

Negotiated Agreement Regarding Flexible Work Schedules (FWS) and the Compressed Work Schedule (CWS) Philadelphia Passport Agency

July 1, 2020

This agreement is subject to all provisions in the Master Agreement between Passport Services and the National Federation of Federal Employees, IAMAW Local 1998 (Union) dated December 2018; hereafter referred to as the Master Agreement; and, is not intended to change or modify the Master Agreement, Department Regulations, or appropriate law. This agreement is subject to change in order to comply with any future law, Department Regulation, agreements between Management and the Union (local or national level); and, Passport Services directives in accordance with Master Agreement Article 6, Section 9 and Article 12, Section 3 (a) and Section 16 (f)(vi).

This agreement will remain in effect for a minimum of two years from the date of its execution. Thereafter, each party will have the unilateral right to reopen or cancel the agreement, and, the agreement will remain in effect until one of the parties does so.

Core Hours, Standard Work Schedules, and Standard Lunch Times

The core hours at the Philadelphia Passport Agency are 9:00 AM to 3:00 PM to accommodate customer needs. Any changes to the core hours will be negotiated in accordance with Article 26 of the Master Agreement. No changes will be made to the core hours unilaterally and the status quo will remain in effect until agreement has been reached. Article 12 of the Master Agreement will be used to negotiate changes if there is no agreement in Philadelphia Passport Agency Union Management Committee (UMC) meetings.

In accordance with Article 25 of the Master Agreement, Philadelphia Passport Agency's standard work schedule consists of 40 hours spread over a maximum of 5 consecutive 8-hour days. The Philadelphia Passport Agency's standard workweek schedule is: 8:00 AM to 4:45 PM (45-minute lunch period) or 8:00 AM to 4:30 PM (30-minute lunch period).

There are two standard lunch times: 12:00 PM and 12:45 PM

12:00 PM – 12:30 PM (30-minute lunch period)

12:00 PM – 12:45 PM (45-minute lunch period)

12:45 PM – 1:15 PM (30-minute lunch period)

12:45 PM – 1:30 PM (45-minute lunch period)

Management will assign lunch periods. To the extent possible, lunch periods will be based on the employee's selection unless there is a workload requirement necessitating changing a BUE's lunch period as stated in Article 26, Section 3, (a)(ii).

A BUE on a standard work schedule may request to change the lunch period at any time during the year by completing a new scheduling request form.

Open season for Flexible Work Schedule (FWS)/Compressed Work Schedule (CWS) will occur twice a year (January and August).

Eligibility

BUEs must meet the requirements set forth in Article 26, Section 6. Exceptions to this eligibility requirement may be made for employees in accordance with the Master Agreement. Management will make every effort to accommodate such cases provided such cases do not interfere with the Agency's overall mission.

Training and Official Duty

In accordance with Article 26, Section 6 (d) and 3 FAM 2335.3, dated September 24, 2018, a BUE on a Flexible or Compressed work schedule may be required to convert to a traditional 40-hour workweek during pay periods in which the BUE has formal training or is on TDY status in order to conform to operations at the temporary worksite. In accordance with the Passport Services Action Memo titled Employee Duty Station during FSI Training, dated September 2, 2014, the use of the Compressed Work Schedule by a BUE will be temporarily suspended when a BUE is attending FSI formal training.

Implementation

Employees who wish to choose a new FWS/CWS option based on this agreement may submit the relevant schedule request form within thirty days of the agreement being signed, or at any other subsequent time. Start time changes, once approved, become effective on the first day of the next pay period. Since the RDOs have already been established for the CWS period from March 2-September 11, 2020, changes to CWS would be limited to start time or short day.

Section 1 Flexible Work Schedule

Flexible Work Schedules

Flexible Work Schedules (FWS) consist of workdays with designated core hours when all employees must be present at work, and flexible hours when employees may choose to work in order to complete their basic (non-overtime) work requirement.

Flexitour Schedule

A Flexitour schedule has established core hours and a basic work requirement of 8 hours each day and 40 hours in each week for a full-time employee, and the employee selects arrival and departure times within the Agency's established flexible hours. Once selected, the hours are set until a change is requested and approved.

The following Flexitour Schedules are available to BUEs:

Monday-Friday	7:45-4:15	30-minute lunch	All BUEs
Monday-Friday	7:45-4:30	45-minute lunch	
Monday-Friday	8:00-4:30	30-minute lunch	All BUEs
Monday-Friday	8:00-4:45	45-minute lunch	
Monday-Friday	8:15-4:45	30-minute lunch	All BUEs
Monday-Friday	8:15-5:00	45-minute lunch	
Monday-Friday	8:30-5:00	30-minute lunch	All BUEs
Monday-Friday	8:30-5:15	45-minute lunch	
Monday-Friday	8:45-5:15	30-minute lunch	Government processors and Administrative Officer
Monday-Friday	8:45-5:30	45-minute lunch	

Government processors and the Administrative Officer may select any start time in fifteen-minute increments between 7:45-8:45. Passport specialists may select any start time in fifteen-minute increments between 7:45-8:30.

