

**Negotiated Agreement Regarding FLEXITOUR  
and COMPRESSED WORK SCHEDULE (CWS) at the Philadelphia Passport Agency  
November 10, 2016**

This agreement is subject to all provisions in the Master Agreement between Passport Services and the National Federation of Federal Employees, IAMAW Local 1998 (Union) dated July 20, 2009; hereafter referred to as the Master Agreement; and, is not intended to change or modify the Master Agreement, Department Regulations, or appropriate Law. This agreement is subject to change in order to comply with any future Law, Department Regulation, agreements between Management and the Union (Local or National level); and, Passport Services directives in accordance with Master Agreement Article 6, Section 8 and Article 12, Section 16 (f) (vi).

This agreement will remain in effect for a minimum of two years from the date of its execution. Thereafter, each party will have the unilateral right to cancel or reopen the agreement, and, the agreement will remain in effect until one of the parties does so.

**Core Hours and Regular Work Schedule**

The core hours at the Philadelphia Passport Agency are **8:30 am to 4:00 pm** in order to accommodate customer needs. Any changes to the core hours will be negotiated in accordance with Article 26 of the Master Agreement. No changes will be made to the core hours unilaterally and the status quo will remain in effect until agreement has been reached. Article 12 of the Master Agreement will be used to negotiate changes if there is no agreement in Philadelphia Passport Agency Union Management Committee (UMC) meetings.

In accordance with Article 25 of the Master Agreement, Philadelphia Passport Agency's normal work schedule is: 8:00 am to 4:45 pm (with a 45 minute lunch period) or 8:00 am to 4:30 pm (with a 30 minute lunch period):

- 12:00 p.m. – 12:30 p.m. (30 minute lunch period)
- 12:00 p.m. – 12:45 p.m. (45 minute lunch period)
- 12:45 p.m. – 1:15 p.m. (30 minute lunch period)
- 12:45 p.m. – 1:30 p.m. (45 minute lunch period)

A BUE on a normal work schedule may request to change his/her lunch period during a Compressed Work Schedule/FLEXITOUR open season (January and August).

**Eligibility**

Bargaining Unit Employees (BUEs) must meet the requirements set forth in Article 26, Section 6. Exceptions to this eligibility requirement may be made for employees in accordance with the Master Agreement. Management will make every effort to accommodate such cases provided such cases do not interfere with the Agency's overall mission.

## **Implementation**

The Philadelphia Passport Agency will implement the FLEXITOUR and COMPRESSED WORK SCHEDULE (CWS) Alternative Work Schedules on December 1, 2016. If a BUE is requesting a FLEXITOUR or CWS schedule, the BUE must submit the request, in writing, to their first-line supervisor not later than November 25, 2016.

### **Section 1 Flexible Work Schedule**

A Flexible Work Schedule (FWS) is a voluntary change to the hours during which an employee will work, but not the total hours that an employee will work in a given day. This encompasses employees who wish to remain on an 8 hour-per-day, 5 day-per-week full-time schedule. The employee may either select a designated 30 or 45 minute Lunch period. The start and stop times for the schedule must be the same daily.

BUEs currently with an 8:45 am FLEXITOUR work schedule start time shall be permitted to retain the 8:45 am start time and end time, based upon a 45 or 30 minute lunch period:

8:45 am to 5:15 pm (with 30 minute lunch period)  
8:45 am to 5:30 pm (with a 45 minute lunch period)

Flexible Work Schedules are below:

Monday – Friday: 7:45 am to 4:15 pm (30 minute lunch period)  
Monday – Friday: 7:45 am to 4:30 pm (45 minute lunch period)  
Monday – Friday: 8:00 am to 4:30 pm (30 minute lunch period)  
Monday – Friday: 8:00 am to 4:45 pm (45 minute lunch period)  
Monday – Friday: 8:15 am to 4:45 pm (30 minute lunch period)  
Monday – Friday: 8:15 am to 5:00 pm (45 minute lunch period)  
Monday – Friday: 8:30 am to 5:00 pm (30 minute lunch period)  
Monday – Friday: 8:30 am to 5:15 pm (45 minute lunch period)

There are no limits on the number of BUE slots for the schedules that start between 7:45 am and 8:30 am, which are arranged in quarter-hour increments. No BUEs on Flexible Work Schedule may have regular work hours later than 5:15 pm.

