



**United States Department of State**  
**Washington Passport Agency**  
1111 – 19<sup>th</sup> Street, NW, Suite 300  
Washington, D.C. 20036

**Washington Agency Regional Union Management Council Agreement  
Regarding Flexitours and the Compressed Work Schedule**

This Washington Agency Regional Union Management Council Agreement (WARUMCA) is subject to all provisions in the Agreement between Passport Services and the National Federation of Federal Employees – Local 1998, dated July 3, 2001; hereafter referred to as the Agreement. In particular, Article 26 of the Agreement covers procedures, requirements for the Compressed/Alternate Work Schedule (CWS) plans, types of schedules, and modification or restrictions of Flexitours, CWS plans and compressed schedules.

This local agreement is subject to change to comply with any future National Agreement between Passport Services and NFFE, National Union Management Partnership agreements, or directives by Passport Services in conformity with Article 12 and 26 of the Agreement or by a union-management partnership consensus. Article 12 of the Agreement will be used to negotiate changes if there is no agreement in the WARUMC meetings.

**1. NIGHT SHIFT STANDARD HOURS at the WASHINGTON PASSPORT AGENCY**

The *night shift standard* hours at this Agency are 7:00PM until 5:30AM. The public counter is not open during this shift. If the public counter hours are changed by either Washington Agency Management or Passport Services, changes to the core hours will be decided in a Washington Agency Regional Union Management Council meeting in conformity with Article 26 of the Agreement.

*The night shift core hours are 7:15 PM until 5:15 AM. The standard (Article 38) night shift work schedule at this agency is: 7:00 PM until 5:30 AM, with a 30 minute lunch.*

**2. NIGHT SHIFT COMPRESSED WORK SCHEDULE at the WASHINGTON PASSPORT AGENCY**

Night Shift CWS:

*The 10/4 (Four Day Workweek) is the only schedule available to PPT/WN night shift employees. This night shift operates from Monday night to Friday morning and the non-workday is Friday night.*

*This compressed work schedule is defined in Article 26, Sec. 4(b)(1a) of the Agreement as follows:*

b. **Compressed Work Schedule:** Compressed Work Schedules (CWS) are always fixed work schedules. CWS are arranged to enable a full-time employee to complete the basic 80 hour biweekly work requirement in less than 10 workdays. Employees may work a greater number of hours when overtime is authorized, including working on their normally scheduled day off.

(1) *The four-day workweek is one out of the two types of Compressed Work Schedules available in the Department of State.*

(a) Four Day Workweek: a full time employee must work 10 hours a day, 40 hours a week, and 80 hours a biweekly pay period.

*There is one (1) night shift 4/10 CWS (see attached list).*

### 3. FLEXITOURS

*Because a flexitour schedule is an 8-hour schedule, there are currently no flexitour schedules on the night shift.*

### 4. LUNCH and BREAK PERIODS

In conformity with Article 26, lunch period (minimum of 30 minutes) must be incorporated into the workday. This lunch period may not be taken at the beginning or the end of the core time;

There are two separate lunch periods available to employees. Employees may make the request to *change lunch periods to Supervisors and* subject to the approval of the Supervisor. In other than exceptional situations, the Supervisor will not *arbitrarily* change the assigned lunch period. These are the lunch periods:

#### **Early lunch**

11:30 PM - 12:00 AM (midnight) 30 minute lunch schedule (without adding a break)  
11:30 PM - 12:15 AM - 30 minute lunch schedule + 1 break

#### **Late lunch**

12:30 AM - 1:00 AM - 30 minute lunch schedule (without adding a break)  
12:30 AM - 1:15 AM - 30 minute lunch schedule + 1 break

Each employee is allowed a 15 minute break during every 4 hours worked. Employees may schedule break periods with lunch/dinner periods with the approval of the first line supervisor;

There are two separate break periods available to employees.

**First Break Periods**

9:00PM - 9:15PM or 9:15PM - 9:30PM

**Second Break Periods** (only for employees who chose not to schedule their break with lunch/dinner period)

3:00AM - 3:15AM or 3:15AM - 3:30AM

**5. PROCEDURES FOR INDIVIDUALS CHANGING BETWEEN NIGHT AND DAY SHIFTS**

*Employees wishing to move from the night shift to the day shift or vice versa must do so in accordance with Article 38 of the Agreement (Amendment/Supplement added on 05/22/2008).*

*Per this Article, Management will maintain a register of employees who would like to change shifts. When a position becomes available, employees on the register will get first pick at changing shifts. If there are still openings available, Management will choose volunteers to switch shifts based on seniority in Passport Services. Any ties will be broken by random selection such as a coin toss.*

**6. CRITERIA FOR MODIFICATIONS OR RESTRICTIONS TO THE COMPRESSED WORK SCHEDULE (CWS)**

*Employees may be removed from either the Flexitour or the Compressed Work Schedule (CWS) program in accordance with the criteria in Article 26, Section 5, of the Agreement.*

*During emergencies, including workload crises, Washington Agency Management may suspend Flexitours or the Compressed Work Schedule (CWS) program for one pay period during any calendar year after providing notice to the Union and employees.*

*The CWS agreement will be subject to an annual review by the Washington Agency Regional Union-Management Council to determine what modifications, if any, are needed. The CWS agreement is not subject to change without the consensus of the WARUMC.*

**7. OVERTIME:** When Management offers overtime during the week:

1. Employees may increase their workday longer than *their* CWS hours subject to approval by their Supervisor.

2. *CWS employees* may work overtime on their RDO on a schedule agreed to by their Supervisor.

**8. HOLIDAYS – See Article 26 from the contract.**

**9. TRAINING AND OFFICIAL TRAVEL DAYS –**

1. Employer may temporarily move employee from night shift to day shift in order to address the training. When training cannot be accomplished during the night shift. (See Article 38 of the Agreement (Amendment/Supplement added on 05/22/2008).

2. When an employee is scheduled for/enrolled in a US government-funded training class (e.g., a USDA Graduate School or FSI class) outside the Agency, if the training is for more than 4 days, the employee must drop the Compressed Work Schedule (CWS) for that pay period that includes the training or travel.

Dated: 2-24-09

For the Union:

Kevin P. Adams

[Signature]

For Management:

[Signature]

[Signature]

**Federal Employee Work Schedules  
For the Washington Passport Agency**

<p><i>Night Shift CWS Schedule (all times are from PM - AM)</i></p>
---

<p><i>Compressed 10 hr day (4/10 CWS)</i></p>
---

<p><i>7:00PM – 5:30AM (30 minute lunch)</i></p>
---