

Negotiated Agreement Regarding Flexitour and Compressed Work Schedules

Colorado Passport Agency

July 6, 2008

This agreement 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 alternative work schedule (AWS) plans, types of schedules, and modification or restrictions of AWS plans and compressed schedules. Additionally, compressed work schedules are governed by the Flexible and Compressed Work Schedule law.

This local agreement is subject to change to comply with any future national agreement between Passport Services and NFFE, National Union Management Council agreements, or directives by Passport Services in conformity with Article 12 and 26 of the Agreement.

1. Core Hours and Normal Schedule at the Colorado Passport Agency

The core hours at this agency are 7:45 AM until 3:30 PM. The public counter is open from 8:00 AM until 3:00 PM. If the public counter hours are changed by either Colorado management or Passport Services, changes to the core hours will be decided in a Colorado Regional Union Management Council meeting in conformity with Article 26 of the Agreement. Article 12 of the Agreement will be used to negotiate changes if there is no agreement in the Colorado RUMC meetings.

The normal (Article 25) work schedule at this agency is: 7:30 AM until 4:15 PM, with a 45-minute lunch period.

2. Flexitours

This section covers employees who work an 8-hour a day, five days a week full-time schedule. Employees may select either a 30-minute or a 45-minute lunch period. The start and stop times for the schedule must be the same each day.

Examples of the alternative work schedules are on the attached list. There are no limits on the number of employee slots for the schedules that start between 7:00 AM and 7:45 AM. These schedules are arranged in quarter-hour increments. Schedule changes must be submitted in writing and approved by the employee's supervisor.

Once an employee's flexitour schedule is established, the hours are fixed until the employee requests a change in accordance with the procedures in this agreement.

3. Compressed Schedules

At the Colorado Passport Agency only the 5/4-9 compressed schedule plan, in which an employee works eight 9-hour days and one 8-hour day, in a two-week pay period, is available. The 10/4 compressed schedule is not available at this Agency.

The 8-hour work day for all employees will be the first Thursday of the pay period.

The earliest start time for any employee on the compressed schedule is 7:00 AM. No employee may work later than 5:00 PM. An employee may take either a 30-minute or a 45-minute lunch break. The start and stop times for the schedule must be the same each day. These schedules are arranged in quarter-hour increments. A list of the schedules is attached.

If a holiday falls on a non-workday, the employee's preceding workday will be designated as the "in lieu of" holiday. This means that the holiday changes for the employee, but the non-workday does not.

Probationary, temporary, and part time employees may participate in the compressed schedule only with the approval of their immediate supervisors, which may not occur within the first 12 months of employment.

4. Changes to the Compressed Schedule

During a calendar year an employee may request up to two actions regarding the compressed schedule. Actions include: a request to sign up for the compressed schedule or a request to switch the "non-work day." Employees cannot arbitrarily change their non-work days to another day in the week. The request to be on the compressed schedule or change the non-work day must be made in writing to the supervisor and if approved, will take effect no earlier than the next full pay period.

- Available non-work day slots shall be determined by management. There will be at least one non-work day slot available for each day (except Thursdays, which is also the designated 8-hour workday).
- Current participants in the compressed workweek have first pick of open slots according to seniority based at the Colorado Passport Agency.
- New participants pick from the remaining slots. (This is to protect people who have been participating in the compressed workweek from higher seniority employees pre-empting those employees and taking 'prime' slots without having previously participated in the program.)
- Rescheduling opportunities for a compressed schedule will only be available when an employee leaves permanently or during open season (the month of January) each year.
- Management and the Union will review the compressed schedule each year during the month of January to assure fairness and equality in the distribution of employee's compressed schedules.
- No employee can be forced from their slot, unless in accordance with Section 5, Article 26 of the Agreement, with the exception that an employee who is in Leave Without Pay (LWOP) status for more than 6 months will lose his or her day-off slot. When that employee returns from LWOP, he or she may request to be on the compressed schedule again, but must pick from the remaining available slots for non-work days as declared by management.
- If an employee no longer desires to work a compressed schedule, changes to work a flexitour or normal work schedule may be made starting the next pay period; however, if an employee who has already made two changes to their schedule, a third may not be made until open season.
- Available non-work day slots only become available if an employee leaves on a permanent basis and are subject for management to reschedule. If an employee leaves only on a temporarily basis, then his or her slot does not open up for rescheduling.
- If an employee leaves and desires to work a compressed work schedule upon return, then the employee may choose only from the open slots available and will not be guaranteed the same compressed work schedule that the employee had when he or she left.

