

Detroit Passport Agency

Negotiated Agreement Between PPT/DE and NFFE 1998

Agency Relocation to 477 Michigan Avenue, Detroit MI 48226

March 10, 2020

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Move logistics:

- BUEs will be granted three hours of non-productive time to pack their existing workstations in preparation for the move.
- BUEs will be granted up to three hours of non-productive time to unpack and settle into their new workstations on their first day of work at 477 Michigan Avenue, Detroit MI 48226.
- Packing materials will be provided by the agency as needed.
- BUEs are permitted to dress down and may wear blue jeans on the day they are packing their workstations and on the day they are unpacking their workstations.

Adjudication Workstations/Area:

- BUE cubicle size will be comparable to the cubicles at 211 West Fort Street location.
- BUE cubicles will be equipped with sit-stand desks.
- BUEs will select the task chair model that will be used in the adjudication section of the agency at the 477 Michigan Avenue location. Agency management will work with Passport Headquarters to have up to three ergonomic task chair samples delivered to the 211 West Fort Street location for selection.
- If feasible, computer central processing units will be placed below the surface of the BUE's desk.
- BUE workstations will be equipped with two monitors.
- If feasible, computer keyboards will have integrated smart card readers.
- If feasible, at least one electric power source to plug in computer equipment will be mounted under the surface of the desk.
- BUEs will be provided one regular desk lamp and one black light desk lamp.

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- BUEs will be provided one multifunction desktop organizer for pens, scissors, staplers, and information notices.
- BUE cubicles will have at least one lockable rolling storage cabinet.
- One color copier will be placed in the adjudication work section. The model of the copier will be comparable to the copier in the adjudication work section at the 211 West Fort Street location.
- At least two shred receptacles will be placed in or near the adjudication work section.
- Prior to making seat selections, BUEs will be given a tour of the new office space.

Counter Workstations/Area:

- Counter window glass will be ballistic resistant.
- Counter workstations will be equipped with sit-stand desks.
- Counter computers and keyboards will be comparable to those used at the 211 West Fort Street location.
- Counter workstations will be equipped with at least one lockable storage drawer.
- Counter work area will have three copy machines. The model of the copiers will be comparable to the copiers in the counter work area at the 211 West Fort Street location. One of the copiers will be a color copier.
- At least one shred receptacle will be located in the counter work area.

Restrooms:

Restroom specifications must be agreed to by the General Services Administration. However, PPT/DE management will request the following features in the agency's employee restrooms at the 477 Michigan Avenue location:

- The male employee restroom be equipped with three stalls (one of which will be handicap accessible), three urinals, and four sinks.
- The female employee restroom be equipped with five stalls (one of which will be handicap accessible) and four sinks.
- The male and female employee restrooms be equipped with gap free toilet partitions or privacy gap covers.

- The male and female employee restrooms be equipped with motion sensor/hands free flushing on all urinals and toilets.

Breakroom:

- The employee breakroom will have two refrigerators. At least one of the refrigerators will have a freezer.
- The employee breakroom will have one sink.
- The employee breakroom will have three microwave ovens.
- There will be dedicated counter space in the breakroom with enough electrical outlets to support a hot beverage station. The hot beverage station will consist of a coffee maker comparable to the coffee maker currently used at the 211 West Fort Street location. The station will also consist of one Keurig style single serve coffee and tea maker. At least one drawer in the breakroom will be dedicated to storing hot beverage supplies.
- There will be one flat screen HD television in the breakroom comparable in size to the television currently in the breakroom at the 211 West Fort Street location. BUEs will have access to the television remote control.
- The breakroom will have at least six tables for day-to-day use and one additional table dedicated for the use of displays/activities. Two additional tables will be kept in storage for use as needed.
- There will be at least 24 chairs in the breakroom.
- There will be one filtered bottle filler located in the breakroom.

Parking

- The current occupancy agreement provides two onsite parking spaces to the agency. One of the parking spaces will be assigned to the agency Director. The second parking space will be assigned to Diplomatic Security.

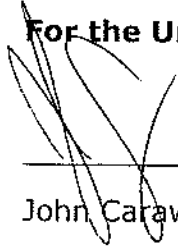
Miscellaneous:


- BUEs may request an agency locker to store coats, backpacks, and umbrellas.
- One display monitor will be placed in the adjudication area. One display monitor will be placed in the counter area. One display monitor will be placed in processing area. These monitors will display daily rotational work assignments or other agency announcements.



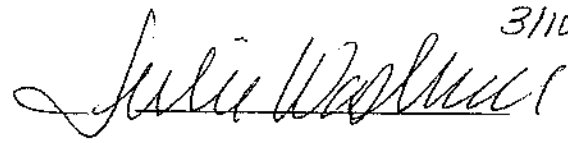
- One bulletin board for the Building Bridges Club that will be placed in a common area of the agency. The board will be comparable in size to the one used at the 211 West Fort Street location.
- The 477 Michigan Avenue location offers a lactation room for use by nursing mothers on the 11th floor in the Federal Occupation Health center.


For the Union


3/10/2020
John Caraway, Steward


Douglas Bazar

For Management

3/10/2020

Julie Wasilewski

3/10/20

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