

Desk Sharing Agreement

Connecticut Passport Agency

Between

Passport Services and NFFE 1998

1. Desk-sharing will be implemented when no workstations remain available as personal employee desks in the adjudication section.
2. The location of employees' existing seat assignments will not change outside of the process that already occurs under the negotiated seating agreement; only the fact that the workstation is shared will change.
3. Desk-sharing participants will be decided by reverse seniority; the employee having the most recent Entry on Duty (EOD) date at the Connecticut Passport Agency will be the first to share their desk.
4. Ties in seniority will be broken by seniority in federal government (the most recent SCD date is the first to desk-share). If SCD date does not break the tie, a random method (e.g. coin toss) shall be used and witnessed by a Union Steward.
5. While desk-sharing exists at PPT/CT, employee workstations that become vacant will promptly be made available to desk-sharers (rather than selection waiting until the seating agreement's "open season"). Desk-sharers with the most time at PPT/CT will be the first to graduate to their own workstation. Therefore, the person who has been at PPT/CT the longest as a federal employee, and who is desk-sharing, will have first option of open seats.
6. Both employees in a desk-sharing situation will have access to and a key to one of the overhead cabinets, as well as their own three-drawer cabinet.
7. The Agency will take reasonable measures to ensure that employees who share desks are not interrupted more often throughout the workday in comparison to other employees.
8. There will be no less than 22 workstations available to bargaining unit employees as permanent workstations.
9. At the end of workdays when a shared workstation will be turned over to the other employee the following day, the employee working at the desk will be given 15 minutes admin time to leave their desk in an acceptable state for the person using it the following day.

10. Management will make efforts to see that time at a given workstation is equitable between the two passport specialists sharing it. Exceptions to this requirement will be allowed for employees in their first six months as an adjudicator, employees on a Performance Improvement Plan (PIP), or employees on elevated audit (all of which would increase the employee's time at desk adjudication).

For Management:

Heather Blum

James E. Smith

For the Union:

Charles Keely

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