



Chicago Passport Agency  
Negotiated Agreement between PPT/CG and NFFE 1998  
Agency Relocation to 101 West Congress Parkway

November 29, 2016

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1. At the time of the move from 230 South Dearborn Street to 101 West Congress Parkway, all Passport Specialists and the Operations Officer will be assigned their own cubicle.
2. Each Passport Specialist will have one overhead bin and a rolling cabinet.
3. BUEs will be provided with keys to all of the locking portions of their cubicles.
4. The cubicles will be comparable to the cubicles in the most recently renovated adjudication desks at the 230 South Dearborn Street location. In order to ensure line of sight, the glass partitions on the new cubicles will not be obscured by any items, including but not limited to paper, boxes, plants, calendars, etc. Appropriate supplies to fasten paper to fabric panels and clear desk covers will be provided by Agency management.
5. BUEs will have access to 10 communal carts for transporting materials.
6. BUEs will have access to one set of internal restrooms comparable to the internal restrooms in use at the 230 South Dearborn Street location. BUEs will have access to two sets of external bathrooms. The total amount of stalls will exceed what is provided currently.
7. The training room will have seating for 32. Meetings and training sessions that require additional seating will be held in the public lobby.
8. The breakroom will have seating for 30. Due to the location of the break room and the PED policy, cell phones will not be permitted.
9. The PED lockers will be comparable to what is in use at the 230 South Dearborn Street location.
10. PED lockers will be placed near both entrances to the Agency.

11. The break room will include a comparable flat screen television with comparable channels available at the 230 South Dearborn Street location.
12. Break room amenities will be comparable to what is in use at the 230 South Dearborn Street location. There will be three refrigerators without water dispensers, four microwaves, a sink and a separate spout for filtered drinking water.
13. Phones will be comparable to what is currently in use at the 230 South Dearborn Street location.
14. Entrances to the Agency will be comparable to what is currently in use at the 230 South Dearborn Street location.
15. Shelves for the daytime storage of in progress work will be comparable to what is currently in use at the 230 South Dearborn Street location.
16. Counter workstations will be comparable to what is currently in place at the 230 South Dearborn Street location. They will be slightly larger to accommodate the sit/stand options.
17. Current plans call for each counter workstation to have a dedicated credit card machine and telephone.
18. BUEs are granted 30 minutes of admin leave the first two days of the work week to get accustomed to the commute to the 101 West Congress Parkway location.
19. Management will make every effort to schedule all BUEs a visit to the new office space prior to occupancy of the space. The union and management will schedule a visit to the new space once the furniture is installed.
20. Management shall continually apprise the union of construction progress and expected move date.
21. Management will provide employees with one box in which to pack their official desk supplies. Management will provide employees with up to 4 work hours of packing up time to be coordinated with their supervisor over the weeks leading up to the move. All cubicles will need to be emptied prior to the move. Management will permit at least an additional four hours of shred time leading up to the move. Management will provide 2 hours to unpack their belongings on the first work day. Personal belongings (such as food, cutlery, unofficial desk supplies, plants, etc.) cannot be moved at government expense and must be packed on personal time and taken home prior to the move.
22. The Union will be responsible for the order, procedure, and methods of the Passport Specialist seating arrangement. The seating area is limited to the area designated on the floorplan.

For Management

Ken Jaykus 11-29-16

[Signature] 11-29-16

For Union

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