

Negotiated Agreement Regarding Alternate Work Schedules

Special Issuance Agency

April 23, 2018

This agreement is subject to all provisions in the Agreement Between Passport Services and the National Federation of Federal Employees - Local 1998; hereafter referred to as the Agreement. In particular, Article 26 of the Agreement covers procedures, requirements for alternative work schedule (AWS) plans, types of schedules, and modification or restrictions of AWS plans and compressed schedules. Additionally, compressed work schedules are governed by the Flexible and Compressed Work Schedule law.

This local agreement is subject to change to comply with any future national agreement between Passport Services and NFFE, National Union Management Partnership agreements, or directives by Passport Services in conformity with Article 12 and 26 of the Agreement.

1. Core Hours and Normal Schedule at the Special Issuance Agency

The core hours at this agency are 9:00 AM until 4:00 PM. The public counter is open from 9:00 AM until 4:00 PM. If the public counter hours are changed by either local Management or Passport Services, the Union will be notified under Article 12 and will be given the opportunity to request negotiations as appropriate.

Employees are free to leave for the day directly from the public counter, once their adjudication stamp is locked up in personal electronic device (PED) lockers.

The standard work schedule at this agency is: 8:00 AM until 4:45 PM, with a 45-minute lunch period.

2. Flexitours

This section covers employees who work an 8-hour a day, five days a week full-time schedule. Employees may select either a 30-minute or a 45-minute lunch period. The start and stop times for the schedule must be the same each day.

Employees may participate in a flexitour schedule if they start their workday at 7:15, 7:30, 7:45 or 8 am.

There are no limits on the number of employee slots for the flexitour schedule. Once an employee's flexitour schedule is established, the hours are fixed until the employee requests a change in accordance with the procedures in this agreement or the Master Agreement.

Allowable flexitour schedules (no limit on number of participants):

7:15 to 4:00 with 45-minute lunch and two breaks

7:15 to 4:00 with 45-minute lunch combined with the one break, plus one other 15-minute break

7:30 to 4:00 with 30-minute lunch and two breaks
 7:30 to 4:00 with 30-minute lunch, combined with the one break, one other 15-minute break
 7:30 to 4:15 with 45-minute lunch and two breaks
 7:30 to 4:15 with 45-minute lunch, combined with the one break, one other 15-minute break

7:45 to 4:15 with 30 minute lunch and two breaks
 7:45 to 4:15 with 30-minute lunch combined with the one break, plus one other 15-minute break
 7:45 to 4:30 with 45-minute lunch and two breaks
 7:45 to 4:30 with 45-minute lunch combined with the one break, plus one other 15-minute break

8:00 to 4:30 with 30-minute lunch and two breaks
 8:00 to 4:30 with 30-minute lunch combined with the one break, plus one other 15-minute break
 8:00 to 4:45 with 45-minute lunch and two breaks
 8:00 to 4:45 with 45-minute lunch combined with the one break, plus one other 15-minute break

3. Compressed Schedules

At the Special Issuance Agency, the 5/4-9 compressed schedule plan is available. Under this schedule, an employee works eight 9-hour days and one 8-hour day each two-week pay period.

The 8-hour day for all 5/4-9 employees will be the same day of the week that the RDO occurs (example: compressed day off is Friday of first week in the pay period, the 8-hour day would be the Friday of the second week in the pay period).

The earliest start time for any employee on the compressed schedule is 7:15 AM. No employee may work later than 5:15 PM. An employee may take either a 30-minute or a 45-minute lunch break. The start and stop times for the schedule must be the same each day. A list of the schedules appears below.

To be eligible to request the compressed schedule, an employee must have either a) at least six months as a BLE and have demonstrated the ability to be released from their initial 100% audit rate to the normal 1.3% audit rate, or b) at least 12 months as a BLE.

Employees opting for a compressed work schedule will be provided their RDO of choice in order of seniority in Passport Services as a government employee. These selections will begin all over from scratch every June. Employees are free to request an alternative work schedule at any time of the year, however requests outside of Open Season are only able to choose RDO slots not yet occupied by other employees. Employee choices must not exceed the per-day limitations listed below.

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<i>Week 1 of pay pd.</i>				
<i>Two 5/4/9 RDOs</i>	<i>0</i>	<i>Two 5/4/9 RDOs</i>	<i>One 5/4/9 RDO</i>	<i>Two 5/4/9 RDO</i>
<i>Week 2 of pay pd.</i>				
<i>Two 5/4/9 RDOs</i>	<i>0</i>	<i>Two 5/4/9 RDOs</i>	<i>One 5/4/9 RDO</i>	<i>Two 5/4/9 RDOs</i>

Allowable 5/4/9 schedules (subject to above limitations in number of slots per day):

- 7:15 to 4:45 with 30-minute lunch and two breaks
- 7:15 to 4:45 with 30-minute lunch, combined with the one break, plus one other 15-minute break
- 7:15 to 5:00 with 45-minute lunch and two breaks
- 7:15 to 5:00 with 45-minute lunch, combined with the one break, plus one other 15-minute break
- 7:30 to 5:00 with 30-minute lunch and two breaks
- 7:30 to 5:00 with 30-minute lunch, combined with the one break, plus one other 15-minute break
- 7:30 to 5:15 with 45-minute lunch and two breaks
- 7:30 to 5:15 with 45-minute lunch, combined with the one break, plus one other 15-minute break

6. Lunch Times

There are three separate lunch periods available to employees. These are the lunch periods:

Lunch 1 -

- 11:30 - 12:15 (45 minute lunch)
- 11:30 - 12:00 (30 minute lunch)

Lunch 2 -

- 12:30 - 1:30 (45 minute lunch + break)
- 12:30 - 1:15 (45 minute lunch)
- 12:30 - 1:00 (30 minute lunch)

Lunch 3 -

- 1:30 - 2:30 (45 minute lunch + break)
- 1:30 - 2:15 (45 minute lunch)
- 1:30 - 2:00 (30 minute lunch)

7. Procedures for Changes to Flexitours and Compressed Work Schedules

As is provided in Article 26, Section 2 of the Agreement, each 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.

After regular days off are assigned, each CWS employee must submit a DS-1901 via MVD@ta.

An employee who withdraws from a flexitour, drops the compressed schedule, or changes his or her flexitour must provide two weeks written notice through his or her supervisor to the Director.

Employees may be removed from either the flexitour or the compressed schedule in accordance with the criteria in Article 26, Section 5, of the Agreement.

During emergencies, including workload crises, SIA management may suspend flexitours or the compressed schedule for one pay period during any calendar year after providing notice to the union and employees.

Employees requesting a temporary change to a work schedule in accordance with Article 26, Section 2 (c) or (e) of the Agreement should submit their request in writing to their supervisor for approval.

7. Open Season

Employee selections for work schedule slots shall take place annually during the month of June.

8. Implementation and Effective Date

This Agreement will be in effect for two years, after which either side may request renegotiation of the agreement. NFFE and SIA management will re-visit this agreement at any time that BUE staffing rises or drops by 25% or more.

For the Agency
Signed [Signature]
Kerstin Roper

For the Union
Signed [Signature] 5-2-18
Anestha Robinson

Signed [Signature] 5-8-2018
Rebecca Ganji

Signed [Signature] 5-5-18
Brandon Strassberg

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Yolanda Devereaux

Signed [Signature] 5-08-18
Gerald Moore

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Signed [Signature] 5/1/18
Rob Arnold