

**Seattle Passport Agency
Local Agreement on Seating
UMC Date –May 29, 2008**

This Seattle local agreement between Management and Union representatives was negotiated pursuant to Article 12 and Article 8, Section 1h of the Agreement Between Passport Services, U.S. Department of State, and the National Federation of Federal Employees (NFFE) Local 1998, IMAAW, AFL-CIO dated July 2001. This local agreement may change upon the establishment of a new negotiated agreement between Passport Services and NFFE.

Purpose: The Seattle Passport Agency has acquired new space on the 9th floor and 18th floor of the Jackson Federal Building and undergoing renovations to the rest of the space on the 9th and 33rd floors. The purpose of this local agreement is to cover the impact and implementation of desk and seating arrangements for passport specialists, who are all bargaining unit employees, after construction.

Seating Arrangements After Construction:

After construction is completed the Adjudication Section will be divided between the 9th and 33rd floors. On the 9th floor there will be offices for one Adjudication Manager and five GS-12 Supervisory Passport Specialists and there will be desks for five teams of passport specialists. On the 33rd floor there will be offices for one Adjudication Manager and three GS-12 Supervisory Passport Specialists and desks for three teams of passport specialists. The timeline for completion of construction and furniture deliveries for all of the new space is indefinite and may take as long as two years to complete.

1. When the final floor plans for the 9th and 33rd floors are set by Passport Services and GSA, employees may pick their desks. The desk-selection process is jointly agreed upon Management and the Union. 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). 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. 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.
2. Seattle Passport Agency Management retains the right under Article 5 to assign teams.
3. Management retains the right under Article 5 to assign GS-12 supervisors to teams.

4. There will be an open season during December for employees to request to move to an open desk on either floor. Seniority shall be used to determine distribution of open desks. No employee may bump an employee from a desk that he or she is currently using. Pending supervisor approval, an employee may move to an open desk outside of an open season as a remedy for a documented, proven extenuating circumstance that demands resolution prior to the next open season.
5. New employees who start work during the year will be assigned to an empty desk in close proximity to their team members. These new employees may request a new desk during an open season.
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.
7. Employees shall be given a reasonable amount of work time in order to relocate to a new desk, and to leave their old desk in an acceptable state for anyone moving to that location.

Implementation: 2009 or 2010 with Final Construction Completion and Furniture Delivery

For Management:

Storven Bohart

Regional Director

5/29/2008

For the Union:

Prof. H. J. E.

Senior Steward

5/29/2008