

# **Negotiated Agreement Regarding Flexible Work Schedules (FWS) and the Compressed Work Schedule (CWS) El Paso Passport Agency**

**June 4, 2021**

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 one year 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.

## **1. Core Hours, Standard Work Schedules, and Standard Lunch Times**

Article 25, section 4, covers Core Hours, Standard Work Schedules, and Standard Lunch Schedules which will be covered in this section. The core hours at the El Paso Passport Agency are from **9:00AM to 3:00PM**. The public counter is open from **7:30AM to 4:00PM**. Any changes to the core hours will be negotiated in accordance with Article 26 of the Master Agreement.

The standard work schedule at this agency is: 7:15AM to 4:00PM with a 45-minute lunch period.

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.

## **2. Eligibility**

BUEs must meet the requirements set forth in Article 26, Section 2. Exceptions to this eligibility requirement may be made for employees in accordance with the Master Agreement.

## **3. Training and Official Duty Day**

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.

#### **4. Implementation**

Employees who wish to choose a new flexitour option based on this agreement may submit the relevant schedule request form to their immediate supervisor within 30 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.

#### **5. 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, at least one day prior, 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. The Supervisor will consider the request to ensure it does not negatively impact previously assigned work.

#### **6. Changes to Work Schedules**

At any time during the schedule cycle, an employee may submit a written request to change the end time of or withdraw from a flexitour and change to a standard work schedule.

### **Section 1**

#### **Flexible Work Schedule**

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.

##### **1. Flexitour**

A Flexitour schedule has established core hours and 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.

Per the CBA, lunch periods will be scheduled between the hours of 11:00AM and 2:00PM, at this agency they are scheduled between 11:30AM and 1:30PM and in accordance with Article 25, Section 4, and may be either a 30-minute or 45-minute period. Using the attached forms, employees may choose their own lunch and break periods or schedule break periods with their lunch periods (Article 26), so long as the lunch period does not exceed one (1) hour. BUEs may not skip lunch periods or rest breaks to shorten the workday. Rest breaks cannot be adjacent to arrival or departure. Employees select a scheduled break time for the morning and afternoon. Lunch schedules for employees may require

changes when exceptional circumstances exist. Those requests must be submitted to a supervisor by email for review and determination.

The following Flexitour Schedules are available to BUEs:

7:15AM	3:45PM	30 Minute lunch with a 15-minute break in the morning and 15-minute break in the afternoon. (the 15-minute break may be added to the 30-minute lunch or taken separately)
7:30AM	4:00PM	30 Minute lunch with a 15-minute break in the morning and 15-minute break in the afternoon (the 15 min break may be added to the 30-minute lunch or taken separately)
7:15AM	4:00PM	<b>45 Minute STANDARD 15-minute break in the morning and a 15-minute break in the afternoon.</b>
7:15AM	4:00PM	45 Minute Standard lunch with a 15-minute break in the morning. For the afternoon 15-minute break, allowing the 15-minute afternoon break to be added to their 45-minute lunch which is what we currently have since 2011 as a past practice.

## 2. Compressed Work Schedules (CWS)

At this time, CWS are not available at this agency.

**FLEXITOUR SCHEDULING REQUEST**

Employee Name \_\_\_\_\_

Supervisor \_\_\_\_\_

**I want to participate in a Flexitour and I submit the following request for my pay period schedule:**

Select One	Arrival Time	Departure Time
	7:15am	3:45pm
	7:30am	4:00pm

Select One	Lunch preferences
	11:30am-12:00pm (30-minute lunch)
	11:30am-12:15pm (30-minute lunch w/ 15-minute break)
	12:00pm-12:30pm (30-minute lunch)
	12:00pm-12:45pm (30-minute lunch w/15-minute break)
	12:30pm-1:00pm (30-minute lunch)
	12:30pm-1:15pm (30-minute lunch w/15-minute break)