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

FLEXITOUR open season will be each year during the months of January and August. Management and the Union will review the FLEXITOUR schedule during open seasons.

### **Procedures for Changes to FLEXITOUR**

A BUE who wishes to participate in a FLEXITOUR schedule must submit a written request by email to his/her first-line supervisor during open seasons (January and August). Each BUE

wishing to withdraw, drop, or change his/her FLEXITOUR work schedule or lunch period must provide two weeks written notice through his/her first-line supervisor. Each BUE may withdraw, drop or change his/her FLEXITOUR work schedule twice during a calendar year, in addition to the January/August open seasons.

In accordance with Article 26, Section 2 (c) or (d) of the Master Agreement, each BUE requesting a “temporary” change to his/her work schedule must submit his/her request, in writing, to his/her first-line supervisor.

### **Lunch Periods**

BUEs may select a 30 or 45 minute lunch period:

- 12:00 p.m. – 12:30 p.m. (30 minute lunch period)
- 12:00 p.m. – 12:45 p.m. (45 minute lunch period)
- 12:45 p.m. – 1:15 p.m. (30 minute lunch period)
- 12:45 p.m. – 1:30 p.m. (45 minute lunch period)

Management will assign lunch periods. To the extent possible, lunch periods will be based on the employee’s selection unless there is a workload requirement necessitating changing a BUE’s lunch period as stated in Article 26, Section 3, (a) (ii).

## **Section 2 Compressed Work Schedule (CWS)**

### **OVERVIEW:**

The Compressed Work Schedule (CWS) is intended to balance the demands of the workplace with the needs of families, to promote the national interest in preserving family integrity, as well as to enhance employee morale, work performance, and productivity. Fulfillment of these mutual benefits depends on both managers and employees sharing responsibility and accountability for carefully following the procedures and making them work as intended.

### **POLICY:**

The CWS will consist of one five-day work week and one four-day work week, totaling 80 work hours in each bi-weekly pay period. The work schedule will consist of:

- (1) Eight 9-3/4 hour days (45-minute Lunch period included), one 8-3/4 hour day (45 -minute Lunch period included), and one Regular Day Off (RDO) in each pay period; or,
- (2) Eight 9-1/2 hour days (30-minute Lunch period included), one 8-1/2 hour day (30-minute Lunch period included) and one Regular Day Off (RDO) in each pay period.

Work days begin at 7:45 a.m. and end at 5:30 p.m. (45 minute Lunch period) or begin at 7:45 a.m. and end at 5:15 p.m. (30 minute Lunch period), Monday through Friday, except on the second Wednesday of each pay period, when a BUE selects one of the following work schedules:

(1) An eight hour work day beginning at 7:45 a.m. and ending at 4:30 (45 minute Lunch period); or an eight hour work day beginning at 7:45 a.m. and ending at 4:15 p.m. (30 minute Lunch period).

(2) An eight hour work day beginning at 8:00 a.m. and ending at 4:45 p.m. (45 minute Lunch period); or an eight hour workday beginning at 8:00 a.m. and ending at 4:30 p.m. (30 minute Lunch period).

**A. Eligibility:**

Participation in the CWS program is voluntary. Newly hired employees, employees who have been given leave warning letters, are on leave restriction, or who are performing below the fully successful level may not participate in the CWS.

