

**Houston Passport Agency
Government Workspace Agreement**

August 4, 2021

This agreement between Houston Passport Agency (PPT/HN) Management and PPT/HN Union representatives was negotiated pursuant to Article 4 and Article 12 Section 16(f)(xi) of the Master Agreement between Passport Services, U.S. Department of State, and the National Federation of Federal Employees (NFFE) Local 1998 dated December 2018. The parties hereby agree as follows:

1. Purpose:

In accordance with Department policies, regulations, and the Master Agreement, the purpose of this agreement is to maintain professional, tidy, and orderly government workspaces. Both parties recognize that a tidy workspace enhances the working conditions in the office and is conducive to safeguarding Personally Identifiable Information (PII). This agreement also recognizes that there are safety concerns when workspace areas do not have easy egress in case of emergency situations. A clear path is additionally more conducive to efficient workflow.

2. Workspace Agreement:

- a. A specific number or size of items inside the cubicle and on the surface of the desk is not established. However, the workstation must be clear and orderly enough to quickly see that no PII, adjudication stamp, or other sensitive information has been left unsecured without moving items.
- b. Loose paper, guides and manuals must be stored in the overhead cabinet or pedestal drawers at the end of each workday. Information Notices and IRL tags may remain neatly stored in your workspace.
- c. Personal items (photo, décor) may be displayed only inside the walls and surface of their government workstation.
- d. Personal items must be displayed in a manner that does not damage government property.
 - a. Items may be attached to upper workstation cabinets using magnetic attachments or attached to the bulletin board using pushpins. Each workstation will be provided with five magnets. BUEs are not limited to using only those magnets provided by management. If tape is used, the BUE must clean all residue prior to relinquishing the workstation in the event of a seat change.
- e. BUEs are permitted to display work related materials on the windows of the cubicle. All work-related material displayed must be single sided, and the written material must be

facing towards the interior of the cubicle. Such materials may not cover more than 25% of the available surface space of the cubicle glass. (see PIED policy settlement)

- f. Additional items may be stored in the workstation overhead cabinet or pedestal drawers.
- g. Carts are not standard issue for Passport Specialists and must be returned. If needed to transport items, carts may be checked out on a first come first serve basis.
- h. Items may not be stored on top of the overhead cabinet or stored underneath the desk in non-authorized containers (e.g., cardboard lockboxes, plastic bins, etc.), as this is a potential safety hazard. The employee may place daily items such as lunch bags, backpacks, purses, shred boxes etc. underneath the desk during the work day.
- i. Employees should keep common areas in a tidy manner.
- j. Employees may not display items that violate any law, agreements, or commonly accepted social standards.
- k. Management has the right to remove, in the presence of the employee and/or a union representative, any material that a reasonable person would consider offensive; material that causes a disruption of the work environment or is prohibited by law or regulation (e.g. contains PHI, violates Hatch Act, etc); or is otherwise not displayed in accordance with the provisions of this agreement. Management has the final say over whether any material is considered offensive or inhibits the ability to work.

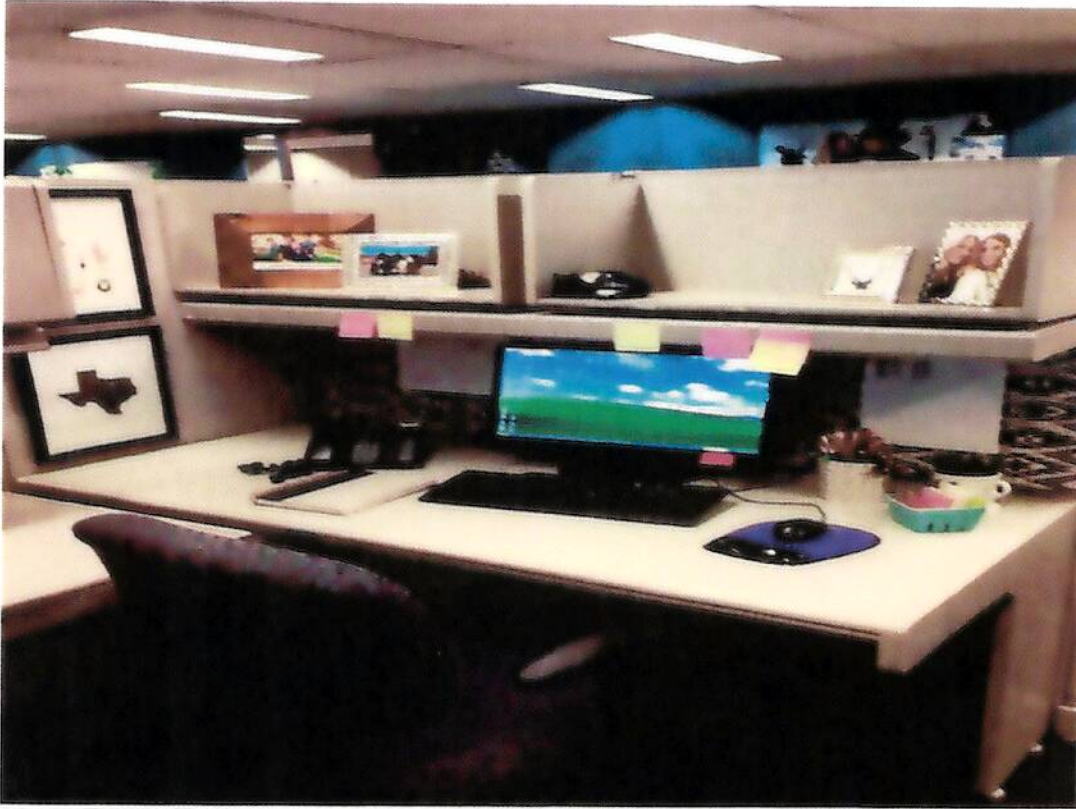


Photo Example: Workstation that is tidy and orderly. Photo not taken in PPT/HN and does not indicate the required expectation. Photo demonstrates that a quick visual inspection can determine if PII or adjudication stamp has been left unsecured.

