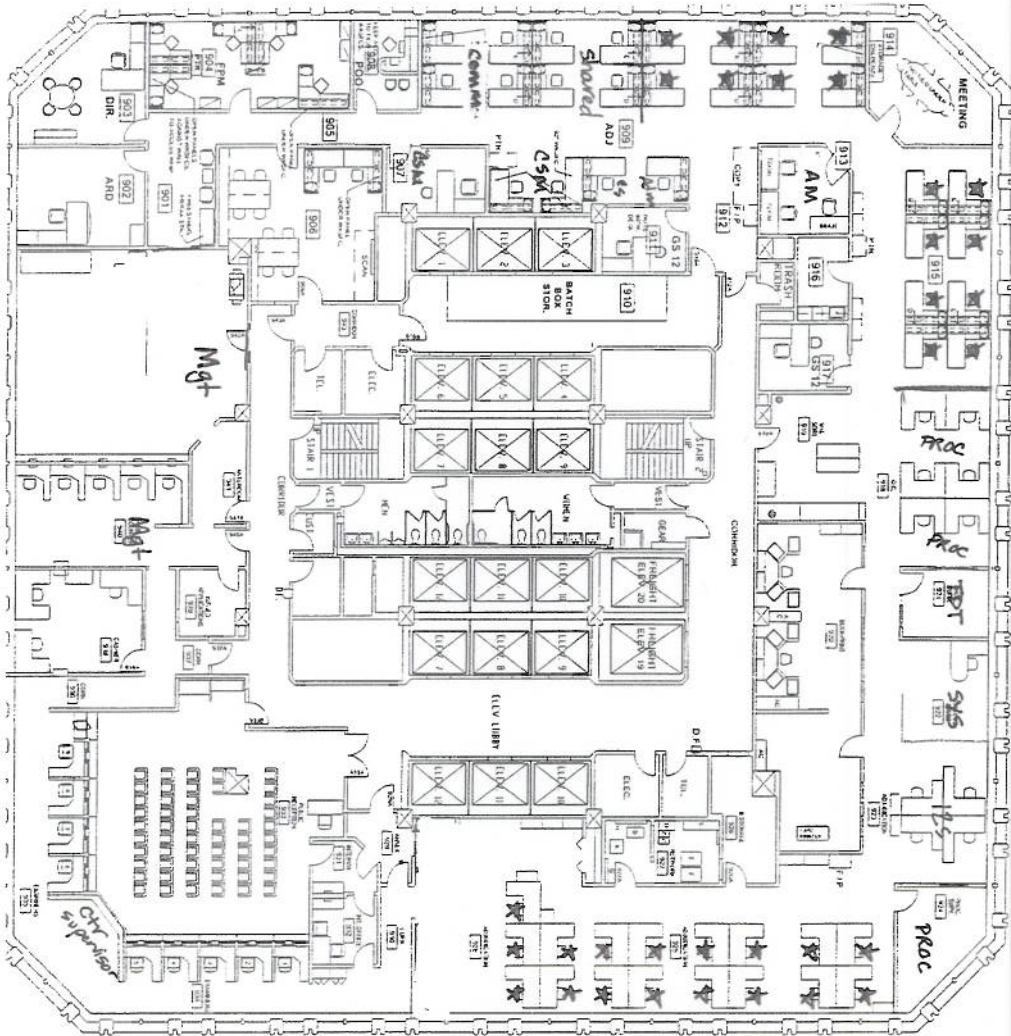
For Management:

 12/24/09

---

For the Union:

 12/24/09  
Michelle Salisbury  
 12/24/09  
BERNARD J. THOMAS



9th floor - adjudication space - for JAN 2010 selection  
 (ADS = ★)

NO.	DATE	REVISION
1	12/10/09	ISSUED FOR PERMITS
2	1/15/10	REVISED FOR PERMITS
3	1/15/10	REVISED FOR PERMITS
4	1/15/10	REVISED FOR PERMITS
5	1/15/10	REVISED FOR PERMITS
6	1/15/10	REVISED FOR PERMITS
7	1/15/10	REVISED FOR PERMITS
8	1/15/10	REVISED FOR PERMITS
9	1/15/10	REVISED FOR PERMITS
10	1/15/10	REVISED FOR PERMITS

SE-9  
 PERMITS  
 SHEET 10



ARYSTONE  
 ARCHITECTS  
 AND ENGINEERS  
 1000 BROADWAY  
 SUITE 1000  
 NEW YORK, NY 10018  
 TEL: 212 691 1000  
 FAX: 212 691 1001  
 WWW.ARYSTONE.COM

CROSSROADS  
 DESIGN LLP  
 1000 BROADWAY  
 SUITE 1000  
 NEW YORK, NY 10018  
 TEL: 212 691 1000  
 FAX: 212 691 1001  
 WWW.CROSSROADSDESIGN.COM

3<sup>rd</sup> FLOOR - adjudication space - for Jan 2010 selection (not to scale)