**B. Definitions:**

1. **Compressed Work Schedule (CWS)** - The agency will use what is commonly called a 5/4/9 schedule. This means an employee will work nine days in a two-week pay period, i.e., five days in one week and four days in the other. The work hours are inflexible and do not change.

**SPECIAL NOTE: Employees may not “skip” lunch periods or rest breaks to shorten the work day**

2. **Working Hours** - Time periods of the day during which each employee will complete the designated number of hours for his or her work day. PPT/PA **CWS hours are no earlier than 7:45 a.m. and no later than 5:30 p.m.**, Monday through Friday. In accordance with Passport Services Action Memo for DAS; Subject: Employee Duty Station during FSI Training, dated September 2, 2014; and, Article 26, FLEXITOUR and Other Alternative Work Schedules, Section 6, Criteria for Modification or Restriction of Alternative Work Schedules, FLEXITOUR and other Alternative Work Schedules, the use of Alternative Work Schedules by a BUE will be temporarily suspended when a BUE is attending FSI formal training, as well as other criteria stated in Article 26, Section 6.

3. **Public Counter Hours** - Each Section must be adequately staffed to provide required service and assistance to the public. PPT/PA public counter hours are from 8:00 a.m. - 3:00 p.m., Monday through Friday.

4. **Core Hours** - That period of time during the normal workday when all full-time employees are required to be present unless excused by their supervisor.

5. **Overtime** - Work or duty time in excess of 9 hours in a 9- hour scheduled day, 8 hours in an 8-hour scheduled day, or more than 80 hours in a pay period that is authorized in accordance with existing statutes and regulations.

6. **Lunch Periods** – BUEs may select a 30 or 45 minute lunch period below:

12:00 p.m. – 12:30 p.m. (30 minute lunch period)

12:00 p.m. – 12:45 p.m. (45 minute lunch period)

12:45 p.m. – 1:15 p.m. (30 minute lunch period)

12:45 p.m. – 1:30 p.m. (45 minute lunch period)

Management will assign lunch periods. To the extent possible, lunch periods will be based on the employee's selection unless there is a workload requirement necessitating changing a BUE's lunch period as stated in Article 26, Section 3, (a) (ii).

7. **Designated Holidays, Training and other Administrative Days** - When a holiday or training/administrative day falls on one of the employee's regularly scheduled workdays, the employee will be credited with **9 hours** of holiday, training or administrative leave, respectively.

When an employee's Regular Day Off (RDO) falls on a holiday, the employee's holiday will be the previous work day. For example, if the RDO falls on a Monday holiday, then the employee's holiday will be the previous Friday (9 hour work day).

8. **Leave Usage** – Employees taking a full day of leave will be charged the number of hours they were scheduled to work that day. If scheduled to work 9 hours on that day, the employee will be charged 9 hours of leave. If scheduled to work 8 hours on that day, the employee will be charged 8 hours of leave. Employees will **not** be allowed to request 8 hours of leave for a day they were scheduled to work 9 hours and make up the missing hour by working 9 hours on the day they were scheduled to work 8 hours.

### **C. Procedures:**

1. **CWS Participation:** Employees shall request, in writing, approval of work schedules from their immediate supervisors by completing the agency CWS request form (see attachment). The schedule shall establish the tour of duty starting and ending times, the Agency's CWS Regular Day Off (RDO), eight hour work day (second Wednesday of each pay period) and comply with the requirement that 80 hours of work be performed during each bi-weekly pay period.

2. **Leave:** At the beginning of each six-month period, CWS participants must re-apply for CWS and non-participants may request to join CWS. When establishing the work schedule, employees must indicate their preferred Regular Day Off (first choice, and, second choice RDO) during the biweekly pay period. One (1) RDO day choice must be a Tuesday, Wednesday or Thursday (excluding the second Wednesday of each pay period). The work schedule must be approved by the employee's supervisors and the Agency Director.

