

**Office Relocation
Agreement
Between Passport Services
Bureau of Consular Affairs, Miami Passport Agency, and the
Miami Bargaining Unit Employees**

July 9, 2021

This Local Agreement (hereinafter, referred to as the "Agreement") is entered into by and between the United States Department of State, Bureau of Consular Affairs, Passport Services, Miami Passport Agency, (hereinafter, referred to as the "Agency"), and the National Federation of Federal Employees—Local 1998 (hereinafter, referred to as the "Union"), (hereinafter, collectively referred to as the "Parties").

This Agreement is subject to all provisions of the collective bargaining agreement (hereinafter, referred to as the "Master Agreement" or "CBA") between Passport Services and the National Federation of Federal Employees—Local 1998, effective December 20, 2018. It is not intended to change or modify the Master agreement, Department Regulations, or applicable law.

1. Purpose.

It is the intent and purpose of this Agreement to help facilitate the methodical relocation of the Miami Passport Agency from its current location at 1501 Biscayne Boulevard, on the Second Floor to the new location at 1501 Biscayne Boulevard, Suite 400 on the Fourth Floor.

The Parties recognize that the continued development and implementation of modern and progressive work practices to facilitate and improve employee performance and the efficient accomplishment of Government operations are in the public interest as articulated in Article 1, Section 4 of the Master Agreement's provision on "Effective Government," which is contemplated by this Agreement.

2. Office Move Logistics.

The estimated completion for the Miami office move is July 19, 2021. The move is expected to take place over the weekend. On the first workday in the new office space, the Agency plans on blocking most appointments, so employees can get unpacked and settled in their new space.

a. Non-Productive Time

Accordingly, bargaining unit employees (BUEs) will be granted three (3) hours of non-productive time to pack their existing workstations in preparation for move day.

Thereafter, BUEs will be granted three (3) hours of non-productive time to unpack and settle in their new workstations upon arrival.

Additional time may be considered on a case-by-case basis.

b. Packing Materials

All packing materials (cardboard boxes, labels, and bubble wrap etc.) will be provided by the Agency.

c. Casual Attire

BUEs are permitted to wear casual clothing including the wearing of jeans when packing and unpacking their workstations.

3. Building Perimeter.

a. Employee Access

To the extent possible, employee access to the building will not be encumbered by public access to the building.

Accordingly, BUEs will have the following two access points to enter the building: 1) the garage entrance; and 2) 1501 Biscayne Boulevard entrance.

At no time will there be designated building access points reserved for Management personnel only.

b. Public Access / Customer Flow Management

Where possible, effective crowd control methods and procedures will be employed for purposes of ensuring the safe and efficient flow of customers visiting and exiting the building.

For example, public access to the building will be marked with clear signage to eliminate confusion and ease navigation into and from the building.

Customers need to know where to stand in line (if necessary) with clear directions where to go with points marked along the way.

Post and Panel Barriers with signage showing off-limits points should be employed as necessary. This will help to mitigate employees having to interact with customers waiting to enter the building for passport services.

4. Employee Workspace.

a. Cubicles

1. Size

The adjudication workstations are 6' x 6' in size. The panel heights will be 48" of fabric with 24" of clear glass above that.

The desk will be 58" x 70" now because we added the 12" side wardrobe. Still height adjustable. They will have a box/file ped.

2. Windowpane (24 inches)

- a. Bargaining Unit Employees are permitted to affix material(s) on either side of the glass pane as long as the material(s) does not damage or completely cover the glass pane.
- b. Desks Each BUE will be furnished one (1) of their own sit-stand desk that enables the BUE to alternate between sitting and standing.

3. Surface Area

The desk will be 58" x 70" now because we added the 12" side wardrobe. Still height adjustable. They will have a box/file pedestal. Total surface area is 2415 square inches.

4. Electric Power Source

At least one electric power outlet shall be located near the surface of the desk to the extent feasible.

5. Chairs

BUEs will be furnished one (1) ergonomic office chair of their own.

5. Computer

The CPU will be secured on each BUEs' desktop.

a. Lighting

BUEs will be provided at least one adjustable lamp per assigned desk.

b. Storage

1. Cabinets

The adjudication workstations will have one wardrobe cabinet that is 12" wide x 24" deep and +/- 48" high. They will also have a box/file pedestal for storage.

6. Copier / Printer / Scanner

Each adjudication section will contain at least 1 photo copier and 1 high speed digital sender/scanner. None of this equipment will be more than 75 feet from any passport specialist.

The counter work area will have a total of 4 copiers. They will be less than 75 feet from the counter workstations.

Shredder Container

There will be at least 3 shredder bins in the adj areas.

7. Cell Phone Signal Amplifier

In the event that employees regularly do not have cell service on their personal cell phones inside of the new office, PPT/MM management will work with PPT HQ to determine if there may be any options to optimize the cell service inside the agency.

