



Negotiated Agreement Regarding Government Work Stations Assigned to BUEs

CA/PPT/SD

This agreement is subject to all provisions in the Master Agreement between Passport Services and the National Federation of Federal Employees – Local 1998, dated July 20, 2009; hereafter referred to as the Master Agreement.

This local agreement is subject to change to comply with any future national agreement between Passport Services and NFFE, National Union Management Committee agreements, and/or directives by Passport Services in conformity with Master Agreement Articles 4, 12.



BUEs must maintain a professional, clean, and orderly government work station.

1. Personal items (photos, décor) may be displayed only inside the walls and surface of the government work station.
2. Personal items must be displayed in a manner that does not damage government property.
3. A specific number or specific size of items inside the cubicle and on the surface of desk is not established. However, the work station must be clean and orderly enough to quickly see that no PII, adjudication stamp, or other sensitive information has been left unsecured without moving items.
4. Up to six items may be attached to upper work station cabinets using magnetic attachments only. Those attachments will be limited to one of the doors of the overhead cabinets and not cover more than the equivalent of 1/3 of one overhead cabinet door.

Employees may not display items that violate any law, agreements, or commonly accepted social standards.

Management has the right to remove, in the presence of the employee, any material that is considered offensive, inhibits the ability to work, or is otherwise not displayed in accordance with the provisions of this agreement. Management has final say over whether any material is considered offensive or inhibits the ability to work.

Photo Example: Work station that is clean and orderly. A quick visual inspection can determine if PII or adjudication stamp have been left unsecured.

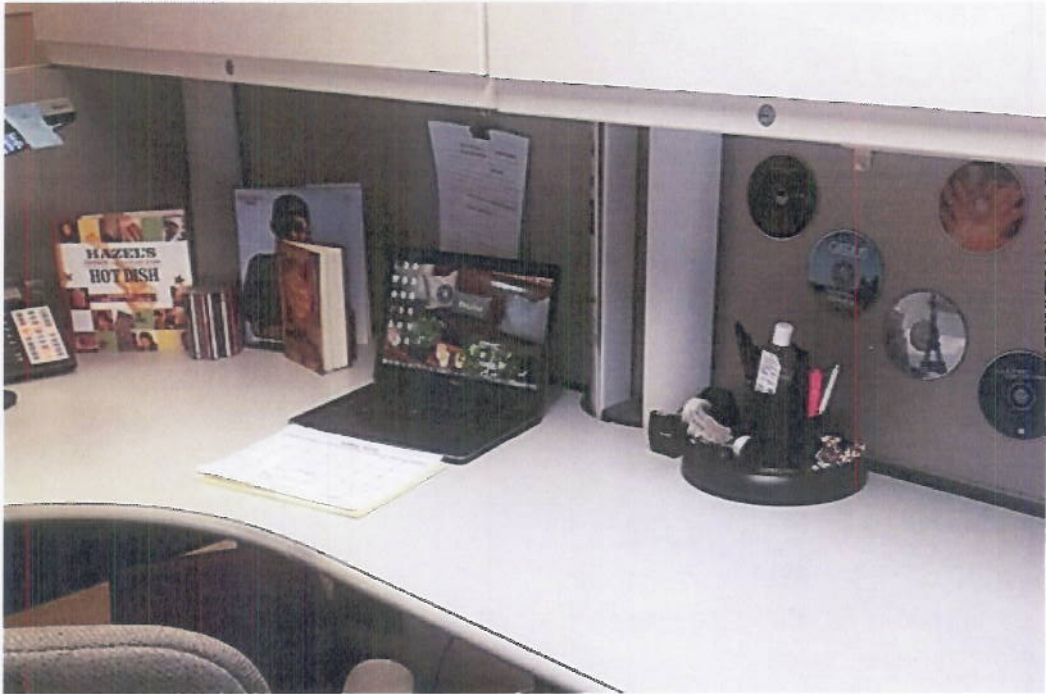



Photo Example: Work station is not clean, not orderly, and a quick visual inspection cannot determine if PII or adjudication stamp have been left unsecured.



Implementation and Effective Date

Signed  Rick Saltzman, Director

Signed  Geralynn Cortes, Assistant Director

Signed  Alex Abrego, Senior Union Steward

Signed  Karina Altamirano, Union Steward

Dated by the Parties: RS KA

Effective Date: 5/16/2017