

**Addendum to Negotiated Agreement Regarding
Flexitour and Compressed Work Schedules
November 18, 2008**

This Addendum was created to correct/clarify the section regarding waiting lists, specify open seasons and to provide general guidelines for tours of duty as well as guidelines for the initial implementation of the 4-10 CWS schedule.

Section 7, bullet 4 was changed from seniority in Passport Services to seniority in the CWS or the date CWS was requested. The new wording is as follows:

- Once all slots are filled, any employee requesting the 5/4-9 and or 4-10 CWS will be placed on the appropriate waiting list(s) and will be offered the CWS schedule once slot(s) become available, according to when the employee requested the CWS. If 2 or more employees request to be placed on the CWS on the same day, they will be placed on the waiting list according to seniority in Passport Services. If he/she does not want the available slot, his/her name will be removed from the waiting list and said employee will need to reapply for the CWS schedule.

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

Guidelines for all Passport Services Tours

- The employee who wishes to participate in a flexitour or the compressed schedule must submit a written request to the Regional Director through his or her immediate supervisor and the Adjudication Manager.
- If at anytime the employee feels that the selected CWS schedule is not for them and the employee was/was not on any flexitour or/CWS schedule previously, the employee will submit the appropriate paperwork to be dropped from the CWS schedule. If at that time the employee would like to try another schedule available here at Passport Services, the employee may submit their request in writing at that time. If no such request is made the employees work schedule will be the standard (Article 25) work schedule of 8:00 am – 4:45 pm.

Guidelines for the initial 4-10 CWS implementation

- Current participants in the 5/4-9 compressed workweek have first pick of open slots according to Seniority in Passport Service.
- New participants pick from the remaining slots (to protect people who have been participating in the compressed work schedule from higher seniority employees pre-empting those employees and taking 'prime' slots without having previously participated in the program).
- Once all slots are filled, any employee requesting the 4-10 CWS will be placed on the appropriate waiting list(s) and will be offered the CWS schedule once slot(s) become available, according to date of request. If he/she does not want the available slot, his/her name will be removed from the waiting list and said employee will need to reapply for the CWS schedule.
- If at anytime the employee feels that the 4-10 CWS schedule is not for them and the employee was previously on the 5/4-9 CWS schedule and wish to return to the 5/4-9 CWS schedule the employee will pick from the slots available at that time. This is not an automatic transition. The employee will need to resubmit a written request.

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