8. Counter / Lobby Area.

- a. Ballistics resistant windows will be located at the counter.
- b. When possible / practical mgr. will ensure social distance to mitigate any COVID-19 pandemic exposure at the counter.

9. Union Office Space.

While PPT/MM cannot assign one specific permanent office to the local Union Steward(s), PPT/MM managements agrees to afford whenever possible private office/meeting space when the Union Steward requests it to conduct Union business on Union time on a case-by-case basis. These "spaces" could include the training room, conference room, team meeting rooms, or other available offices/rooms at the time of the request.

When unavailable, PPT/MM management will work closely with the Union to reserve a room/space to accommodate their needs at the next available opportunity. If the Union Stewards requests a room with a computer, phone etc. to conduct Union business, every attempt will be made to accommodate those requests.

At least one lockable four (4) draw cabinet will be provided.

10. Restrooms.

a. Employee.

1. Male

The Employee male restrooms have two (2) stalls and two (2) urinals (there is a sink in the handicapped stall) There are three (3) sinks plus the sink in the ADA stall so a total of 4.

2. Female

The Employee women restrooms have 4 stalls. There are the three (3) sinks in the open and a sink in the ADA stall for a total of 4 sinks.

b. Public.

Inside the public agency there are two single -person unisex restrooms.

11. Employee Break Room.

a. Size

- i. The employee break room will be thirty-six (36) feet wide and thirty-one (31) feet long.

b. Appliances / Equipment

i. Refrigerators

There will be two (2) refrigerators located in the employee break room. At least one (1) of the two (2) refrigerators will have a freezer.

ii. Sink

- 1. There will be one (1) sink.

iii. Microwave Ovens

- 1. There will be three (3) microwave ovens.

iv. Coffee Maker

1. There will be one (1) coffee maker.

v. Televisions There will be one TV in breakroom.

1. There will be one (1) flat screen television.
2. The BUEs will have access to the television remote controls for purposes of selecting television stations.

vi. Tables.

1. There will be at least ten (10) tables.

vii. Chairs.

1. There will be at least thirty (30) chairs, and two (2) stools.

viii. Bulletin Boards

Management will ensure that three (3) Bulletin Boards for EEO Information, Union Information, and General Employee Information are placed on the walls in the corridor of the employee entrance.

ix. WI-FI

1. Department of State sponsored Wi-Fi/Internet Access while in the breakroom.

The Department in consultation with IRM and Diplomatic Security is looking at provide Wi-Fi capabilities at all domestic DOS facilities.

Local management will provide the Union updates as they are received.

12. Work Life Balance / Fitness / Wellness.

The Parties recognize the importance of promoting work-life balance, and wellness initiatives. Towards this goal, the following measure is intended to enhance employees' work-life balance resulting in less stress, more fulfilment, and greater productivity:

Management will provide health and wellness information on a periodic basis including information received from the Department, Federal Executive Board (FEB) and other resources. The Union is also encouraged to share such information as well with the BUEs. When possible, speakers on wellness / physical / mental health may be invited to speak to employees.

a. Work Life Balance

i. Lactation Room.

- a. A comfortable chair
- b. A flat surface for a breast pump to rest, like a long countertop
- c. Easy access to electrical outlets
- d. A sink to rinse out pump parts with soap and paper towels
- e. Tissues and anti-bacterial wipes to clean up the flat surface

b. Internal Showers

There will be two (2) unisex, single-person showers.
Each shower will contain a bench and changing area.

c. Water Fountains:

There will be one filtered water bottle filler in the break room for employees.

13. Safety / Health and Security.

There will be one panic button at each counter workstation.

Consistent with Article 32, Section 13 & 15, of the CBA. Management agrees to provide a sufficient emergency supplies, first aid kits, and AED(s) at the Miami Passport Agency.

Management also agrees to ensure each employee is briefed on procedures, including emergencies and evacuations, and to provide each employee with a wallet-size card listing contact information.

14. Amendments and Supplements

This Agreement may be amended and/or supplemented as follows:

- a. At any time by mutual agreement of the Parties.
- b. Within a reasonable time after the enactment of any new law, government-wide regulation or policy which affects the provisions of this Agreement. A proposal by either Party to negotiate such amendment(s) or supplement(s) shall cite the pertinent law, executive order or government-wide regulation and the Section(s) of this Agreement affected.
- c. Representatives of the Employer and the Union shall begin negotiations within 30 calendar days of a request to negotiate under the provisions above unless the Parties agree to another specific date.

15. Renegotiation.

This Local Agreement is subject to mid-term negotiations in accordance with Article 12.

The Miami Passport Agency and the National Federation of Federal Employees, Local 1998 hereby agree to this negotiated local agreement effective on the 10 th of July 2021.

For the Union:

José Martínez

NFFE, Local 1998

Date: 7/09/2021

For Agency:

[Signature]

Miami Passport Agency

Date: 7/12/21

For the Union:

[Signature]

NFFE, Local 1998

Date: 07-09-2021

For Agency:

[Signature]

Miami Passport Agency

Date: 7/12/2021