

Break and Lunch Combining Settlement
08/28/2015

The Parties to this agreement (which supplements the San Francisco Passport Agency Negotiated Agreement Regarding Alternate Work Schedules dated, 03/06/2015), are the National Federation of Federal Employees, IAMAW Local 1998 (Union,) and the San Francisco Passport Agency (Management). This local agreement settles a dispute over the ability of employees to combine their breaks and lunches. This local agreement is subject to all provisions of the Master Agreement and is not intended to change or modify the Master Agreement, Department Regulations, or applicable law.

Schedule Open Season:

- Management and the Union will send a joint message to bargaining unit employees (BUEs) by 09/14/2015, soliciting the employees preferred break and lunch times. The solicitation will be done by a form. BUEs will have two weeks to complete the form. If a BUE is out of the office for the two week time period, they may complete the form when they return. BUEs can request an extension to fill out the form.
- Employees may opt, in the form, to combine their afternoon break with their lunch period.
- Possible morning break times that employees may select are 9:30, 9:45, 10:00, and 10:15. Employees will have an option to select “no preference.” For employees that select “no preference,” management will assign a morning break time.
- Possible lunch windows are either 11:30-12:30, or 12:30 to 1:30. BUEs are expected to start their lunch at either 11:30, or 12:30. The end of each BUE’s lunch time is determined by the scheduled length of their lunch period (30, 45, or 60 minutes), pursuant to this agreement. Employees will have an option to select “no preference.” For employees that select “no preference,” management will assign a lunch window.
- Possible afternoon break times are 2:30, 2:45, 3:00, and 3:15. Employees cannot choose the last break option if their end time is 3:30. Employees will have an option to select “no preference.” For employees that select “no preference,” management will assign an afternoon break time.
- A BUE that does not fill out the form within the specified time frame will be considered to have “no preference” for both break times, and their lunch window.
- Thereafter, an open season for adjusting scheduled break or lunch times, and break combinations with lunch will be held each year during the CWS open season (starts October 1st).

Conflicts in Break Times:

- Management will assign break and lunch times for counter assignments. To the extent possible, these lunch and break times will be based on the employee’s selection.
- Other than the exception listed above for the counter, to account for coverage at non-desk adjudication assignments, break time availability will be based on seniority (length of time served at the San Francisco Passport Agency). This provision only applies when more than one BUE is assigned to the same non-desk adjudication assignment.

- Employees that are assigned an afternoon break time at the counter and finish their counter assignment prior to that break occurring may revert back to their normal afternoon break time.

Flexibility:

- Nothing in this agreement prohibits a BUE from requesting a change to their break time on a specific day. Occasional changes may be permitted by the mutual agreement of the employee and their direct supervisor. These changes are expected to be irregular.
- Nothing in this agreement prohibits management from asking an employee to reschedule a break on a specific day due to an urgent or time sensitive matter. These changes are expected to be irregular.
- Employees may formally request changes to their schedule outside of the "open season" period. Management will consider such requests on a case-by- case basis.

Logistics:


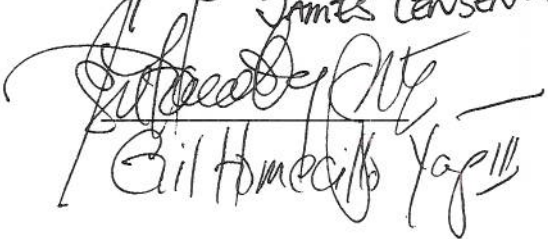
- The parties will reopen the 03/06/2015 AWS agreement, solely for the purposes of incorporating the language in this agreement, prior to 10/01/2015.
- The Union withdraws their grievance related to this issue.

For Management

 08/28/15

Susan Moore

For the Union


JAMES LENSEN-CALLAS

Gil Homécillo Yagill