



Representing the bargaining unit employees of Passport Services, a division of the Department of State's Bureau of Consular Affairs

New York Passport Agency
Negotiated Seating Agreement for Passport Specialists

January 24, 2014

To: Michael Hoffman, Director-PPT/NY
Cc: Tyrone Sheldon, Regional Director
Ryan Palsrok, Assistant Director-PPT/NY
Kirk Smith, Assistant Director-PPT/NY

Authority

This local agreement between New York Passport Agency Management and local Union representatives was entered into pursuant to Article 12, Section 16(f) of the Master Agreement between Passport Services and the National Federation of Federal Employees – Local 1998, effective July 20, 2009. This local agreement may change upon the establishment of a new negotiated agreement between Management and NFFE.

Purpose

This agreement covers desk assignments for the Agency's passport specialists for all the agency spaces on the 10th floor of the NYC Federal Building at 376 Hudson Street, NY, NY 10014.

Functional desks in Adjudication Central will allow passport specialists who sit in Adjudication South to have a seat when they have an assignment that they cannot fulfill at their seat in Adjudication South.

Agreement

This agreement will be valid from January 1, 2014 to December 31, 2014. It will be renewed automatically for another year unless either party objects to it at any time before the renewal. The seating map is a part of this agreement. The Union will manage the way Passport Specialists select their seats.

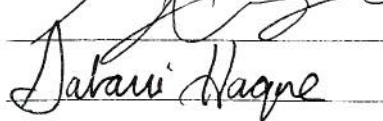
The Union will determine the desk selection process for Passport Specialists for desks numbered 01-28.

There must be a supervisor or manager present in Adjudication South when BUEs enter the space per Internal Controls. Management will ensure that a supervisor or manager will be assigned to Adjudication South throughout the day from at least 8 A.M. to 5 P.M. Management will provide the Union a weekly schedule that shows which supervisor will be in Adjudication South to provide enough coverage.

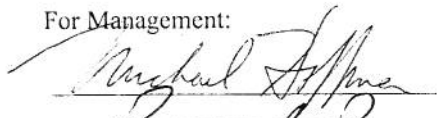
Enclosure: (1) Seating Map

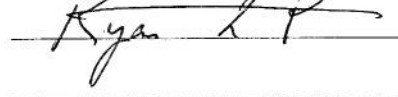
For Union:





For Management:





**ADJUDICATION
SOUTH**

Reserved for Management
Reserved for Management

Training Desks (23)	(24)		20A/20B
Training Desks (27)	(25)	18A/18B	19A/19B
Training Desks (26)	(22)	17A/17B	(Union A/B)
Training Desks (25)	(21)	16A/16B	(Union A/B)

CI
FPM
CSM
TWX
Training Desks
Reserved for Management
COURIER
UNION



**ADJUDICATION
CENTRAL**

	TWX	3A/3B	6A/6B	9A/9B	12A/12B	15A/15B	Courier
FPM	CSM	2A/2B	5A/5B	8A/8B	11A/11B	14A/14B	Courier
FPM	CSM	1A/1B	4A/4B	7A/7B	10A/10B	13A/13B	Courier

CI
CI