



Desk Assignment and Sharing Agreement Western Passport Center



Agreement between PPT/WPC and NFFE FL 1998 Negotiated and signed August, 28 2017

This local agreement¹ is entered into pursuant to Article 12 of 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”). The purpose of this agreement is to combine and update the previous Desk Assignment/Seating Arrangement Renegotiated Agreement between PPT/WPC and NFFE FL 1998, renegotiated and signed on December 29, 2015 and the Desk Sharing Guidelines Negotiated Agreement between PPT/WPC and NFFE FL 1998, negotiated and signed May 13, 2016. This agreement or any portion herein, may be re-opened upon request of either party.

Desk Assignment Procedures

1. With the exception of reasonable accommodation desks, which will be assigned based on accommodation requirements, each bargaining unit employee (BUE), ranked by seniority, will select an available desk as follows:
 - a. Seniority based on length of service in Passport Services;
 - b. Seniority based on length of service in CA/PPT/WPC;
 - c. Seniority based on length of service in the Federal Government.
 - d. In the event there is a tie in seniority, Management shall use a random method (e.g., coin flip) to break the tie. The Union shall witness the tie breaker.
2. To minimize the occurrence of incompatible work schedules in the selection of desk assignments, conflicting work schedules will be considered during seat selection. In the event that a preferred seat is requested by a person with more seniority and whose schedule is incompatible with your own, the least senior person will select another desk. Should an employee’s voluntary schedule change result in a scheduling conflict, the requesting employee shall select another desk using the process above.
3. Once all available desks have been selected, the remaining bargaining unit employees will be ranked by reverse seniority, and will be paired with the least senior bargaining unit employee on the opposite shift to share a desk.
4. When a desk is vacated, bargaining unit employees may request to change desks during the annual open season, which will be the first full week of January, in the same manner as outlined above. New employees may choose from available vacant desks.
5. Employees will be given one and a half hours (1½) hours to move to their new desk. The BUE will coordinate this time with their Supervisor. Management will provide 48 hours notification of desk availability.

¹This local agreement is subject to change to comply with any future National Agreement between Passport Services and NFFE or National Union Management Committee agreements.

Desk Sharing Guidelines

1. The following WPC-issued items will be shared by Passport Specialists assigned to a shared desk:

Chair - the individual height of the chair may be adjusted by each user to accommodate the user. If one user uses a cushion, it must be stored by the user at the end of the shift.

Computer system - the monitor, CPU, mouse and keyboard will remain in the center of the desk. Any location adjustments must be agreed upon and requested by both users.

Desk storage - with the exception of sit/stand desks, each user will have one lockable overhead and one lockable rolling cabinet. The users will agree to which grouping (right, left or both) each one will be assigned.

Telephone - two voicemail boxes will be assigned to the common desk telephone, one for each user. Each user must log in and out of their individual voicemail boxes at the start and end of their respective shift. The users will agree upon placement of the phone on the desk. Any location adjustments must be agreed upon by both users.

Trash receptacle - one trash receptacle will be located at each desk.

Foot rest - users will respect each other's use or non-use of a footrest. If one user uses a footrest, it must be stored by the user at the end of their shift.

Stapler - each desk will be assigned one electric stapler. Any location adjustments must be agreed upon by both users.

Hole punch - each desk will be assigned one electric hole punch. Any location adjustments must be agreed upon by both users.

Metal shelf racks, trays and pencil holder - each desk will be assigned two metal shelf racks, trays and pencil holders. The users will agree to which grouping (right, left or both) each one will be assigned.

2. The following WPC-issued items will be individually issued to each Passport Specialist assigned to a shared desk:

Plastic desk trays - each user may select their own number of letter trays. The users will agree upon placement of the trays, and trays shall not obstruct the common workspace.

There will be one nameplate for each user assigned to the desk.

3. The following additional WPC-issued items will not be shared by users:

- . Adjudication Jurat stamp
- . Ink
- . Ink pens, pencils, markers, and highlighters
- . Individual supply of post-it notes
- . Individual supply of staples
- . Individual supply of folders
- . Individual supply of page protectors

- . Individual reference materials
- . Individual notebooks
- . Individual wall calendar/planner
- . Manual staplers
- . Staple removers
- . Paperclips

Special accommodation chairs and other reasonable accommodation items will be reserved for use by the Passport Specialist to which they are assigned and may not be used by another employee. It is the responsibility of those with special accommodation chairs to move their chair to the back window wall (near Pantano Wash) for storage at the end of the shift and return the non-accommodation chair to the cubicle. The Sit/Stand desks will be desk shared, however they will be shared last.

4. Personal items

Personal items will be kept to a minimum. This includes one framed picture, and minimal desk novelties. Additionally, users will refrain from placing items on top of the overhead storage units or attaching items to the door of the overhead storage units.

All personal fans, lamps and other approved electrical devices must be stored at the end of each shift by the user.

Tissue boxes may be for individual or shared use, and if shared, their location on the desk will be mutually agreed upon by both users.

Extra shoes and/or workout gear must be stored in the individual user's cabinet at the end of the shift.

There is a limited amount of "wall" space at each desk. The users will determine which side wall is assigned to each user (right or left) and will keep the amount of wall space utilized for work and personal items to a minimum. Upon desk reassignment, whoever is currently assigned to the desk reserves the right to maintain the current configuration of their items and the new user will take the unassigned cabinets, walls and items.

5. Desk Hours

Day shift employees will vacate their assigned workstation no later than 4:00 pm.

Night shift employees will begin the use of their assigned workstation no earlier than 3:30 pm.

In the event an employee shares a desk with someone on an incompatible work schedule, they will choose a vacant desk until their assigned desk becomes available. For the purposes of working overtime when available, employees who desk share with someone on an incompatible schedule will need to find a vacant desk at the end of their normal work schedule in order to complete their overtime. These employees will be granted 15-minutes in MIS for desk transition.

6. Overtime/Weekends

Users may coordinate desk use in regards to weekends and overtime. Because only a limited number of Passport Specialists work overtime on the weekdays and weekend, other desks will be available. Passport specialists may select an unoccupied desk on a first come basis if their own desk is occupied.

7. Sanitation

Each user may wipe down the desk and shared items with disinfectant wipes at the beginning of their shift, in order to prevent the spread of germs or illnesses (such as the common cold). Users should respect each other’s use of the desk area. Spills and trash should be cleaned up as soon as possible and not left for the next shift.

8. Conflict Resolution

A Desk Sharing Resolution Committee (The Committee) will be comprised of three volunteers, one member of management and two Passport Specialists, to vet issues or concerns as they arise after policies are initially in place. The union will select volunteers for the committee. The union may make changes to its selection of volunteers for the committee at any time by written notification of the change to the management member of the committee. If needed, the committee will meet within two weeks of the institution of this local agreement to review any issues submitted for their review and work to resolve any issues. Otherwise, the committee will meet quarterly if there are any issues raised regarding this local agreement. If no issues are raised regarding this local agreement during a particular quarter, the committee will not meet. Passport Specialists will submit their concerns in writing to the committee prior to any quarterly meeting. The committee in no way usurps the responsibilities of the employer to resolve Employee problems.

Any disagreements between users sharing a desk shall be addressed and resolved via email and in a professional manner. If the users cannot reach a resolution, either user may forward the email to the committee for review. The recommendation(s) of the committee will be consistent with applicable Department policy. Appeals will be addressed via existing Departmental channels. Any refusal to abide by the decision of the committee shall be referred to management. The status quo shall remain in effect until a decision is reached by the committee.

For the Union:

For Management:
