



**Negotiated Work Agreement
CA/PPT/VT and NFFE 1998
(December 5, 2017)**

This local agreement is subject to all provisions in the Master Agreement between Passport Services and the National Federation of Federal Employees – Local 1998, dated July 20, 2009; hereafter referred to the Agreement. In particular, Article 26 of the Agreement covers procedure, requirements for alternative work schedules (AWS) plans, types of schedules, and 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, or National Union Management Committee agreements.

Core Hours and Normal Schedule at the Vermont Passport Agency

The core hours at this agency are 8:00 AM until 3:30 PM, The public counter is open from 8:00 AM until 3:00 PM, to accommodate customer needs. No changes will be made to the core hours unilaterally and the status quo will remain in effect until agreement has been reached. Changes to the core hours will be decided in a Vermont Union Management Committee (UMC) meeting prior to the schedule change and in conformity with Article 26 of the Agreement. Article 12 will be used to negotiate changes if there is no agreement in the Vermont UMC meetings.

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The standard work schedule at this agency is 7:00 AM until 3:30 PM, which includes time for lunch and breaks as defined in the provisions of Article 25 of the CBA with the specifics pre-determined between the Supervisor and BUE and adjusted as needed.

Eligibility for adjusting work schedule

All fulltime bargaining Unit employees are eligible to participate in the regular shift schedule, the Alternate Work Schedule (AWS) or the compressed work schedule (CWS). However, a BUE may be identified as ineligible to work an Alternative Work Schedule or Compressed Work Schedule based on Article 26 Section 6, "Criteria for Modification or Restriction of Alternate Work Schedule" ¹

Standard shifts

Definition:

The standard shift is a standard 8 hour workday with fixed start and finish times. Once selected, the hours are fixed until the employee makes a written request during a time period specified by a local agreement/policy.²

Options:

The available schedule options for standard shifts are listed below:

1. 7:00 AM to 3:30 PM
2. 7:30 AM to 4:00 PM
3. 8:00 AM to 4:30 PM

Alternate Work Schedule (9/5/4)

Definition:

This work schedule allows the BUE to work eight 9hr days and one 8hr day for a total of 80hrs during a pay period. With this plan the BUE is provided one additional non-work day during each pay period. ³

¹ Article 26 Section 6 (Pg. 75-76) of the Master Agreement

² Article 26 Section 5 (Pg. 74) of the Master Agreement

³ Article 26 section 3 of the Master Agreement

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Options:

Monday, Wednesday and Friday are the three non-work days available for BUEs to request as their day off. Each pay period will afford the first and second Monday, the first and second Wednesday and the first and second Friday for a total of six possible “off” days for BUEs to select. The one 8hr day will be designated as the same day of the week as the employees AWS day in the other week of the pay period.

Below are the available AWS work schedules as agreed upon by Agency Management and the Union:

AWS First Monday Pay Period					
Mon	Tue	Wed	Thu	Fri	Hours
AWS off	9	9	9	9	36
8	9	9	9	9	44

AWS Second Monday Pay Period					
Mon	Tue	Wed	Thu	Fri	Hours
8	9	9	9	9	44
AWS off	9	9	9	9	36

AWS First Wednesday Pay Period					
Mon	Tue	Wed	Thu	Fri	Hours
9	9	AWS off	9	9	36
9	9	8	9	9	44

AWS Second Wednesday Pay Period					
Mon	Tue	Wed	Thu	Fri	Hours
9	9	8	9	9	44
9	9	AWS off	9	9	36

AWS First Friday Pay Period					
Mon	Tue	Wed	Thu	Fri	Hours
9	9	9	9	AWS off	36
9	9	9	9	8	44

AWS Second Friday Pay Period					
Mon	Tue	Wed	Thu	Fri	Hours
9	9	9	9	8	44
9	9	9	9	AWS off	36

Compressed Work Schedule

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Four Day Workweek (4/10)s

Eligible specialists can choose to work four days per week, ten hours per day as their normal schedule. Available days off are Monday, Wednesday and Friday.

From October 1st until March 31st the ten hour day will run from 7 am until 530 pm, including lunch.

From April 1st until September 30th the day will run from 6 am until 430 pm.

In light of the significant managerial burden of maintaining coverage for a 10 hour work day when managers are not permitted to work a 4/10 schedule, a minimum participation threshold of 25% of eligible BUEs is required to initiate and maintain this schedule option. If this level is not achieved Management retains the option of offering the schedule on a voluntary basis, keeping the option to suspend the program with two weeks notice and require participating BUEs to select an available 9/5/4 or standard 8 hour schedule. If a CWS schedule is cancelled by Management the impacted individuals will have the opportunity to transition to available 5/4/9 schedules or to any standard shift.

