



## **Alternative Work Schedules At San Diego Passport Agency**

**July 24, 2019  
Negotiated Agreement between  
PPT/SD and NFFE FL 1998**

This local agreement (Agreement) is entered into pursuant to Article 12, Section 16(f)(v), Article 25, and Article 26 of the Master Agreement between Passport Services (Management) and the National Federation of Federal Employees – Local 1998 (the Union), dated December 20, 2018 (hereafter referred to as ‘Master Agreement’). Alternative work schedules are governed by 5 U.S.C. §§6120 – 6133, *Federal Employees Flexible and Compressed Work Schedules Act of 1982*.

The purpose of this local agreement is to establish working conditions for alternative work schedules (AWS) at the San Diego Passport Agency (PPT/SD). This local agreement is subject to change in order to comply with any future agreements between Management and the Union; National Union Management Committee agreements; and/or local agreements, also pursuant to Article 12, Section 16(f)(vi) and Articles 25 and 26.

## **Core Hours and the Standard Work Schedule**

The core hours at the San Diego Passport Agency are 8:45 a.m. – 3:30 p.m. Any changes to the core hours will be negotiated in accordance with Article 26 of the Master Agreement. No changes will be made to the core hours unilaterally and the status quo will remain in effect until agreement has been reached.

The public counter is open from 8:00 a.m. to 4:00 p.m. If the public counter hours are changed by either San Diego Management or Passport Services, changes to the standard work schedule will be negotiated between the local union and management.

The standard work schedule at the San Diego Passport Agency is 8:00 a.m. to 4:45 p.m. with a 45-minute lunch period and a 15-minute break for every four hours worked.

Lunch periods begin at 11:30 a.m., 12:00 p.m., 12:30 p.m., or 1:00 p.m. Morning breaks begin at 9:30 a.m., 9:45 a.m., 10:00 a.m., or 10:15 a.m. Afternoon breaks begin at 2:00 p.m., 2:15 p.m., 2:30 p.m., or 2:45 p.m. A fixed daily lunch and break schedule is set between Bargaining Unit Employees (BUE) and first-line supervisors. A change may be made to the assigned break or lunch schedule in accordance with Article 26 of the Master Agreement.

A BUE on a standard work schedule requesting a change to his/her lunch and/or break time only may do so during the AWS Open Season (February and August) or in accordance with Article 26 of the Master Agreement.

## **Implementation**

The San Diego Passport Agency will implement the revised Flexitour and Compressed Work Schedule (CWS) Alternative Work Schedules on September 2, 2019.

## **Eligibility**

BUE must meet the requirements set forth in Article 26, Section 6, of the Master Agreement. Exceptions to this eligibility requirement may be made for employees in accordance with the Master Agreement. Management will make every effort to accommodate such cases provided such cases do not interfere with the Agency's overall mission.

## **Flexitour**

A Flexitour is a voluntary change to working the Agency's standard work schedule, but not a change to the total hours that an employee will work on a given day. This encompasses employees who wish to work 8-hours-per-day, 5 days-per-week, but not the Agency's standard work schedule. An employee on a Flexitour may either select a designated 30 or 45 minute lunch period. BUE may schedule break periods with lunch periods with the approval of their first line supervisor. The start and stop times for the schedule must be the same daily.

Monday – Friday Flexitours are:

7:30 a.m. to 4:15 p.m. (45 minute lunch period)  
7:45 a.m. to 4:15 p.m. (30 minute lunch period)  
7:45 a.m. to 4:30 p.m. (45 minute lunch period)  
8:00 a.m. to 4:30 p.m. (30 minute lunch period)  
8:15 a.m. to 4:45 p.m. (30 minute lunch period)  
8:15 a.m. to 5:00 p.m. (45 minute lunch period)  
8:30 a.m. to 5:00 p.m. (30 minute lunch period)

There are no limits on the number of BUE on a 5-days-per-week Flexitour with two exceptions of 8:30 a.m. to 10% and 7:30 a.m. to 20% based on current staffing.

Once a BUE's Flexitour schedule is requested and approved to start at the next pay period, whether during Open Season or otherwise in accordance with Article 26 of the Master Agreement, the hours are fixed until the BUE requests a change or to withdraw in accordance with the procedures in this agreement.

