

Negotiated Agreement Regarding Flexitour and Compressed Work Schedules

Seattle Passport Agency November 17, 2004

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 Seattle 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. If the public counter hours are changed by either Seattle management or Passport Services, changes to the core hours will be decided in a Seattle Regional Union Management Council meeting in conformity with Article 26 of the Agreement. Article 12 of will be used to negotiate changes if there is no agreement in the Seattle RUMC meetings.

The normal work schedule at this agency is: 8:00 AM until 4:45 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 7:15 AM and 8:00 AM. These schedules are arranged in quarter-hour increments. Schedule changes must be submitted in writing and approved by the employee's supervisor.

There are only a total of four slots available for employees to work schedules that end before 4:00 PM. Three of these slots are for the Adjudication Section and one for government processing clerks. The earliest start time for an employee to be on a schedule that ends before 4:00 PM is 7:00 AM, with the only exceptions listed below. Employees must request these slots in writing to their supervisors. Vacant slots will be allocated by seniority in Passport Services.

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.

Special Exceptions for Employees in Flexitour Schedules

Limited exceptions to the 7:00 AM start time will be allowed for the following employees to have the schedules listed below:

Terry Hamilton 8 hour day: 6:45 AM – 3:30 PM (45 minute lunch)

Joanne Piergrossi 8 hour day: 6:45 AM – 3:30 PM (45 minute lunch)

Richard Wanderer 8 hour day: 6:45 AM – 3:30 PM (45 minute lunch)

These exceptions are limited to these employees. If any of these employees drops from or is removed from these start times, the slot will no longer be available to that employee or to any other employee. Requests for temporary changes to work schedules are addressed in Section 7 of this agreement.

Any of these employees may change the time of their lunch schedule or the length of the lunch schedule and remain on these special exception schedules.

3. Compressed Schedules

At the Seattle 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 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, with the exceptions for the employees listed below. 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 five schedules is attached.

To be eligible to request the compressed schedule, an employee must not be in his or her initial-hire training period of 12 months.

Special Exceptions for Employees on the Compressed Schedules

Limited exceptions to the 7:00 AM start time will be allowed for the following employees to have the schedules listed below:

Rob Arnold	9 hour day:	6:45 AM – 4:15 PM (30 minute lunch)
	8 hour day:	7:25 AM – 4:10 PM (30 minute lunch)
Pat Ellingson	9 hour day:	6:45 AM – 4:15 PM (30 minute lunch)
	8 hour day:	7:45 AM – 4:15 PM (30 minute lunch)
Jahn Farrington	9 hour day:	6:55 AM – 4:40 PM (45 minute lunch)
	8 hour day:	7:25 AM – 4:10 PM (45 minute lunch)
Sandra Gaston	9 hour day:	6:45 AM – 4:15 PM (30 minute lunch)
	8 hour day:	7:30 AM – 4:00 PM (30 minute lunch)
Tom Lorbeer III	9 hour day:	6:45 AM – 4:15 PM (30 minute lunch)
	8 hour day:	7:30 AM – 4:00 PM (30 minute lunch)
Nathaniel Miller	9 hour day:	6:45 AM – 4:30 PM (45 minute lunch)
	8 hour day:	7:15 AM – 4:00 PM (45 minute lunch)
Thanh Phuong	9 hour day:	6:50 AM – 4:20 PM (30 minute lunch)
	8 hour day:	7:30 AM – 4:00 PM (30 minute lunch)
Denise Sleister	9 hour day:	6:45 AM – 4:15 PM (30 minute lunch)
	8 hour day:	7:15 AM – 4:00 PM (45 minute lunch)

These exceptions are limited to these employees. If any of these employees drops from or is removed from these start times, the slot will no longer be available to that employee or to any other employee. Requests for temporary changes to work schedules are addressed in Section 7 of this agreement.

Any of these employees may change the time of their lunch schedule or the length of the lunch schedule and remain on these special exception schedules.

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 will take effect no earlier than the next full pay period.

- Available non-work day slots shall be determined by management.
- Current participants in the compressed workweek have first pick of open slots according to seniority in Passport Services.
- 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.)

- 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.

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 9 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 Seattle 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, usually 4:00 PM for USDA classes.
- c. Employees on a 9-hour compressed schedule – When employees on a 9-hour compressed schedule have classes for full days in the Federal Building, they are required to work an hour in the Agency since the training is set for 8-hour classes

6. Lunch Times

There are three separate lunch periods available to employees. These are the lunch periods:

Early lunch –

- 11:00 – 12:00 noon – with a 45 minute lunch + break
- 11:00 – 11:45 – 45 minute lunch
- 11:00 – 11:30 – 30 minute lunch

Middle lunch-

- 11:30 - 12:30 is 45 minute lunch + break
- 11:45 - 12:30 is standard 45 minute lunch
- 12:00 - 12:30 is the 30 minute lunch schedule

Late lunch-

- 12:45 - 1:45 is 45 minute lunch + break
- 12:45 - 1:30 is standard 45 minute lunch
- 12:45 - 1:15 is the 30 minute lunch schedule

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 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, Seattle management may suspend flexitours or the compressed schedule for one pay period during any calendar year after providing notice to the union and employees.

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.

8. Implementation and Effective Date

Implementation of this agreement is contingent on resolution of the July 25, 2003 Grievance between the Parties to both parties' satisfaction.

The date that this agreement shall be implemented shall be the start of the first pay period after the resolution of the Grievance between the Parties of July 25, 2003.

Signed _____ Teresa Bobotek, Regional Director
Date: 11/17/2004

Signed _____ Rob Arnold, Union VP Date: 11/17/2004

*Corrections on 8-hour day schedules for Sandi Gaston and Rob Arnold and for substitution of word "Council" for "Partnership" made on 11/19/04.
Corrections on schedules for Thanh Phuong and Nathaniel Miller made on 11/29/04.*

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

November 2004

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)

7:30 – 4:15 (45 minute lunch)

7:45 – 4:15 (30 minute lunch)

7:45 – 4:30 (45 minute lunch)

Standard Work Schedules

8:00 – 4:30 (30 minute lunch)

8:00 – 4:45 (45 minute lunch)

- Limited to 3 Adjudication and 1 processing slot per the above Seattle Regional Union Management Council Agreement.

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)

7:30 – 5:00 (30 minute lunch)