



**Houston Passport Agency
AWS Local Agreement
March 25, 2019**



This agreement between Houston Passport Agency (PPT/HN) Management and PPT/HN Union representatives replaces the current local AWS agreement dated December 2014, and was negotiated pursuant to Article 12, Section 16(f)(vi) Article 25 and Article 26 of the Master Agreement Between Passport Services, U.S. Department of State and the National Federation of Federal Employees (NFFE) Local 1998, IMAAW, AFL-CIO dated December 2018. The parties hereby agree as follows:

1. Purpose

Alternate Work Schedules (AWS) are designed to provide advantages to both the Employer and the employees, as defined under Article 26, Section 1 of the Master Agreement. Responsibility for the success of the Alternate Work Schedule Plans must be shared equally by the Employer and the employees.

2. Core Hours and Standard Work Schedule

The core work hours of this agency are 8:15am until 3:45pm, when all employees must be present. The standard work schedule is from 7:15am – 4:00pm.

3. Eligibility

All full-time, permanent, bargaining unit employees are eligible to participate in the standard work schedule or an Alternate Work Schedule. However, a BUE may become ineligible to work an Alternate Work Schedule based on Article 26, Section 6, "Criteria for Modifications or Restriction of Alternate Work Schedule."

4. Lunch Times and Rest Breaks

Lunch periods may be either thirty (30) minutes or forty-five (45) minutes depending on the selected and approved schedule. There are three lunch periods available to employees: 11:45am, 12:30pm or 1:15pm. Employees are authorized one fifteen (15) minute rest break during each four (4) hours worked in a normal workday. Morning break periods are available to employees at 9:30am or 9:45am. Afternoon breaks are available at 2:30pm or 2:45pm. A change may be made to the assigned break or lunch schedule in accordance with Article 26 of the Master Agreement.

5. Procedures for Participation on Flexitour and CWS Schedules

Open Season will be held at the beginning of September for a period of thirty (30) days. The Union will notify BUEs about open season in advance and Management shall provide the Union with an updated roster of all BUEs ranked by Seniority in Service Computation Date (SCD). The union will schedule a meeting (not to exceed 30 minutes) with BUEs in August of each year to review the upcoming open season.

- a. BUEs shall have the opportunity to select or change an AWS schedule, including selecting their preferred RDOs from the available days (M, T, W, or F) for CWS schedules. Employees cannot select the same day of the week as their current calendar year RDO (e.g. if RDO in CY2019 was 1st Monday of the pay period, employee is ineligible to have 1st or 2nd week Monday as an RDO in CY2020).

- b. Every BUE must submit a completed Work Schedule Request Form to a union steward, which must be signed-off by his or her Supervisor or/Designee prior to October 1. Any form received that is dated October 1 or later will not be eligible for any CWS schedule and will default to the standard work schedule outlined in Section 2 of this agreement.
- c. Management and Union will work collectively to review and approve preferred schedules based on criteria listed in Section 5.e. of this agreement by October 15.
- d. Once all CWS slots have been filled, a CWS "Waitlist" will be established for BUEs who were not approved for a CWS. Once the selection process concludes, no other names will be added to the waitlist until the selection process for the next open season.
- e. The selection process of the AWS schedule shall be ranked by the following criteria:
 1. Waitlist from previous open season
 2. Service Computation Date (SCD) in Federal Service
 3. Entry on Duty (EOD) in Passport Services
 4. In instances of a tie, there will be a random time-breaker method, such as drawing of names, coin toss, etc.
- f. Management will publish the schedules by the end of October, which will take effect during the first pay period of the following calendar year.
- g. Employees desiring to terminate a CWS work schedule during the calendar year, who later decide to rejoin, may do so by resubmitting their request at the beginning of the next open season and shall be ranked in order as described in section 5(e) of this agreement.

