

Temporary Crisis Work Schedule Agreement

Between

The Bureau of Consular Affairs, Passport Services, Minneapolis Passport Agency (PPT/MN)

And

The Minneapolis Passport Agency Bargaining Unit Employees

(3/20/2020)

This temporary 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.

1. Hours and Work Schedule Options for BUEs:

The current standard agency working schedules for Bargaining Unit Employees (BUEs) are Monday through Friday 7:30-4:15 with a 45 min lunch, or 7:30-4:00 with a 30 min lunch. That schedule remains in effect for those BUEs who wish to keep it.

To help address the concerns over the current COVID-19 health crisis and to minimize the amount of days and numbers of staff in the workplace and commuting, a secondary work schedule will be offered temporarily. The temporary schedule option will consist of four 10-hour shifts (4-10s) in the 5-day calendar week. The day of the week the BUE will have off will be either Monday or Friday. This day is considered the employee's Regular Day Off, or RDO. BUEs are still required to work 40 hours a week (excluding overtime). The hours of the 4-10's schedule will be 7:30-6:00 with a 30-minute lunch and two fifteen-minute breaks. Employees may elect to add one of their 15-minute breaks to their lunch in order to take a 45-minute lunch and only one break.

Due to this temporary schedule, the Minneapolis Passport Agency will be open to staff between the hours of 7:30 and 6:00 Monday-Friday. Saturdays will be open as needed per eligible overtime offerings by management.

2. Eligibility and Requirements

All BUEs are eligible to volunteer for the temporary schedule. A minimum of 8 BUEs are needed to select this schedule for it to be offered. If at any point the number of volunteers working the temporary schedule falls under 8 BUEs, the schedule will no longer be offered at the start of the following pay period.

3. Determination of Regular Day Off (Monday or Friday)

BUEs may volunteer for 4/10s and indicate their preference for RDO, which will be respected when possible. An equal number of BUEs who volunteer for the temporary schedule must be off on each Monday and Friday. If a person has no preference, their name will be put in a hat and drawn at random by the Union Steward in the presence of management. If more than 4 people prefer a specific RDO, all those people will be drawn at random. The drawing order is shown below, splitting them equally between Monday and Friday until all names are drawn.

Mon off	Fri off
1.	5.
2.	6.
3.	7.
4.	8.

If there are an odd number of volunteers, Friday will have one more spot than Monday. A BUE can choose to change to or from this schedule at the start of a pay period by notifying their supervisor one week prior to the start of that pay period.

If someone drops off the 4-10 schedule, and the days are no longer even, then BUEs will be asked for volunteers to switch to the day with lower number of RDO assignments. They will have one day to respond. If more than one person volunteers to switch, their names will be drawn from a hat again by the Union rep in the presence of management. If no one volunteers, the BUE with the highest number in the drawing order (ex: drawn as #4 on Monday, #8 on Friday) will switch their day off at the beginning of the next pay period. Any employee starting the 4-10 schedule after the initial drawing period will be added as the highest number for the next available day.

4. Overtime on a Day Off during 4-10's Work Schedule

If a BUE on the 4-10 schedule wishes to work overtime on their RDO, they may elect to come in and perform desk adjudication any time during the hours of 7:30-6:00 as long as they follow all pre-existing overtime procedures.

5. Suspension of Temporary Work Schedule

This agreement will be suspended once the COVID-19 crisis is over or the Minneapolis Passport Agency reopens its counter to the public, whichever comes first. At that point, BUEs will be required to revert to the standard work schedule at the start of the following pay period.

6. Effective Date

This agreement will take effect on March 29, 2020. BUEs must volunteer by Noon on March 26th and the Union Steward will draw the names for the schedule on March 26th, in which BUEs will be notified of their temporary schedule by COB.

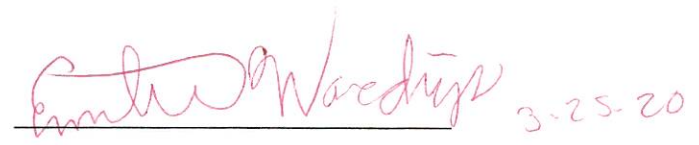
7. AWS Policy

Employees are responsible for becoming familiar with existing policy pertaining to AWS schedules per the FAM/FAH. Employees understand that working a 4-10 schedule means they will have to account for 10 hours per day with a combination of hours worked, AL, SL, TCT, or other compensatory means.


Jennifer Danover, Director


Benjamin Voas, Senior Steward


Suzie Iverson-Rivers, Assistant Director


Emilie Wardrip, Bargaining Unit Employee