



National Passport Center (NPC) – NFFE-Local 1998 Memorandum of Agreement on Seating, Alternate Work Schedules (AWS) and Maximum Flexibility

October 8, 2020

This Agreement between the NPC and NFFE Local 1998 extends maximum flexibility for all BUE at the NPC through seating and schedules upon the agencies change to Phase 3 of the Diplomacy Strong reconstitution plan. The Agreement demonstrates both Management and the Union's commitment to the health, safety, and security of the NPC workforce.

Part 1: Ensuring Workplace Safety

1. Seating Agreements

BUE will sit in their 2020 desk assignment.

- BUE located in temporary seating during Phase 2 will be allowed up to one hour of administrative time to move to their assigned seats and will sanitize the temporary desk upon departure with sanitizing wipes. Those in temporary seating should plan on receiving approval to move workstations prior to the official start of Phase 3.
 - All desks on the 4th floor, except Holds, will be allocated to BUE as needed to create additional space.
- Union stewards will work to suggest alternate arrangements to management if a need is identified for different BUE seating patterns than 2020 assignments. Employees may also choose to work with DRAD if an accommodation is needed.
 - The 3rd and 4th floor conference rooms will be allocated for overflow of 1st shift specialists if additional space is required. Data drops and computers will be installed, as necessary.

2. Alternate Work Schedule Agreements and Maximum Flexibility

NPC will maintain maximum flexibility. BUE will work with their chain of command to create a consistent schedule that works for them within the parameters listed below and which are outlined in [3 FAM 2335.2](#).

Requests must be set up one pay period in advance.

- No BUE will be forced to work within defined core hours unless it was a part of their prior work schedule.
- BUE that temporarily change shifts will be allowed to resume their prior shift work schedule within one pay period of request.

Flexible Work Schedules (FWS)

- Employees are authorized to work a FWS in agreement with [3 FAM 2335.2](#).

- **Flexitour** – Employee works 8 hours a day and 40 hours a week.
- **Gliding Schedule** – Employee is authorized to arrive to work within thirty minutes of their usual start time. BUE that request a gliding schedule will cross out the arrival time and departure time on the FLSA log sheet and email their supervisor daily for awareness.
- **Variable Day Schedule** – Employee works 40 hours in each week of the bi-weekly pay period but may vary the number of hours worked in a given workday within the week not to exceed 12 hours in any one day or 20 hours of overtime in any one week.

Compressed Work Schedules (CWS) and Adjusted Work Schedules (AWS)

- Employees are authorized to work a CWS or AWS in agreement with 3 FAM 2335 Alternative Work Schedules.
- BUE on CWS are authorized to change their Regular Day Off (RDO) to a different day, change the work schedule (i.e. 4/10 to 5/4-9 plan), or change to an AWS.

3. Operating hours

The National Passport Center is open Monday through Friday from 5:00am to 2:00am (excluding holidays).

Part 2: Rights and Sunset/Reopener

This agreement remains in effect for 90 days between the parties at NPC after signing. The parties agree that should NPC return to a previous phase of the Diplomacy Strong Plan this agreement would end. After 45 days, the parties agree to meet and discuss any changes that need to be made. The parties may mutually agree to extend this agreement if local conditions warrant it.

For the Agency

Kenneth Graham

[Signature]

10/8/20

For the Union

Corinne Nielsen

[Signature]

10/8/2020