



**Addendum to the  
Standard Work Week & Alternate Work Schedules Agreement**

(dated October 24, 2017)

Between

**The Bureau of Consular Affairs, Passport Services, Buffalo Passport Agency  
(PPT/BU)**

And

**The Buffalo Passport Agency Bargaining Unit Employees**

October 1, 2021

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This local agreement is entered into pursuant to Article 12, Section 16 of the Master Agreement between Passport Services and the National Federation of Federal Employees – Local 1998, effective January 18, 2019, hereinafter referred to as the “Master Agreement.” This local agreement is subject to all provisions of the Master Agreement and is not intended to change or modify the Master Agreement, Department regulation, or applicable law.

This temporary modification, agreed to by both parties, will be incorporated as an addendum to the Standard Work Week & Alternate Work Schedules Agreement signed and dated October 24, 2017. Management will provide all specialists with a copy of this addendum.

**1. Modification to Section 2 “Eligibility”**

The language in this section will be modified by adding the following sentence: “BUEs are eligible to request a temporary change to their work schedule as outlined in this addendum if they are full-time passport specialists, are not in their initial six-month training period, and are not on an elevated audit rate of 100 percent while participating in the temporary work schedule.”

**2. Modification to Section 3 “Requesting an Alternate Work Schedule (AWS)”**

The language in this section will be modified by adding the following paragraph: “During the period covered by this addendum, BUEs may request a temporary change to their work schedule to take effect at any time beginning with Pay Period 21 of leave year 2021 (starting October 10, 2021) and ending with Pay Period 26 of leave year 2021 (ending January 1, 2022).

The request must be submitted in writing (email is acceptable) to the supervisor, with a copy to the adjudication manager, during Pay Period 20 or in advance of the pay period when the temporary schedule will first take effect. It must include the requested work schedule (standard, flexitour, or 5/4-9 compressed work schedule), the desired effective pay period, and the proposed daily work schedule times. Requests will be approved or denied within the same pay period received."

**3. Modification to Section 7 "Changes to Work Schedules During the Leave Year"**

The language in this section will be modified by adding the following paragraph: "During the period covered by this addendum, BUEs may submit a written request to modify the start time of an AWS, to change from one type of AWS to another, to change from a standard work schedule to an AWS, or to change from an AWS to a standard work schedule. The change will take effect at the beginning of the pay period after the request is approved."

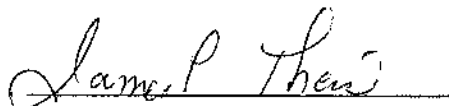
**4. Modification to Section 14 "Modifications to Alternate Work Schedules"**

The language in paragraph (a) of this section will be replaced by the following: "Employees can request a temporary change to an AWS (in accordance with Article 26, Section 2 of the Master Agreement) by submitting a written request at any time prior to the beginning of the effective pay period, to their supervisor for approval."

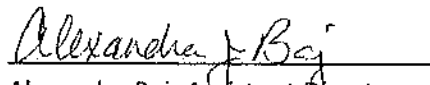
**5. Effective Dates**

This addendum will be in effect from Pay Period 21 of leave year 2021 through the end of Pay Period 26 of leave year 2021 (from October 10, 2021, through January 1, 2022).

**Management:**

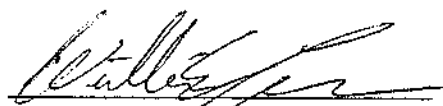


James Theis, Director  
Buffalo Passport Agency

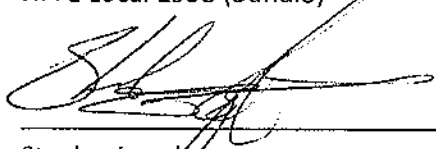


Alexandra Baj, Assistant Director  
Buffalo Passport Agency

**Union:**



William Langer, Senior Steward  
NFFE Local 1998 (Buffalo)



Stanley Jerrels  
NFFE Local 1998 (Buffalo)