BUEs may not skip lunch periods or rest breaks to shorten the workday; however, with the prior written approval of their first line supervisor, they may schedule break periods with lunch periods as stated in Article 26, Section 3, (a)(iii).

Approved Flexitour schedules will be provided to the agency timekeeper. Once a BUE selects a Flexitour schedule, the schedule remains in effect until the BUE requests a change in accordance with the procedures in this agreement.

Gliding option (See attached)

The PPT/PA Flexible Work Schedule can also glide. The gliding option is a voluntary change to the hours during which an employee will work, but not the total hours that an employee will work in a given day. While BUEs have their selected Flexible Work Schedule start and end times, they may report up to 30 minutes earlier than or 30 minutes later than the scheduled start time, as long as the gliding start time is between 7:45 AM and 8:45 AM (for specialists) or 9:00 AM (government processors and Administrative Officer). BUEs must report to their supervisor, or another supervisor or manager, upon arrival and invoke the glide.

Should conditions under Article 26, Section 6 apply, a supervisor or manager will inform the BUE in writing that the gliding option is suspended. The email must include the reason and the conditions for reinstatement of the gliding option, including an approximate timeframe.

The BUE will accurately capture the work hours on the sign-in/sign-out sheet per the FLSA/Appendix AA Supplemental Settlement Agreement dated March 8, 2017, or per any future national agreement regarding sign-in/sign-out sheets or time and attendance.

If the BUE was scheduled for overtime in the evening on a glide day, irregular OT can be requested to add additional OT if the BUE started earlier, or the scheduled OT will be reduced if the BUE started work later.

BUEs may not invoke a 9:00 start time glide on a day when the BUE is scheduled to be at an agency training or all-staff meeting.

Gliding must only occur in 15-minute increments. For example, a BUE with an 8:15 start time arrives at 8:22. The BUE may either request leave until 8:30 or request to glide starting at 8:30. Requesting the leave or the glide does not preclude the supervisor from waiving the leave.

Procedures for Changes to Flexible Work Schedules

A BUE who wishes to participate in a Flexible Work Schedule must submit a request form to the BUE's first-line supervisor during open seasons (January and August). Each BUE wishing to withdraw, drop, or change a Flexible Work Schedule must submit a new request form. Each BUE may also withdraw, drop, or change a Flexible Work Schedule at other times, in addition to the January/August open seasons. Changes will be effective at the beginning of the next full pay period after the request is approved.

Temporary One-Day Schedule Change

In accordance with Article 26, Section 2 (c) or (d) of the Master Agreement, each BUE requesting a temporary change to a work schedule must submit the request, in advance and in writing, to the first-line supervisor. A one-day temporary schedule change can generally be requested no more than once per week and not for an extended period.

Example: A BUE with a schedule of 8:15-5:00 (45-minute lunch) has a morning medical appointment. In advance of the day of the appointment, the BUE requests to change the schedule for the appointment day to 9:00-5:30 with a 30-minute lunch. The supervisor approves the request with an email. The BUE then submits a leave slip for the estimated time of arrival based on the 9:00-5:30 schedule.

Section 2 Compressed Work Schedule (CWS)

The Philadelphia Passport Agency's Compressed Work Schedule is a fixed schedule in which a full-time employee must work eight 9-hour days and one 8-hour day for a total of 80 hours in a biweekly pay period. Gliding or temporary schedule changes are not available.

The following CWS options are available to BUEs:

9-hour Workday	8-Hour Workday	Lunch Period
7:45 AM – 5:15 PM	7:45 AM – 4:15 PM	30-minutes
7:45 AM – 5:30 PM	7:45 AM – 4:30 PM	45-minutes
8:00 AM – 5:30 PM	8:00 AM – 4:30 PM	30-minutes
	8:00 AM – 4:45 PM	45-minutes
	8:15 AM – 4:45 PM	30-minutes
	8:15 AM – 5:00 PM	45-minutes
	8:30 AM – 5:00 PM	30-minutes
	8:30 AM – 5:15 PM	45-minutes

NOTE: Non-specialist BUEs may choose to have their short day start at 8:45.

BUEs may select a designated 30-minute or 45-minute lunch period.

