

## Negotiated Agreement Regarding Flexitour and Compressed Work Schedules

### **Miami Passport Agency, CA/PPT/MM**

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 three 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. This agreement can be canceled and renegotiated during the three-year validity period provided that both parties agree to do so.

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

The core hours at the Miami 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.

In accordance with Article 25 of the Master Agreement, Miami Passport Agency's standard work schedule consists of 40 hours spread over a maximum of 5 consecutive 8-hour days. The Miami Passport Agency's standard workweek schedule is Monday through Friday 6:30 AM to 3:00 PM (30-minute lunch period) or 6:30 AM to 3:15 PM (45-minute lunch period). During an open season, management will ask each BUE what their preferred start time is; management will make every attempt to grant that start time which cannot be changed until next open season. Not every BUE can have the same start time, therefore workload and other factors may require a different start time than the original one requested.

There are two standard lunch times: 11:00 AM and 12:00 PM

- 11:00 AM – 11:30 AM (30-minute lunch period)
- 11:00 AM – 11:45 AM (45-minute lunch period)
- 12:00 PM – 12:30 PM (30-minute lunch period)
- 12:00 PM – 12:45 PM (45-minute lunch period)

To the extent possible, lunch periods will be based on the employee's preference unless there is a workload requirement necessitating changing a BUEs lunch period as stated in Article 26, Section 3, (a)(ii). A BUE on a standard work schedule may request to change their preferred lunch period every six months during an open season established by management. An open season for Flexible Work Schedule (FWS)/Compressed Work Schedule (CWS) will occur twice a year (June and December, to be effective January and July of each year).

#### **Eligibility**

BUEs must meet the requirement 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 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.

#### **Section 1**

##### **Flexible Work Schedules (FWS)**

**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 at the Miami Passport Agency:

Monday-Friday	6:30 AM – 3:00 PM	30-minute lunch	All BUEs
Monday-Friday	6:30 AM – 3:15 PM	45-minute lunch	All BUEs
Monday-Friday	6:45 AM – 3:15 PM	30-minute lunch	All BUEs
Monday-Friday	6:45 AM – 3:30 PM	45-minute lunch	All BUEs
Monday-Friday	7:15 AM – 3:45 PM	30-minute lunch	All BUEs
Monday-Friday	7:15 AM – 4:00 PM	45-minute lunch	All BUEs

In accordance with Article 26, Section 3 (a)(iii), each employee is allowed one 15-minute rest break during each (4) hours worked, to include overtime. Employees may schedule break periods with lunch/dinner periods with the approval of the first line supervisor:

- 30-minute lunch option: employees that choose this option may extend their lunch to 45 minutes by combining their 30-minute lunch with their 15-minute afternoon break, with the approval of their first line supervisor.
- 45-minute lunch option: employees that choose this option may extend their lunch to 60 minutes by combining their 45-minute lunch with their 15-minute afternoon break, with the approval of their first line supervisor.

Employees can schedule only one (1) 15-minute rest break with their lunch. Employees cannot schedule both 15-minute rest breaks with their lunch, nor can they skip rest breaks or lunch to shorten the workday.

Approved Flexitour schedules will be provided to the agency timekeeper. Once an employee's requested Flexitour schedule is approved, the schedule remains in effect until the employee request a change in accordance with the procedures included in this agreement.

#### **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 (June and December). Each BUE wishing to withdraw, drop, or change a Flexible Work Schedule must submit a new request form. BUEs may only withdraw, drop, or change a Flexible Work Schedule during the open seasons.

#### **Section 2 Compressed Work Schedules (CWS)**

The Miami 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. Flexible or temporary changes are not available.

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The following CWS options are available to BUEs:

9-hour Workday	8-hour Workday	Lunch Period
6:30 AM – 4:00 PM	6:30 AM – 3:00 PM	30-minutes

BUEs who select the CWS schedule also agree to a 30-minute lunch to ensure there is adequate management coverage to close the office after the last BUE leaves at 4:00 p.m. BUEs may not skip lunch periods or rest breaks to shorten the workday.

In accordance with Article 26, Section 3 (a)(iii), each employee is allowed one 15-minute rest break during each (4) hours worked, to include overtime. Employees may schedule break periods with lunch/dinner periods with the approval of the first line supervisor:

Employees on CWS may extend their lunch to 45 minutes by combining their 30-minute lunch with their 15-minute afternoon break. Employees cannot schedule both 15-minute rest breaks with their lunch.

**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.

**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 weekday. 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 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 a 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).

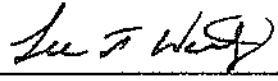
**Short Day**

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

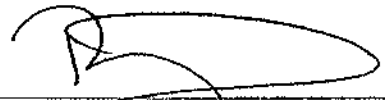
This agreement is effective once signed and dates as noted below.

  
\_\_\_\_\_  
Jose Gutierrez, Senior NFFE Steward  
Miami Passport Agency

7/16/2021  
Date

  
\_\_\_\_\_  
NFFE1998, President

16 July 2021  
Date

  
\_\_\_\_\_  
Ryan M. Dooley, Director  
Miami Passport Agency

7/16/2021  
Date

NOTE: With concurrence from all parties, this agreement will be effective when all employees are back under Phase 3.

**FLEXITOUR SCHEDULING REQUEST**

**EMPLOYEE NAME:** \_\_\_\_\_

**AGENCY:** Miami Passport Agency, CA/PPT/MM

I would like to participate in Flexitour, and I submit the following preferred schedule request (circle one). I realize that while management will do its best to honor my first preference, it is not guaranteed that my first preference will be granted due to workload considerations.

- Monday – Friday: 6:30 AM to 3:00 PM (30-minute lunch period)
- Monday – Friday: 6:30 AM to 3:15 PM (45-minute lunch period)
- Monday – Friday: 6:45 AM to 3:15 PM (30-minute lunch period)
- Monday – Friday: 6:45 AM to 3:30 PM (45-minute lunch period)
- Monday – Friday: 7:15 AM to 3:45 PM (30-minute lunch period)
- Monday – Friday: 7:15 AM to 4:00 PM (45-minute lunch period)

I would like to request that my regular lunch period be as follows (circle one). I realize that while management will do its best to honor my first preference, it is not guaranteed that my first preference will be granted due to workload considerations.

11:00 AM – 11:30 AM (30 min lunch)	11:00 AM – 11:45 AM (45 min lunch)
12:00 PM – 12:30 PM (30 min lunch)	12:00 PM – 12: 45 PM (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:** \_\_\_\_\_

**AGENCY:** Miami Passport Agency, CA/PPT/MM

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

Enter your first, second, and third preference for a Regular Day Off (RDO) in the table below and circle your requested short-day (8 hours) on either 1<sup>st</sup> or 2<sup>nd</sup> Wednesday.

EXAMPLE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 1 OF PP	1 <sup>st</sup> – 6:30 AM – 4:00 PM		2 <sup>nd</sup> – 6:30 AM- 4:00 PM		
WEEK 2 OF PP			SHORT-DAY 6:30 AM – 3:00PM		

**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**

11:00 AM – 11:30 AM (30 min lunch)

12:00 PM – 12:30 PM (30 min lunch)

**SUPERVISORY APPROVAL**

APPROVED     DISAPPROVED

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

APPROVED     DISAPPROVED

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