**3. Number of CWS Participants:** To adequately meet the anticipated demands of the public and other employees, the Director, in concert with the management team and coordination with Union Stewards, will predetermine the number of CWS participants from each section that can be off on any given week day. If too many participants select the same day off, Management will assign the day off to the BUE who has not recently been granted the day. Employees who had days off in the middle of the week will have first choice for the more desirable Mondays and Fridays. Submission of the work schedule does not guarantee the requested RDO.

**4. Documentation:** Supervisors shall retain a copy of their employees' approved work schedules and shall provide copies to the agency timekeeper. Employees may discontinue participation in CWS by informing supervisors, in writing. With the formal written request, their participation in CWS will cease the *following* pay period.

**5. Rest Breaks.** CWS participants are entitled to 15-minute rest breaks during each four (4) hours worked.

**6. CWS Participation.** BUEs who wish to participate in a CWS schedule must submit a written request by email to their first-line supervisor during open season (January and August). BUEs wishing to withdraw, drop, or change their CWS work schedule or lunch period must provide two weeks written notice through their first-line supervisor. BUEs may withdraw, drop or change their CWS work schedule twice during a calendar year, in addition to the January/August open seasons.

**E. EVALUATION:**

Evaluation of the Compressed Work Schedule (CWS) will be conducted by the Director/Assistant Director quarterly.

**COMPRESSED WORK SCHEDULING REQUEST**

EMPLOYEE NAME \_\_\_\_\_

SECTION \_\_\_\_\_

I want to participate in the Alternative Work Schedule, Compressed Work Schedule (CWS) program and submit the following request for my pay period schedule.

I understand my tour of duty commences at 7:45 a.m., Monday through Friday and 7:45 a.m. or 8:00 a.m. on the second Wednesday of each pay period.

Enter your **first preference** for a Regular Day Off (RDO) in the table below:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 1 OF PP					
WEEK 2 OF PP			<b>8 HOUR workday</b> 7:45 a.m. to 4:30 p.m. 7:45 a.m. to 4:15 p.m. or 8:00 a.m. to 4:45 p.m. 8:00 a.m. to 4:30 p.m.		

Second choice for Regular Day Off (RDO) is Week \_\_\_\_ of PP and day \_\_\_\_\_.

**NOTE:** If your Regular Day Off (RDO) first preference is a Monday or Friday, the second choice **MUST BE** a Tuesday, Wednesday or Thursday (excluding the second Wednesday of each pay period)

**CIRCLE ONE LUNCH PERIOD:**

- 12:00 p.m. – 12:30 p.m. (30 minute lunch period)
- 12:00 p.m. – 12:45 p.m. (45 minute lunch period)
- 12:45 p.m. – 1:15 p.m. (30 minute lunch period)
- 12:45 p.m. – 1:30 p.m. (45 minute lunch period)

\_\_\_\_\_  
 Employee's Signature Date \_\_\_\_\_

**SUPERVISORY APPROVAL**

APPROVED     DISAPPROVED

\_\_\_\_\_  
 FIRST LINE SUPERVISOR/DATE

APPROVED     DISAPPROVED

\_\_\_\_\_  
 SECOND LINE SUPERVISOR/DATE

APPROVED     DISAPPROVED

\_\_\_\_\_  
 DIRECTOR/ASSISTANT DIRECTOR

Management:

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Orlando L. Rivera, Director

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Anthony Maisano, Assistant Director

Union:

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Rachel Specht, Union Steward

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Lee Wentz, Trustee

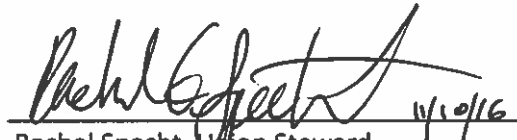


Management:

  
Orlando L. Rivera, Director 11/10/2016

  
Anthony Maisano, Assistant Director 11-10-2016

Union:

  
Rachel Specht, Union Steward 11/10/16

  
Lee Wentz, Trustee 10 NOV 16