



CPC Holds Officer Desk



This Local Agreement (hereinafter referred to as "the Agreement") is entered into by and between the United States Department of State, Bureau of Consular Affairs, Passport Services, Charleston Passport Center, (hereinafter referred to as "CPC"), and the National Federation of Federal Employees- Local 1998 (hereinafter referred to as "the Union"), hereinafter collectively referred to as "the Parties."

This Local Agreement is subject to all provisions of the Master Agreement between Passport Services and the Union, effective July 20, 2009. It is not intended to change or modify the Master Agreement, Department Regulations, or applicable law.

Holds Officer Work Space Designation

The Parties agree that workstation *located on the 1st Floor on Ravenel Road intersecting at Main Street with phone extension listed as 61136* shall be designated as sole use for CPC Holds Officers.

The Parties agree that the designated CPC Holds Officers workstation shall be subject to desk-sharing and shift cut-off time of 4:00pm EST. If any CPC Holds Officers work schedule is impacted by a shift overlap, he/she may complete Holds Officer assignment at his/her designated adjudication workstation.

The Parties agree that if the CPC Holds Officers are assigned to perform non-passport Holds Assignment before working Holds Assignments, he/she may complete the non-passport Holds Assignment at his/her passport adjudication work station instead of performing the work at the workstation designated as the sole use for CPC Holds Officers.

The Parties agree that in the event the Holds Officer workstation needs to temporarily move for no more than 30 days, CPC management will email the Union that a temporary relocation is needed and provide the location of where the temporary workstation will be located. CPC management will not select an Adjudication workstation that is occupied as the temporary Holds Officer workstation.

Duration of Agreement/Mid-Term Bargaining.

The Parties agree that any negotiation regarding changes of this agreement shall be requested annually, and the request should happen no later than 30 days prior to the original effective date of the Parties.

For Management Representative(s):

[Signature]
Dated by the Parties:
[Signature]

Effective Date:

2/23/2018

For Union Representatives:

[Signature] Boyd Hinton
NFFE CPC
[Signature] 2/23/18
ANAKARINA MERCADO, VP