### **Procedures for Changes to Flexitour**

Flexitour Open Season will be each year during the months of February and August. Requests to change or begin a Flexitour during Open Season must be made by the BUE via email to the BUE's first-line supervisor and will be effective at the start of the next pay period after receiving approval. BUE who wish to withdraw from a Flexitour may do so at any time via email request to the first-line supervisor and the standard work schedule will be effective at the start of the next pay period.

Accommodations for BUE requests to change or add a Flexitour outside of the Open Season will be considered in accordance with Article 26 of the Master Agreement.

## Compressed Work Schedule (CWS)

The San Diego Passport Agency is offering a 5/4-9 Compressed Work Schedule (CWS). Probationary and temporary employees may participate only with the approval of their first-line supervisor. On a 5/4-9 CWS, a BUE works eight 9-hour days and one 8-hour day in a pay period. The start and stop times for the 9-hour days are the same each day, and a fixed eight-hour day schedule is also established. The 5/4-9 schedule allows for a designated non-workday (regular day off - RDO) once per pay period. Per Article 26, BUE may schedule morning break with the lunch period with the approval of the first-line supervisor on a set lunch break.

### CWS Lunch with Break

12:00 p.m. to 12:45 p.m. (30 minutes lunch period plus morning break)

BUE on CWS who prefer two separate breaks may begin lunch at 11:30 a.m., 12:00 p.m., 12:30 p.m., or 1:00 p.m. Morning breaks begin at 9:30 a.m., 9:45 a.m., 10:00 a.m., or 10:15 a.m. Afternoon breaks begin at 2:00 p.m., 2:15 p.m., 2:30 p.m., or 2:45 p.m. A fixed daily lunch and break schedule is set between the BUE and first-line supervisor.

The 5/4-9 CWS (Nine Hour Day) is:

<u>Arrival Time</u>	<u>Stop Time</u>	<u>Length of Lunch</u>
7:30 a.m.	5:00 p.m.	30 minutes

The 8-hour workday is fixed for all BUE on CWS as the second Thursday of the pay period.

The 5/4-9 CWS (Eight Hour Day) is:

<u>Arrival Time</u>	<u>Stop Time</u>	<u>Length of Lunch</u>
7:30 a.m.	4:15 p.m.	45 minutes

If combining lunch with morning break, lunch on this day will be:

12:00 p.m.	1:00 p.m.	60 minutes
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### **Timeline of CWS Requests During Open Season**

Each BUE who wishes to participate or remain on a CWS must submit a written request to their supervisor for approval no later than February 15<sup>th</sup> and August 15<sup>th</sup> each year (AWS Open Season), using the CWS request form (see attachment). BUE will be informed of their CWS approval/disapproval and if approved, their RDO assignment not later than the last week of February and August, respectively. The new CWS and RDOs will begin on the first day of the first full pay period of March and September, respectively. For example, the BUE requests to participate in CWS on February 15<sup>th</sup>. The BUE is notified of their CWS approval and RDO assignment on February 23<sup>rd</sup>. The BUE's new CWS and RDO begins on Monday, March 5<sup>th</sup>, the first day of the first full pay period in March.

### **CWS Participation Requests and Non-Workday (RDO) Assignments**

CWS participation and RDO assignments are made independently each Open Season based on CWS request forms and operational needs. RDO availability, both total number available and amount on specific weekdays, is subject to change each CWS season. However, a minimum of one RDO slot will be offered on each weekday of the pay period, excluding Thursdays due to required weekly training and monthly Agency meetings, for a total of no less than 8 per CWS season (2 Mondays, 2 Tuesdays, 2 Wednesdays, and 2 Fridays in each pay period). Employees on CWS do not permanently hold CWS participation or an RDO slot beyond one CWS season and must plan accordingly that participation in CWS and an RDO assignment may not be permanent.

Once management has determined the number of RDO slots available for the CWS Season (no less than 8), *participation* will be approved in the following order:

- Non-participant who requested CWS in prior season but was not approved for lack of availability
- Seniority based on grade, where grade ties,
- Seniority based on step, where step ties,
- Seniority based on length of service in Passport Services.

BUE will be ranked in this order for approval to participate in CWS for the season requested and RDO assignment.

If the number of requests for a CWS exceed the supply of RDOs slots for any CWS Season (no less than 8 available), the remaining BUE will not be approved for CWS that season, but will receive first priority for participation in the next season should they request again. The first priority to participate does not extend to priority for RDO assignment nor beyond the next season's request.

