



**U.S. Department of State
Vermont Passport Agency
St Albans, VT**



**Negotiated Food and Drink Agreement between
CA/PPT/VT and NFFE 1998
(Month, date, year)**

1. The purpose of this agreement is to establish the standards by which agency BUEs are able to possess food and drinks at their workstations and throughout the agency.
2. Either Management or local Union stewards may request to bargain this agreement should any agency issues/grievances occur. ⁱ
 - a. BUEs will be allowed to possess food and drinks at their workstations while they are completing their assigned tasks.
 - b. All liquid containers BUE have at their desks
 - c. The community coffee pot is available for all Agency workers. If an individual uses the last of the coffee, it is their responsibility to either make a new pot for the office or clean the coffee maker and pot for the next day's use.
 - d. While BUEs are assigned to the counter they are permitted to possess drinks with secured lids, however BUEs may not consume

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food/snacks while at the counter space. This is for the purpose of providing a professional appearance to the general public. If a BUE wants to have a snack or food, they must leave the counter area and return when done eating.

- i. Should a BUE assigned to the counter need a food or snack item for medical purposes, they must coordinate with their supervisor/ counter supervisor to coordinate breaks and lunch times to accommodate their medical need(s).
- e. BUEs are permitted to consume small lunches/snacks at their desk. The BUEs understand this is a privilege and must take care to ensure the workspace remains clear of food/drink debris.
- f. BUEs are expected to not drink directly over the equipment to help avoid damaging the equipment. As a general rule, common sense should prevail – do not eat or drink or store food items near the equipment. Consumption of food or drinks at one's desks should not put applications, documents or equipment at risk.
- g. BUEs will consume any larger amounts of food at the designated break areas/outside the agency and not at their workstations. This is to prevent larger messes from occurring and odors from disturbing fellow agency workers.
- h. BUEs are responsible for maintaining the cleanliness of the break areas and must ensure they clean any spills/food debris they create during their breaks. Management and Union both agree all BUE's are responsible for the following regulations in regards to the break rooms.

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- i. BUE's must label any foodstuffs they store in the break rooms or refrigerators. Failure to label foodstuffs makes them available for public consumption.
- ii. Regardless of whether the food is brought in for public or personal consumption, BUEs are responsible for ensuring their foodstuffs do not spoil and or thrown out when expired.
- iii. Any food brought in must be stored in a proper container, ie Tupperware or other sealable containers, to prevent spillage, or unwanted odors.
- iv. Utensils and dishes must be washed, dried and put away immediately after their usage.
- v. A cover must be used when microwaving anything that has the potential to splatter. Should a mess occur while using the microwave, the individual using the microwave will immediately clean the mess.
- vi. If you see any moldy, rotten or expired food in the refrigerator and break room, it is the responsibility of the owner to throw the item out, however anyone who identifies this issue may dispose of the offending item.
- vii. If an individual uses the last of a supply, (ie paper towels, dish soap, etc), it is their responsibility to either replace the item or notify the individual responsible for the break room supplies.ⁱ


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- viii. While food and drink not meeting the above standards can be removed at any time – management and the union intend to review the contents of refrigerators on the first Friday of every month and take appropriate action as needed.

¹ The intent behind this is that should a major issue arise, or a pattern of issue/grievances develops, both sides can quickly re bargain a solution.

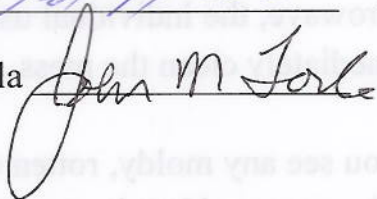
Union Representatives:

VT Chief Steward Marc Goudreau  Date: 10/20/2016

VT Steward Trevor Kuroczka  Date: 10.20.16

Vermont Passport Agency Management

Director William Swaney  Date: 10/20/2016

Adjudication Manager John Torla  Date: 10/20/2016