5. Training and Official Travel Days

When an employee is enrolled in a Government-funded training class (i.e. a USDA Graduate School or FSI class) or is on official travel, the employee must arrange with his or her supervisor to switch the non-work day to another day to accommodate the training or travel days. If the training or travel is for more than 3 days, then the employee must drop the compressed schedule for the pay period that includes the training or travel.

Training and Schedules:

- a. Employees on the 8-hour schedule - When employees are enrolled in a full day training class and work an 8-hour schedule, they are not expected to come into the Colorado Passport Agency prior to or after the class.
- b. Employees on an 8-hour early departure schedule – Employees on the schedules with the ending time of 3:30 or 3:45 PM must arrange their schedules to depart at the end of the class.
- c. Employees on a 9-hour compressed schedule – When employees on a 9-hour compressed schedule have classes for a full day, they are required to work an hour in the Agency since the training is set for 8-hour classes (only if training is on premises).

6. Lunch Times

Lunch periods need to be scheduled between 11:00 a.m. and 2 p.m. (Article 25). Lunch periods may be 30 minutes or 45 minutes, either which may be combined with a 15 minute break (Article 26).

7. Procedures for Changes to Flexitours and Compressed Work Schedules

As is provided in Article 26, Section 2 of the Agreement, each employee who wishes to participate in a flexitour or the compressed schedule must submit a written request (e-mail acceptable) to the Regional Director through his or her immediate supervisor and the Adjudication Manager.

An employee who withdraws from a flexitour, drops the compressed schedule, or changes his or her flexitour must provide two weeks written notice through his or her supervisor to the Regional Director.

Employees may be removed from either the flexitour or the compressed schedule in accordance with the criteria in Article 26, Section 5, of the Agreement.

During emergencies, including workload crises, Colorado management may suspend flexitours or the compressed schedule for one pay period during any calendar year after providing notice to the union and employees. If Management then proposes to extend the suspension of an AWS for more than one pay period, it must notify the Union and provide an opportunity to negotiate as appropriate over the issue prior to the extension (Article 26).

Employees requesting a temporary change to a work schedule in accordance with Article 26, Section 2 (c) or (e) of the Agreement should submit their request in writing to their supervisor for approval.

**Available Federal Employee Work Schedules
For the Colorado Passport Agency**

July 2008

8 hour Flexitour Schedules

7:00 – 3:30 (30 minute lunch)

7:00 – 3:45 (45 minute lunch)

7:15 – 3:45 (30 minute lunch)

7:15 – 4:00 (45 minute lunch)

7:30 – 4:00 (30 minute lunch)

7:45 – 4:15 (30 minute lunch)

7:45 – 4:30 (45 minute lunch)

Standard Work Schedules

7:30 – 4:15 (45 minute lunch)

9 hour Compressed Work Schedules

7:00 – 4:30 (30 minute lunch)

7:00 – 4:45 (45 minute lunch)

7:15 – 4:45 (30 minute lunch)

7:15 – 5:00 (45 minute lunch)

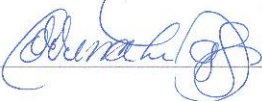
8. Supervisory Coverage

Currently, supervisory coverage at the Colorado Passport Agency can handle Monday thru Friday, 7:00 a.m. to 5:00 p.m.

9. Implementation and Effective Date

The date that this agreement shall be implemented will be pay period 14 starting on July 6th, 2008.

Signed  Sherman Portell, Regional Director
Date: 06/19/2008

Signed  Corrina Davis, Senior Union Steward
Date: 06/19/2008

Signed  Deborah Hetrick, Union Steward
Date: 06/19/2008