

# National Passport Center

## Union Orientation SOP

May 5, 2008

The purpose of this document is to provide the guidelines and requirements necessary to conduct a successful Union Orientation for all new NPC Bargaining Unit Employees (BUE). The purpose of the Union Orientation is to explain to the BUE the role of the Union in the workplace. The following SOP applies to the National Passport Center only and is not precedent for any other orientation sessions, Union or Management sponsored, conducted at other Passport agencies or offices.

Following are the steps necessary to accomplish a successful NPC Union Orientation.

### 1. General:

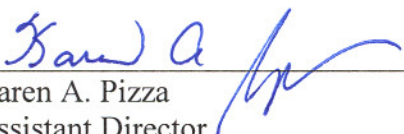
- All new BUE members should receive a Union Orientation, generally, within a week (or so) of entering on duty at the National Passport Center (NPC).
  - Union Orientation should be held in conjunction with New Employee Orientation.
  - Union Orientation should be held just prior to the lunch/dinner break.
- If there has been a lapse of 3 months since the last orientation, then one will be scheduled in order to accommodate the new employees that missed the previous orientation.
- Attendance at the NPC orientation will be limited to BUE members only, however there may be times when it's mutually beneficial to have Management in attendance. The request for attendance can be initiated by either Management or the local Union Stewards and will always be coordinated ahead of the scheduled NPC orientation. It is understood that Management may not be in attendance unless the Union agrees.
  - The number in attendance at any one session is recommended to be no more than 20.
  - Any BUE member unable to attend their scheduled session will be allowed to attend the next available session.
- The duration of orientation will be up to 1.5 hours and will only include 1 hour of official time. This one-hour of official time will be schedule immediately before a lunch or dinner break allowing up to an additional 30 minutes to be utilized, at will, by BUE members. This will allow enough time for the presentations and any Q&A. Employees will be advised by the presenter that they may elect to stay or leave during the ½ hour non-duty hour.
- Employees shall record the one-hour of official time in MIS using the "Official Union Time" category.
- The Union Stewards will need 15 minutes setup time prior to the meeting to insure everything is in working order.

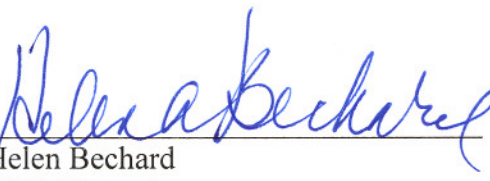
2. NPC Management:

- Management will make a good faith effort to provide a meeting location that meets the following requirements:
  - Seating to accommodate all BUE members in attendance.
  - A PC capable of running a DVD and Microsoft Office PowerPoint.
  - The PC will need to be connected to a projection device in order to be viewed by the members in attendance.
    - Technical assistance with the equipment may be necessary and should be available upon request.
- Provide a copy of the Collective Bargaining Agreement (CBA) between Passport Services and the National Federation of Federal Employees (NFFE) – Local 1998. This is to include the currently approved amendments to the CBA dated 02/08/05, 02/10/05, and 02/11/05.

3. NPC Local 1998:

- For the purpose of determining who should be attending the Union Orientation, a list of all new employees, (BUE members), will be generated from the Adjudication Employee List off of the NPC Homepage.
- The Union Orientation will be conducted by the Union Stewards. The Union will be using the PowerPoint presentation shared with PPT/HQ in March 2008. The Union will notify Management if a different version of the PowerPoint will be used in the future. It is understood that the PowerPoint will be modified when a successor CBA is finalized in order to update CBA references.
- Each new BUE member will receive a copy of the following:
  - The CBA as stated above in section 2.
  - The Local 1998 Union Officer list.
  - The Local 1998 Union Information handout.
- The Union Stewards are responsible for insuring the meeting area is returned to the same state it was in prior to Union Orientation and that any and all equipment, supplies, and handouts used are secured as appropriate.

  
\_\_\_\_\_  
Karen A. Pizza  
Assistant Director  
National Passport Center

  
\_\_\_\_\_  
Helen Bechard  
NPC Steward  
Local 1998

  
\_\_\_\_\_  
Michael Garofano  
NFFE Vice President  
Local 1998