6. Definition of Flexitour & Compressed Work Schedules:

- a. **Flexitour Schedule:** The Flexitour schedule is a fixed 8-hour schedule with the same arrival/departure times each day of the work week. Employees who want to arrive later (or depart earlier) than their fixed times on a given day must request leave or compensatory time to do so. There is no limit to the number of employees who may participate in a Flexitour schedule. Employees may select from the Flexitour schedules listed below:

Arrival	Departure	Lunch
7:00am	3:45pm	45 min
<i>*7:15 AM</i>	<i>4:00 PM</i>	<i>45 min</i>
7:30 AM	4:00 PM	30 min
7:30 AM	4:15 PM	45 min
7:45 AM	4:15 PM	30 min
7:45 AM	4:30 PM	45 min
8:00 AM	4:45 PM	45 min
8:15 AM	4:45 PM	30 min
8:15 AM	5:00 PM	45 min

- b. Compressed Work Schedules (CWS) 5/4-9:** In a bi-weekly pay period, full-time BUEs must work eight 9-hour days and one 8-hour day with one Regular Day Off (RDO) for a total of 80 hours. The 8-hour day shall be the same day as the RDO in the other week of the pay period (e.g., if an employee has the 1st Monday of the pay period as the RDO, then the 2nd Monday shall be the 8-hour day). Employees on a CWS will have a forty-five (45) minute lunch period. Observance of a holiday that would fall on a BUE's RDO will be determined by Article 26, Section 5(h) of the Master Agreement.

Arrival	Departure	Short Day Departure	Lunch Period
7:15 AM	5:00 PM	4:00 PM	45 min

There is a limit to the number of employees who may elect to participate on a 5/4-9 CWS schedule in order to meet the needs of the Agency. Once the limit has been reached, a wait list will be created (per Section 5.d. of this agreement). The number of RDO slots available is contingent on the number of full-time BUEs on board at the start of open season.

- If 60 or more full-time BUEs on board at open season, 24 slots will be available:

1 st Week	Mon: <u>3</u>	Tue: <u>3</u>	Wed: 3	Fri: 3
2 nd Week	Mon: <u>3</u>	Tue: 3	Wed: 3	Fri: 3

- If 51-59 full-time BUEs on board at open season, 16 slots will be available:

1 st Week	Mon: <u>2</u>	Tue: <u>2</u>	Wed: 2	Fri: 2
2 nd Week	Mon: <u>2</u>	Tue: 2	Wed: 2	Fri: 2

- If 50 or less full-time BUEs on board at open season, 8 slots will be available:

1 st Week	Mon: <u>1</u>	Tue: <u>1</u>	Wed: 1	Fri: 1
2 nd Week	Mon: <u>1</u>	Tue: 1	Wed: 1	Fri: 1

9. Training/Outreach:

Alternate Work Schedules are temporarily suspended for the pay period when attending formal training. Formal training is defined as any course that has an assigned FSI course code (inside or outside the agency, excluding online classes). Employees attending any informal training sessions or work related events which last fewer than 8 hours (such as "brown-bag" informal training sessions, local fraud and adjudication training that are delivered each week, outreach or acceptance agent training, etc.) will remain on their regular schedule, but are required to return to work after the training has concluded. In the event of any official training or work related activities that occur outside of the agency for a duration of more than 8 hours, employees may be required to temporarily suspend their CWS for the pay period.

An employee that is required to suspend their alternate work schedule for training will need to arrange with their first line supervisor, in advance, a standard work schedule for the pay period training falls on.

Implementation

This policy will be implemented the 2019 open season, for CY 2020 schedules. Employees currently on either of the waitlists from the 2018 open season will be ranked by seniority, as per section 5.e. of this agreement, and placed on a new single waitlist that will be used for the 2019 open season.

Review and Revision

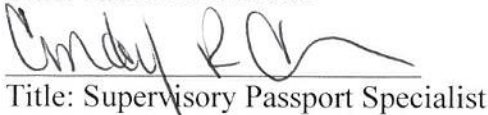
This agreement will be in effect for a minimum of two years from the date of execution and may be reopened by mutual agreement of both parties. After two years, either party may reopen this agreement, at any time, by notifying the other party in writing.

This local agreement is subject to all provisions in the Master Agreement and is subject to change to comply with any future agreements between Passport Services and the National Federation of Federal Employees, or directives by Passport Services in accordance with the substantive bargaining provisions of Article 12 of the Master Agreement.

For Management:

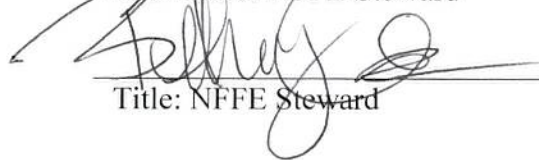

Title: Assistant Director


Title: Assistant Director


Title: Supervisory Passport Specialist

Union:


Title: Senior NFFE Steward


Title: NFFE Steward