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Employee's Signature

Date

**SUPERVISORY APPROVAL**

APPROVED     DISAPPROVED

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FIRST LINE SUPERVISOR/DATE

APPROVED     DISAPPROVED

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SECOND LINE SUPERVISOR/DATE

**FLEXITOUR SCHEDULING REQUEST**

Employee Name \_\_\_\_\_

Supervisor \_\_\_\_\_

**I want to participate in a Flexitour and I submit the following request for my pay period schedule:**

Select	Arrival Time	Departure Time
	7:15am	4:00pm

Select One	Lunch preferences
	11:30am-12:15pm (45-minute lunch)
	11:30am-12:30pm (45-minute lunch w/ 15-minute break)
	12:00pm-12:45pm (45-minute lunch)
	12:00pm-1:00pm (45-minute lunch w/ 15-minute break)
	12:30pm-1:15pm (45-minute lunch)
	12:30pm-1:30pm (45-minute lunch w/ 15-minute break)

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Employee's Signature

Date

**SUPERVISORY APPROVAL**

APPROVED     DISAPPROVED

\_\_\_\_\_  
FIRST LINE SUPERVISOR/DATE

APPROVED     DISAPPROVED

\_\_\_\_\_  
SECOND LINE SUPERVISOR/DATE

**LUNCH SCHEDULE CHANGE REQUEST**

Employee Name \_\_\_\_\_

Supervisor \_\_\_\_\_

**My regularly scheduled lunch period is:**

Select One	Lunch preferences
	11:30am-12:00pm (30-minute lunch)
	11:30am-12:15pm (30-minute lunch w/ 15-minute break)
	11:30am-12:15pm (45-minute lunch)
	11:30am-12:30pm (45-minute lunch w/ 15-minute break)
	12:00pm-12:30pm (30-minute lunch)
	12:00pm-12:45pm (30-minute lunch w/15-minute break)
	12:00pm-12:45pm (45-minute lunch)
	12:00pm-1:00pm (45-minute lunch w/ 15-minute break)
	12:30pm-1:00pm (30-minute lunch)
	12:30pm-1:15pm (30-minute lunch w/15-minute break)
	12:30pm-1:15pm (45-minute lunch)
	12:30pm-1:30pm (45-minute lunch w/ 15-minute break)

**I would like to change to:**

Select One	Lunch preferences
	11:30am-12:00pm (30-minute lunch)
	11:30am-12:15pm (30-minute lunch w/ 15-minute break)
	11:30am-12:15pm (45-minute lunch)
	11:30am-12:30pm (45-minute lunch w/ 15-minute break)
	12:00pm-12:30pm (30-minute lunch)
	12:00pm-12:45pm (30-minute lunch w/15-minute break)
	12:00pm-12:45pm (45-minute lunch)
	12:00pm-1:00pm (45-minute lunch w/ 15-minute break)
	12:30pm-1:00pm (30-minute lunch)
	12:30pm-1:15pm (30-minute lunch w/15-minute break)
	12:30pm-1:15pm (45-minute lunch)
	12:30pm-1:30pm (45-minute lunch w/ 15-minute break)

**Breaks can be taken between 9:30AM-10:30AM and 2:00PM-3:15PM**

Break preference: \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_ No Preference \_\_\_\_\_ with lunch

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**SUPERVISORY APPROVAL**

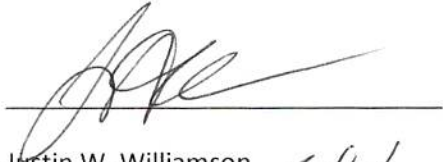
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FIRST LINE SUPERVISOR/DATE

APPROVED  DISAPPROVED

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SECOND LINE SUPERVISOR/DATE

Signed By:



Justin W. Williamson

6/4/2021

Director



Jessica Percifull

6/4/2021

Acting Union Steward



Santiago M. Burciaga

6/4/2021

Assistant Director



Jennifer M. Dardas

6/4/2021

Union Representative