Procedures for Initiating and Adjusting AWS schedules –

Open seasons based on seniority:

There shall be an open season scheduled ahead of the first pay period in April and again ahead of the first pay period in October. During an open season, A BUE may request to begin, change or end an AWS schedule. Management will notify the BUEs of the Open Season at least one pay period in advance. BUEs will submit all requests through their Supervisors. Management will compile all requests and publish an updated AWS schedule.

In the interest of ensuring fairness while enabling the agency to operate effectively with sufficient staff on hand at any given time, the principle of seniority will be the basis for allocating work schedules among BUEs. Sufficient staff is defined as having not more than 25% of the Agency BUEs scheduled be absent on a given work day based on AWS schedules. Staff absences from annual leave, sick leave, training or other reasons do not count towards this 25% cap.

Prior to each open season, the Union will provide Management a list of BUEs rank ordered by seniority (as defined by the Union). Using this list, Management will then work down the list sequentially granting each eligible BUE their preferred schedule. If a preferred schedule is not available, the BUE will be advised of potential alternatives and given the chance to select those.

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The Union recognizes that the need for Management to have no more 25% of the Agency BUEs scheduled be absent on a given work day based on AWS and Compressed work schedules.

Should staffing levels create a situation where management deems the demands of maintaining the AWS schedule untenable, or participation in the 4/10 schedule falls below the required level, Management will seek to resolve the situation through discussion with the Union. Management reserves the right to adjust schedules and/or suspend AWS schedules if necessary. If a 4/10 schedule is cancelled by management the impacted individuals will have the opportunity to transition to available 5/4/9 schedules or to any standard shift.

When Management publishes the new AWS schedule it will be the official schedule for the Agency.

A BUE does not require a specific reason for requesting a change in their schedule. If Agency Management requires a BUE to change their schedule, they must provide a specific reason to the BUE in writing before the change is placed in effect. If a BUE wishes to convert to a standard Agency 8 hour shift schedule, they may do so at any time by providing a written notice to their Supervisor two weeks prior the schedule change.⁴

When a passport specialist completes their probationary period (generally at the one year mark) and becomes eligible to participate in the AWS schedule, that individual will have an opportunity at that time to select any available AWS opening.

Duty Officer

Currently at PPT/VT, BUEs are not required or requested to serve as Agency duty officers. Agency Management has assumed this responsibility. Should Agency Management require or request BUEs serve as Agency duty officers, Agency Management and the local Union Stewards will bargain an agreement. This agreement must meet all the requirements outlined in Article 30 of the Master Agreement.

Reference

For the purpose of brevity, the Master Agreement Between Passport Services and the National Federation of Federal Employees – Local 1998, Federal District 1, International Association of Machinists and Aerospace Workers , AFL-CIO shall be referred as “the Master Agreement” in this document

This agreement will be expire one year from the date of signature pending renegotiation by the parties.

LIMITATIONS AND TERMS:

⁴ Article 26 section 2 paragraph E of the Master Agreement

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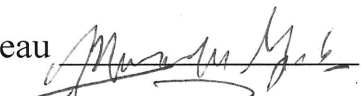
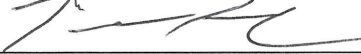
This agreement will take effect on the second full pay period 2018 (pay period 2). The agreement will be revisited in one year with the intent of renegotiation at that time to address concerns by either party.

This agreement shall be in effect for three years after signature, unless amended to extend in part or in full.

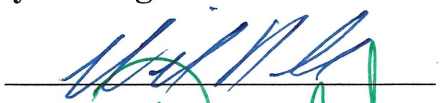

Dates for 2018-2019

- I. January 22nd 2018 – March 30 2018 (pay period 2-6)
- II. April 1 2018 - September 28 2018 (pay period 7-19)
- III. October 1 2018 – April 2019 (pay period 20-TBD)

Union Representatives:

VT Chief Steward Marc Goudreau  Date: 3/19/2018
VT Steward Trevor Kuroczka  Date: 03-19-2018

Vermont Passport Agency Management

Director William Swaney  Date: 3/19/2018
Assistant Director Brandon Carter  Date: 4/10/18

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Sample form for soliciting BUE request for scheduling

PPT/VT 2018 AWS Preference Form		
Employee Name:		Supervisor:
Shift	4/5/9	4/10
Check here <input type="checkbox"/> (circle below)	Check here <input type="checkbox"/> (circle below)	Check here <input type="checkbox"/> (circle below)
0700 - 1530	1st Monday	Monday
0730 - 1600	2nd Monday	Wednesday
0800 - 1630	1st Wednesday	Thursday
	2nd Wednesday	
	1st Friday	
	2nd Friday	