

Union-Management Partnership Agreement on the Compressed Workweek,  
New Orleans Passport Agency  
September 2, 1999

**Generally**

The compressed workweek shall consist of eight 9  $\frac{3}{4}$  hour days and one 8  $\frac{3}{4}$  hour day in a two week period. One day is a non-work day. The  $\frac{3}{4}$  hour is the non-paid lunch period, per State Department policy.

An employee must have one-year service time in Passport services to be eligible for the compressed workweek and not be on any leave restriction.

The 8  $\frac{3}{4}$  hour day will be the first Thursday of the pay period.

The 9  $\frac{3}{4}$  hour workday shall begin at 7:15 am and end at 5:00 pm. All employees normal 8  $\frac{3}{4}$  hour work day will be from 7:45 to 4:30.

A compressed schedule participant may drop the compressed schedule effective the next full pay period by notifying their supervisor in writing.

When an employee changes positions and moves to a new section of the Agency, he or she may remain in the compressed work schedule program. He or she must select an available slot as the non-work day from those designated by management of the new section.

Management, may at anytime, due to extenuating circumstances suspend the compressed schedule.

This agreement is subject to change to comply with national guidelines from Passport Services or by a union-management partnership consensus.

**Open Seasons**

During the first week of February, May, August and November an open season on compressed schedules shall be declared. During open season, employees may sign up for the compressed workweek or request to switch their "non-work day."

- Management shall declare open non-work day slots.
- 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 his or her slot.

**Overtime during the week**

When management offers overtime during the week, the CWS will be suspended for any employee who wishes to work during the overtime period.

**Holidays**

When a paid federal holiday falls on the employees 'off day' the 'off day' shall be shifted to the next business day the exception being Fridays when the 'off day' shall be shifted to the preceding business day. (To keep from having two 'off days' in one pay period.) (This may be changed at the discretion of management.)

During pay periods with a paid federal holiday, the paid holiday shall be considered the eight-hour day.

The compressed schedule is suspended during the pay period that includes the holidays: Christmas and New Years day for easier administration of leave and time/attendance reports. It will also be suspended for the pay period that includes Presidents Day and Mardi Gras. (Only if both falls within the same pay period.)

## **Addendum**

The Partnership Committee met on Thursday, July 6, 2000 and adopted the following changes to the original Union-Partnership Agreement on Compressed Work Schedule:

1. All employees normal 8 ¾ hour work day will be from 7:45 to 4:30. This statement was stricken so that employees 8 ¾ hour day would be the same as if not on compressed.
2. The section referencing holidays would be omitted in order to comply with OPM guidelines.
3. The following General CWS Policy guidelines would be adopted:

### **General CWS Policy**

(1) A full-time employee is required to account for 80 hours in a biweekly pay period. This work must be scheduled for fewer than 10 days in a biweekly pay period. This means, for example, that in a (5-4-9 compressed tour), the workweek shall consist of eight 9-3/4 hour days and one 8-3/4 hour day in a biweekly pay period. (The 3/4-hour is the non-paid lunch period per State Department policy.) One day in the administrative workweek is a non-workday for the employee.

(2) All CWS employees may have set arrival and departure times or the arrival and departure times may be staggered. If the arrival and departure times are staggered, once the schedule is requested by the employee and agreed to by Agency management, these arrival and departure schedules remain fixed until there is an open period for changing or rotating the CWS schedule.

(3) Non-workdays for CWS employees will be established locally. This means that certain days of the week can be set aside that may not be used for non-workdays.

(4) Likewise, one specific day for all CWS employees to work as the short day (e.g., 8-3/4 day on a 5-4-9 tour), or different days for each CWS employee may be set. Once agreed to, the short day remains fixed until there is an open period.

(5) During a pay period with one or more holidays, agency management can not move a CWS employee's short day to fall on a day designated as a holiday, except as may be required for operational reasons as provided for by CWS regulations and other government-wide regulations.

(6) A full-time employee on a compressed work schedule, such as the 5-4-9 tour, who is relieved or prevented from working on a day designated as a holiday is entitled to his or her rate of basic pay for the number of hours of the CWS for that day. This means that if a holiday falls on a CWS employee's regularly scheduled 9-3/4 hour workday, he or she would receive 9 hours of pay; if holiday falls on a CWS employee's regularly scheduled

8-3/4 hour workday, he or she would receive 8 hours of pay. The employee's time and attendance record must reflect this accordingly.

(7) If a holiday falls on a non-workday, which is Monday through Saturday, the CWS employee's preceding workday will be designated as the "in lieu of" holiday. The employee's time and attendance record for the "in lieu of" holiday should reflect the number of hours that the employee had been scheduled to work. This means that the holiday changes for the CWS employee, but the non-workday does not. For example, the fixed non-workday for a CWS employee is Tuesday. The holiday (say July 4<sup>th</sup>) falls on that particular Tuesday in that year. The CWS non-workday remains Tuesday, but the "in lieu of" holiday becomes the preceding Monday.

If a holiday falls on the Sunday non-workday of the employee, the subsequent workday will be the designated "in lieu of" holiday.

(8) A full-time CWS employee's time and attendance record will always account for 80 hours of work or accounted for by charging leave, excused absence, holiday hours, compensatory time off, or time off as an award during the biweekly pay period (exclusive of overtime).

(9) CWS employees can not arbitrarily move their non-workday to another day of the week.

(10) Agency management can not suspend CWS for employees during pay periods, which include one or more holidays for the purpose of avoiding the holiday.

(11) Agency management must provide each CWS employee with a copy of this policy.

## **CWS ADDENDUM**

This addendum to the CWS guidelines is intended to clarify the section pertaining to seniority as it refers to selecting days off.

Days off are selected by seniority.

Seniority as it applies to CWS is defined below.

Seniority is a two tiered system.

1. Highest seniority is given to employees that have been on CWS continuously for the longest amount of time. Persons that were on CWS when it was discontinued in Dec 98 have highest seniority. When CWS was resumed in Sep 99, persons joining for the first time were next on the seniority list. Anyone joining after that was, or will be given seniority based on their CWS effective date.

2. Within each group (processing and adjudication), seniority within that group is based on the individuals time with The New Orleans Passport Agency. In case of a tie, seniority would be based on the individuals time with Passport Services and then total Federal Service.

When an individual changes sections, i.e. Processing to Adjudication, they must select from one of the open days within that section; however, they do not lose their seniority as defined above.

If additional days become available either through someone election to discontinue CWS, additional days being designated by management, or someone on CWS electing to switch to another day off, these days will be offered to CWS members in order of seniority.

Should an individual elect to discontinue CWS and subsequently decides to re-join at a later date, their new order on the seniority list will be determined based on the day they elected to re-join and not on the day they originally joined.

At no time can an individual be forced to change day off based on seniority.