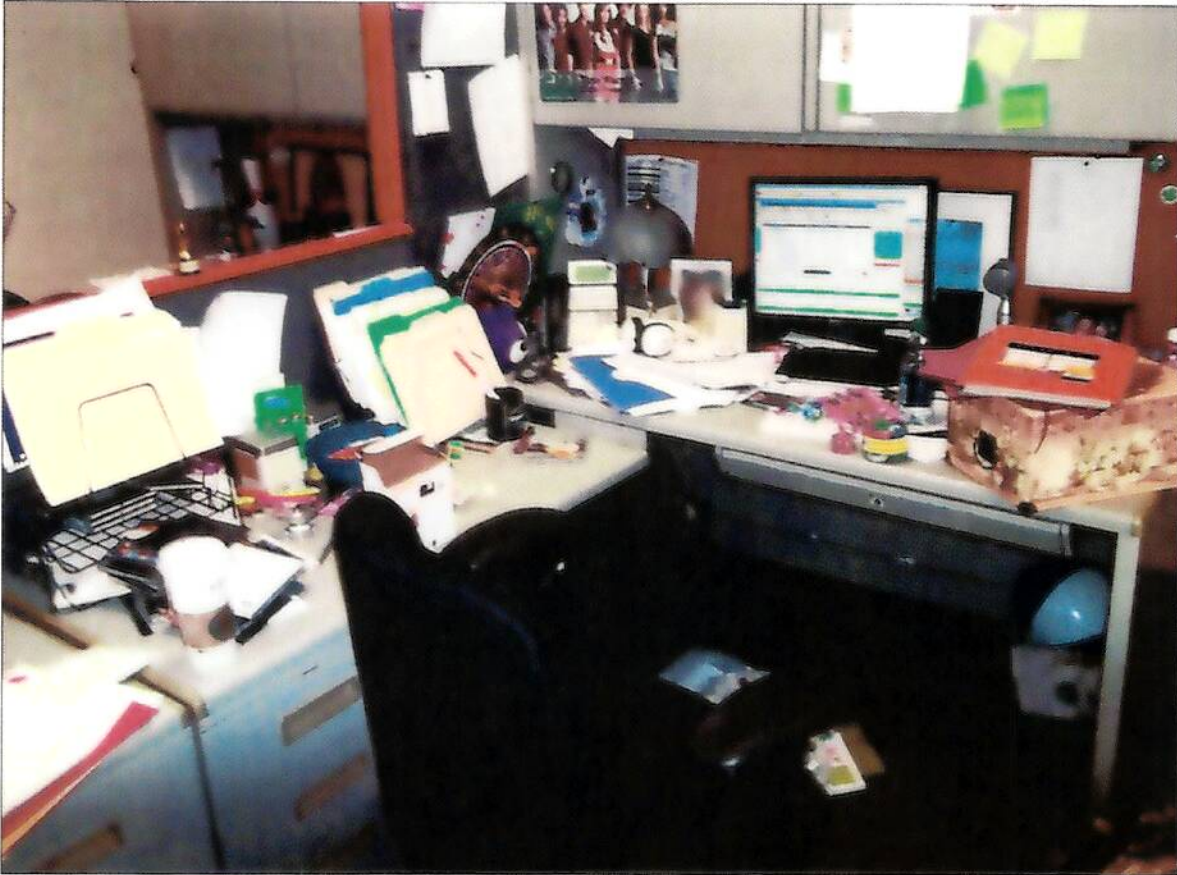


Photo example: Workstation is not tidy, not orderly, and a quick visual inspection cannot determine if PII or adjudication stamp has been left unsecured. (disclaimer: photo not taken in PPT/HN)

3. Review and Revision:

This agreement will be in effect for a minimum of one year from the date of execution. During the term of the agreement, the agreement may be reopened by mutual agreement of the parties. After one year, either party may reopen this agreement at any time by notifying the other party in writing.

This local agreement is subject to all provisions in the Master Agreement and is subject to change to comply with any future agreements between Passport Services and the National Federation of Federal Employees, or directives by Passport Services in accordance with the substantive bargaining provisions of Article 12 of the Master Agreement.

4. Implementation and Effective Date

Upon signing below by Union and Management, this agreement shall be implemented within 15 calendar days. BUEs shall be granted 1 hour in MIS within this period to comply with the new agreement.

Management:

Lindsey Elhatab 8-4-2021
Lindsey Elhatab, PPT/IN Assistant Director

Briana D Manzano 8-4-2021
Briana Manzano, Supervisory Passport Specialist

Union:

Carlos Candanedo 8-4-2021
Carlos Candanedo, Acting Senior Steward

Corinne Nielsen 8/4/21
Corinne Nielsen, Senior Steward (MPC)
MPC