



Chicago Passport Agency Compressed Work Schedules

May 7, 2010



This agreement is subject to all provisions in the Agreement between Passport Services and the National Federation of Federal Employees – Local 1998, effective July 20, 2009; hereafter referred to as the Master Agreement. In particular, Article 26 of the Agreement covers procedures, requirements for the Compressed/Alternate Work Schedule (CWS) plans, types of schedules, and modification or restrictions of Flexitours, CWS plans and compressed schedules. In addition, this agreement is subject to all of the provisions of the Flexible and Compressed Work Schedule Act of 1982 (5 U.S.C. 6120-6133).

1. General Information

In accordance with Article 26, Section 3b of the Master Agreement, the following information is provided:

- i. The earliest and the latest time a bargaining unit employee may work:
7:00 AM – 5:45 PM
- ii. The lunch period:
Either 30 or 45 minutes, on a fixed basis no earlier than 11:00 AM and no later than 1:45 PM. Employees working the standard workweek are required to take a 45-minute lunch.
- iii. The core time (that time during which each BUE must be present for work):
9:15 AM – 3:30 PM

2. Participation

Participation in a CWS is completely voluntary. No employee may be forced to work a CWS. Employees will indicate a desire to work the CWS during the open season described below.

Probationary and temporary employees may participate only with the approval of their immediate supervisors.

Employees may only be removed from the CWS in accordance with the provisions of Article 26 of the Master Agreement. The local AWS policy can only be modified or terminated in accordance with applicable regulation and law, including 5 USC 6131.

An employee may voluntarily terminate his/her participation in CWS by providing notice to the RD via email (normally 2 weeks in advance).

3. Duration of CWS schedule

Employees shall retain their RDO (regular day off) for a period of one year, lasting from the first pay period of July to the following year. An open season shall be held every June for employees to indicate their desire to participate in the CWS. Until the first open season is held in June 2010, the 3-month rotation of RDO's for the 5/4-9 shall continue.

Employees may start the CWS at times other than the open season, but only if there are spaces available. A waiting list will be created for that purpose (publicly available) and employees will be selected for an open slot based on most seniority in Passport Services (not on who has been on the waiting list the longest). This also applies to employees who are on the CWS but who wish to change their RDO's during the year. Those employees that start a CWS or change the RDO during the year must still put in a request to continue participation during the next open season.

EXCEPTION: For the 4/10 CWS on the day shift only, there shall be an initial open season held during the month of May 2010. Those who are selected shall retain their RDO from the first pay period of June 2010 to the first pay period of July 2011. The next open season would be in June 2011, following the procedure described above. This does not affect the 5/4-9 CWS, which shall have its next open season in June 2010.

4. Criteria for determining RDO

There are limits on the number of employees that can have a particular RDO. If more employees request a particular RDO than the spaces available, then during the open season the slots shall be filled based on the most seniority in Passport Services. If there is a tie, then a random method of selection shall be used. The Union shall participate and witness the determination and selection of RDO slots.

The list of "seniority in Passport Services" shall also be made publicly available, though the list shall only show a ranked order and not the actual start date of service.

5. Types of CWS

There are two types of CWS available at PPT/CG: the 4/10 CWS and the 5/4-9 CWS.

4/10 CWS

There is a limit of 17 total employees who may participate in the 4/10 CWS.

The RDO's for the 4/10 CWS are distributed at follows:

- A) Monday – 6 slots
- B) Tuesday – 5 slots
- C) Friday – 6 slots

There are three 4/10 CWS options available:

- 1) 7:00 AM – 5:30 PM (30 minute lunch)
- 2) 7:00 AM – 5:45 PM (45 minute lunch)
- 3) 7:15 AM – 5:45 PM (30 minute lunch)

5/4-9 CWS

There is no limit to the number of participants in the 5/4-9 CWS.

There are a number of 5/4-9 CWS schedules starting at 7:00 AM and continuing at 15 minute increments. The latest end time is 5:45 PM.

The 8 hour day for all 5/4-9 CWS participants shall be the second Thursday of the pay period (pay day). The 8 hour schedule shall be 7:30 AM – 4:15 PM (or 4:00 PM for those who regularly schedule a 30-minute lunch).

There are 5 RDO slots for each day of the pay period (excluding the 8 hour pay day). If the number of employees grows from the current level, then the number of RDO's shall increase accordingly.

For the Union:

For Management:

**Federal Employee Work Schedules
For the Chicago Passport Agency**

Day Shift Standard Schedule (all times are from AM – PM)	
Standard (Article 25) Work Schedule	
8:00 – 4:45 (45 minute lunch)	

Day Shift Flexitour and CWS Schedules (all times are from AM – PM)		
Flexitours for the 8 hr day	Compressed 9 hr day (5/4-9 CWS)	Compressed 10 hr day (4/10 CWS)
	7:00 – 4:30 (30 minute lunch)	7:00 – 5:30 (30 minute lunch)
	7:00 – 4:45 (45 minute lunch)	7:00 – 5:45 (45 minute lunch)
	7:15 – 4:45 (30 minute lunch)	7:15 – 5:45 (30 minute lunch)
7:15 – 4:00 (45 minute lunch)	7:15 – 5:00 (45 minute lunch)	
7:30 – 4:00 (30 minute lunch)	7:30 – 5:00 (30 minute lunch)	
7:30 – 4:15 (45 minute lunch)	7:30 – 5:15 (45 minute lunch)	
7:45 – 4:15 (30 minute lunch)	7:45 – 5:15 (30 minute lunch)	
7:45 – 4:30 (45 minute lunch)	7:45 – 5:30 (45 minute lunch)	
8:00 – 4:30 (30 minute lunch)	8:00 – 5:30 (30 minute lunch)	
	8:00 – 5:45 (45 minute lunch)	
8:15 – 4:45 (30 minute lunch)	8:15 – 5:45 (30 minute lunch)	
8:15 – 5:00 (45 minute lunch)		
	8 hour day for employees on the 5/4-9 CWS is either:	
	7:30 – 4:00 (30 minute lunch) OR 7:30 – 4:15 (45 minute lunch)	