



**Detroit Passport Agency  
Negotiated Agreement Regarding  
Work Schedules**



**December 22, 2009**

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.

**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:  
7:30 AM – 4:15 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.
- iii. The core time (that time during which each BUE must be present for work):  
9:15 AM – 3:00 PM.

**2. Standard Work Schedule**

The (Article 25) standard work schedule is from 7:30AM to 4:15 PM, with a 45-minute lunch.

**3. Flexitour Schedules**


Employees may choose to work one of two flexitour schedule options (defined in Article 26):

- 1) 7:30 AM to 4:00 PM, with a 30-minute lunch
- 2) 7:45 AM to 4:15 PM, with a 30-minute lunch

**3. Compressed Work Schedules**

Because PPT/DE has less than 10 bargaining unit employees at the time that this agreement was negotiated, there is no CWS option at this time. The parties agree that the issue may be revisited when PPT/DE has 10 or more bargaining unit employees.

For the Union:

  
Local 1998 Senior Steward Tonya Aikens

  
Local 1998 President Colin Walle

For Management:

<sup>for</sup>  
  
Regional Director Marc Mezner

Assistant Regional Director Janice Halkyard

Implementation: January 4, 2010