



Consular Headquarters Building 6th Floor Negotiated Seating Agreement



September 11, 2013

Authority: This local agreement between Passport Agency Management and Union representatives was entered into pursuant to Article 12, Section 16(f) of the *Master Agreement Between Passport Services and the National Federation of Federal Employees – Local 1998*, effective July 20, 2009. This local agreement may change upon the establishment of a new negotiated agreement between Management and NFFE 1998.

Purpose: Consular Affairs has acquired new building space at 600 19th St NW, which all DC passport offices will move to in the coming months. This agreement covers desk assignments for the bargaining unit employees (BUE) to be located in the Office of Technical Operations, Records Services Division space on the 6th floor.

Definition of Seniority: For the purposes of this agreement, seniority is determined by a BUE's length of employment as a federal employee based on the date on the SF-50. The person who has been employed the longest will be considered to have the most seniority and will pick first in their section, the newest employee will pick last. Part-time employees' seniority will be calculated the same way that full-time employees' seniority is calculated. In instances where there is a tie in seniority, a random method of allocation (e.g. coin toss, picking names out of a hat) shall be used. This selection shall be witnessed by at least one Union representative.

Definition of Unassigned Desks: Desks numbered 1-12, 15-17, 32-33, 34-39, 81-82, 83-90 on the attached chart (and any additional desks made available for permanent assignment to Passport Employees in the future which have not already been assigned to BUE).

2. Initial Seat Selection Process:

1. A current list of bargaining unit employees in order of seniority in the federal government will be provided to the Union. This list will be updated when staffing changes occur.
2. Management will provide a seating chart to all bargaining unit employees. Desks numbered 1-12 (Manual Records BUE) 15-17 (Clearance Examiners) 32-33 (Authentication Assistant) 34-39 (Passport Specialists) 81-82 (Quality Assurance Specialists) 83-90 (Data Integrity File Assistants) on the attached chart (and any additional desks made available for permanent assignment to employees in the future) will be available to choose from. The employees in those positions as of the date of this signing are attached as an addendum to this agreement.

3. Any employee with a documented medical need to be in a specific location (e.g., near an exit for building evacuations) should bring this to the attention of Management and the Union before the selection process begins and this need will be taken into consideration. Employees in these situations may be granted an open desk that meets their requirements, prior to the initial selection by the employee with the most seniority, even if they have less seniority than another employee.
4. Employees will be given a tour of the new space prior to making seating selections. Employees are allotted 30 minutes of official time for desk selection and may enter the time as "Other" in MIS.
5. Employees who are on extended leave may request to make their selection by phone or email, or they may designate another employee to select for them. Such selections will be as binding as if the Employee made the selection themselves.
6. The seating chart in SharePoint will be updated after all selections have been made. Once made, selections are binding under the terms of this agreement.
7. After the initial desk selection is complete, no employee may bump another employee from their permanently assigned desk.
8. Employees who are changing desks shall be given 4 hours in order to relocate to their new desk and empty their old desk. Casual dress may be worn for move day.

3. Open Season

1. After the initial desk selection process, bargaining unit employees who wish to change desks will have the opportunity to do so during a desk "open season" which will take place each year during the month of December. Participation in open season will be voluntary, except in limited cases specified below. During open season, employees who have elected to participate will choose new desks within their section (e.g. Data Integrity, etc.), with the order of choice being determined by seniority (most senior first, least senior last).
2. The first open season will occur in December 2013.
3. The deadline for employees to notify Management whether or not they wish to participate in open season will be November 30. Once the deadline has passed, no employee who has chosen to participate in open season may opt out, and no employee who has chosen not to participate may opt in.
4. After the deadline for choosing to participate in open season has passed, Management will prepare a seating chart showing all unassigned desks from amongst the seats referenced in section 2.2 and any additional desks made available for permanent assignment to bargaining unit employees in the future, including the desks

of those employees choosing to participate in the open season. The chart will be posted on SharePoint, and in the break room. Desk selection will take place as outlined above under "Initial Seat Selection," with employees being shown the seating chart listing the available desks, and having thirty minutes to make their selection. Employees are allotted 15 minutes of official time for this and may enter the time it takes to make the selection under "Other" in MIS.

5. Except in the limited cases specified below, only those employees who choose to participate in open season will do so. Employees who choose to participate in open season, however, will do so with the understanding that they may end up in a location that is less desirable to them than the one they already have, and that they will be bound by the results of the open season selection process.

6. Unless otherwise specified in a later agreement, employees who are changing desks shall be given 4 hours in order to relocate to their new desk and leave their old desk in an acceptable state for the next person. Casual dress may be worn for move day.

4. Open Desks and Seating Changes Outside of Open Season

1. Management may agree to move an employee to an open desk as a remedy for a documented extenuating circumstance, medical or otherwise. Employees in these situations may be granted an open desk that meets their requirements even if they have less seniority than another employee. If the circumstances that necessitated the move have changed and the original desk is still available, then management may agree to move the employee back to the original desk. Management will notify the Union if the change request was made under Article 6, Section 14 "Personal Hardship".

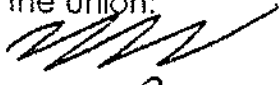
2. Bargaining unit employees who begin to work on the 6th floor outside of an open season will be temporarily assigned to an empty desk. They will be required to participate in the next open season, and allowed to choose a permanent desk based on seniority at that time.

3. Office Layout Changes

1. In the event of a change in office layout that necessitates Passport Employees changing desks, the affected Passport Employees will select temporary desks from unassigned desks. Order of selection will be determined by seniority, with the most senior affected employee choosing first, and the least senior choosing last. During the next open season, all available desks including all those already previously assigned to employees, will be up for selection and all employees will be required to participate. This will result in all bargaining unit employees selecting desks on the basis of seniority as happened in the initial seat selection process.

Dated: ~~9/13/13~~ 9/11/2013

For the Union:

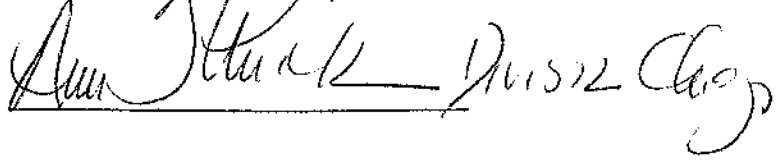
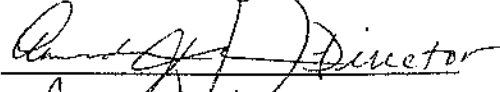


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For Management:



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