BUEs may not skip lunch periods or rest breaks to shorten the workday; however, with the prior written approval of their first line supervisor, they may schedule break periods with lunch periods as stated in Article 26, Section 3, (a)(iii).

Leave

BUEs taking a full day of leave will be charged the number of hours they were scheduled to work that day. If scheduled to work 9 hours on that day, the BUE will be charged 9 hours of leave. BUEs cannot request 8 hours of leave for a day they were scheduled to work 9 hours and make up the missing hour by working 9 hours on the day they were scheduled to work 8 hours. CWS participants are entitled to 15-minute rest breaks during each four hours worked.

Regular Day Off (RDO)

To adequately meet the anticipated demands of the public and other employees, the Director, in concert with the management team and in coordination with the Union Steward(s), will predetermine the number of CWS participants from each section that can be off on any given week day. If too many participants select the same RDO, Management will assign the RDO to the BUE who has not recently been granted the day. Employees who had days off in the middle of the week will have first choice for the more desirable Mondays and Fridays. Seniority is used when there is an equal entitlement to a requested RDO. Submission of the work schedule request does not guarantee the requested RDO.

Designated Holidays and other Administrative Days

Per Article 26, Section 5 (h), when a holiday or administrative day falls on a BUE's regularly scheduled workday, the BUE will be credited with 9 hours of holiday or administrative leave, respectively.

When an BUE's Regular Day Off (RDO) falls on a holiday, the BUE's holiday will be the previous workday. For example, if the RDO falls on a Monday holiday, then the BUE's holiday will be the previous Friday (9-hour workday).

Short Day

The eight-hour day (also known as "short day") is set as Wednesday. BUEs may select either Wednesday of week 1 of the pay period or Wednesday of week 2 of the pay period as the short day.

Procedures

Employees will request, in writing, approval of work schedules from their immediate supervisors by completing the agency CWS request form. The schedule shall establish the tour of duty start and end times, the RDO, the short day, and comply with the requirement that 80 hours of work be performed during each biweekly pay period.

New CWS schedules will take effect the first full pay period after George Washington's Birthday (observed), which is either February or March, and the first full pay period after Labor Day (September). During the preceding open season, CWS participants must reapply for CWS and non-participants may request a CWS. When establishing the work schedule, employees must indicate their preferred RDO (first choice and second choice) during the biweekly pay period. One RDO day choice must be a Tuesday, Wednesday, or Thursday. The work schedule must be approved by the employee's first- and second-line supervisors.

Approved CWS schedules will be provided to the agency timekeeper. BUEs may discontinue participation in CWS by requesting a Flexible Work Schedule to take effect the next full pay period after the request is made.

Section 3 Attachments

Attachment 1 – Gliding Schedule options

Gliding Schedules: 30-minute lunch (government processors and administrative officer)		
Standard Work Hours	Glide Start Times	Glide End Times
7:45-4:15	8:00	4:30
	8:15	4:45
8:00-4:30	7:45	4:15
	8:15	4:30
	8:30	5:00
8:15-4:45	7:45	4:15
	8:00	4:30
	8:30	5:00
	8:45	5:15
8:30-5:00	8:00	4:30
	8:15	4:45
	8:45	5:15
	9:00	5:30
8:45-5:15	8:15	4:45
	8:30	5:00
	9:00	5:15

Gliding Schedules: 45-minute lunch (government processors and administrative officer)		
Standard Work Hours	Glide Start Times	Glide End Times
7:45-4:15	8:00	4:45
	8:15	5:00
8:00-4:30	7:45	4:30
	8:15	5:00
	8:30	5:15
8:15-4:45	7:45	4:30
	8:00	4:45
	8:30	5:15
	8:45	5:30
8:30-5:00	8:00	4:45
	8:15	5:00
	8:45	5:30
8:45-5:15	8:15	5:00
	8:30	5:15

Gliding Schedules: 30-minute lunch (passport specialists)		
Standard Work Hours	Glide Start Times	Glide End Times
7:45-4:15	8:00	4:30
	8:15	4:45
8:00-4:30	7:45	4:15
	8:15	4:30
	8:30	5:00
8:15-4:45	7:45	4:15
	8:00	4:30
	8:30	5:00
	8:45	5:15
8:30-5:00	8:00	4:30
	8:15	4:45
	8:45	5:15

Gliding Schedules: 45-minute lunch (passport specialists)		
Standard Work Hours	Glide Start Times	Glide End Times
7:45-4:30	8:00	4:45
	8:15	5:00
8:00-4:45	7:45	4:30
	8:15	5:00
	8:30	5:15
8:15-5:00	7:45	4:30
	8:00	4:45
	8:30	5:15
	8:45	5:30
8:30-5:15	8:00	4:45
	8:15	5:00
	8:45	5:30