Thereafter, RDO slots will rotate with each Open Season (twice a year) in a fair and equitable manner. RDO assignments will be made in the following order:

- 1) CWS Participant in prior season who received 8<sup>th</sup> preference
- 2) CWS Participant in prior season who received 7<sup>th</sup> preference
- 3) CWS Participant in prior season who received 6<sup>th</sup> preference
- 4) CWS Participant in prior season who received 5<sup>th</sup> preference
- 5) CWS Participant in prior season who received 4<sup>th</sup> preference
- 6) CWS Participant in prior season who received 3<sup>rd</sup> preference
- 7) CWS Participant in prior season who received 2<sup>nd</sup> preference
- 8) CWS Participant in prior season who received 1<sup>st</sup> preference
- 9) New CWS Participant (did not participate in the prior season)

Any ties in the order above will be ranked based on the seniority order used for participation. BUE will be assigned the highest preference RDO with remaining availability at the time of their assignment turn in the order.

### **Overtime on CWS**

Work in excess of 9 hours in a 9-hour scheduled day, or 8 hours in an 8-hour scheduled day, or more than 80 hours in a pay period that is authorized in accordance with existing statutes and regulations is considered overtime.

### **Designated Holidays, Training and Other Administrative Days**

When a holiday or administrative day falls on one of the BUE's regularly scheduled workdays, the BUE's time and attendance record for the holiday or administrative day will reflect the number of hours they had been schedule to work that day; see Article 26, 5(g).

When a BUE's RDO falls on a holiday, the BUE's "in lieu of" holiday will be the previous work day. For example, if the RDO falls on a Monday holiday, the BUE's holiday will be the previous Friday. The BUE's time and attendance record for the "in lieu of" holiday will reflect the number of hours they had been scheduled to work that day.

### **FSI Training or NFFE Training**

Compressed work schedules are temporarily suspended for the entire pay period during any pay period in which the BUE is attending in-person FSI course-coded training in or outside of the office, or NFFE training outside of the office. The BUE will need to arrange a standard work schedule or Flexitour for this pay period in advance with their first-line supervisor.


**Leave Usage on CWS**

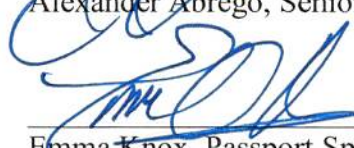
BUE taking an entire scheduled work day of leave are charged the numbers of hours they were scheduled to work that day. When absent for the entire scheduled work day, BUE will not be approved for 8 hours of leave on a day scheduled to work 9 hours, and make up the missing hour by working 9 hours on a day they were scheduled to work 8 hours. BUE not in the office on regular duty because of RDOs and CWS “in lieu of” holidays will be taken into consideration when adjudicating BUE leave requests.

**Evaluation**


This agreement may be revisited once every two years or upon agreement by the parties.


For the Union:

  
\_\_\_\_\_  
Alexander Abrego, Senior Union Steward

  
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Emma Knox, Passport Specialist

For Management:

  
\_\_\_\_\_  
Richard Saltzman, Director

  
\_\_\_\_\_  
Cameron Grimone, Adjudication Manager

Effective Date: 29 July 2019

**Compressed Work Schedule Request  
San Diego Passport Agency**

**Open Seasons: February and August**

**\*Submit signed hard copy to first-line supervisor no later than the 15<sup>th</sup>\***

**Employee Name:** \_\_\_\_\_

I am requesting participation in the Alternative Work Schedule, Compressed Work Schedule (CWS) program at the San Diego Passport Agency during the next CWS Season.

**Please rank your preference for a Non-Workday (RDO) assignment below 1 through 8, with 1 being most preferred and 8 being least preferred.**

- 1. Monday of pay period: \_\_\_\_\_
- 2. Tuesday of pay period: \_\_\_\_\_
- 3. Wednesday of pay period: \_\_\_\_\_
- 4. Friday of pay period: \_\_\_\_\_
- 5. Monday of pay period: \_\_\_\_\_
- 6. Tuesday of pay period: \_\_\_\_\_
- 7. Wednesday of pay period: \_\_\_\_\_
- 8. Friday of pay period: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Manager's Approval Signature Date  
*AM/AD/D Only*

*CWS Participation Approved: ( Y / N )*

*RDO Assigned:* \_\_\_\_\_