Attachment 2 – Forms

FLEXITOUR SCHEDULING REQUEST

EMPLOYEE NAME _____

SECTION _____

I want to participate in Flexitour and I submit the following request for my pay period schedule (please circle one):

- Monday-Friday: 7:45 am to 4:15 pm (30 minute lunch period)
- Monday-Friday: 7:45 am to 4:30 pm (45 minute lunch period)
- Monday-Friday: 8:00 am to 4:30 pm (30 minute lunch period)
- Monday-Friday: 8:00 am to 4:45 pm (45 minute lunch period)
- Monday-Friday: 8:15 am to 4:45 pm (30 minute lunch period)
- Monday-Friday: 8:15 am to 5:00 pm (45 minute lunch period)
- Monday-Friday: 8:30 am to 5:00 pm (30 minute lunch period)
- Monday-Friday: 8:30 am to 5:15 pm (45 minute lunch period)

Only available for Admin Officer or government processors:

- Monday-Friday: 8:45 am to 5:15 pm (30 minute lunch period)
- Monday-Friday: 8:45 am to 5:30 pm (45 minute lunch period)

My regular lunch time is (please circle one):

- | | |
|--|--|
| 12:00 p.m. – 12:30 p.m. (30 min lunch) | 12:00 p.m. – 12:45 p.m. (45 min lunch) |
| 12:45 p.m. – 1:15 p.m. (30 min lunch) | 12:45 p.m. – 1:30 p.m. (45 min lunch) |

Employee's Signature Date

SUPERVISORY APPROVAL

APPROVED DISAPPROVED

FIRST LINE SUPERVISOR/DATE

APPROVED DISAPPROVED

SECOND LINE SUPERVISOR/DATE

LUNCH SCHEDULING REQUEST

EMPLOYEE NAME _____

SECTION _____

My regularly scheduled lunch period request is (please circle one):

12:00 p.m. – 12:30 p.m. (30 min lunch)

12:00 p.m. – 12:45 p.m. (45 min lunch)

12:45 p.m. – 1:15 p.m. (30 min lunch)

12:45 p.m. – 1:30 p.m. (45 min lunch)

Employee's Signature

Date

SUPERVISORY APPROVAL

APPROVED DISAPPROVED

FIRST LINE SUPERVISOR/DATE

APPROVED DISAPPROVED

SECOND LINE SUPERVISOR/DATE

COMPRESSED WORK SCHEDULING REQUEST

EMPLOYEE NAME _____

SECTION _____

I want to participate in the Compressed Work Schedule (CWS) program and submit the following request for my pay period schedule.

Enter your first and second preference for a Regular Day Off (RDO) in the table below, and write your requested short day hours on either 1st or 2nd Wednesday.

EXAMPLE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 1 OF PP	1 st – 7:45-5:15		2 nd – 7:45-5:15		
WEEK 2 OF PP			Short day 7:45-4:15		

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 1 OF PP					
WEEK 2 OF PP					

NOTE: If your Regular Day Off (RDO) first preference is a Monday or Friday, the second choice must be a Tuesday, Wednesday or Thursday.

CIRCLE ONE LUNCH PERIOD:

- 12:00 p.m. – 12:30 p.m. (30 minute lunch period) 12:45 p.m. – 1:15 p.m. (30 minute lunch period)
- 12:00 p.m. – 12:45 p.m. (45 minute lunch period) 12:45 p.m. – 1:30 p.m. (45 minute lunch period)

Employee's Signature

Date

SUPERVISORY APPROVAL

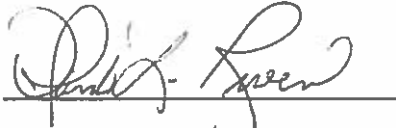
APPROVED DISAPPROVED

FIRST LINE SUPERVISOR/DATE

APPROVED DISAPPROVED

SECOND LINE SUPERVISOR/DATE

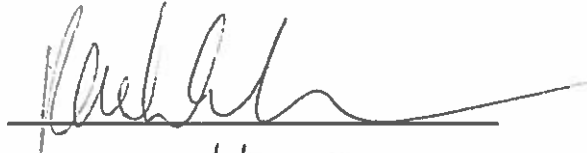
Management:



Date: 07/01/2020

Orlando L. Rivera, Director

Union:



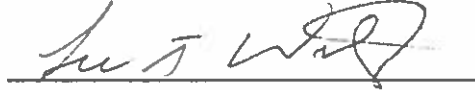
Date: 7/1/2020

Rachel Specht, Senior Steward



Date: 07/01/2020

Gracy Kokkalis, Adjudication Manager



Date: 1 July 2020

Lee Wentz, President