



## Union Storage Proposal 11/17/2021

The parties to this agreement are the Department of State, Bureau of Consular Affairs, Passport Services Directorate (Agency or Management) and the National Federation of Federal Employees Local 1998 (Union) hereafter referred to as the "parties." After careful deliberation and negotiation, the parties have agreed to the following provisions relating to the management decision to remove overhead workspace storage bins to accommodate sit/stand workstation capabilities within each Passport Agency office/center. This agreement does not necessarily resolve all issues relating to the changes and in no way precludes either party from pursuing other matters through appropriate administrative procedures as it deems necessary and appropriate. With that, the parties agree:

1. For agencies that have not had a refresh of workplace furniture, all existing overhead cabinets will be securely affixed.
2. The Agency will ensure that sit/stand desks have sensors to prevent collisions when being raised or lowered.
3. The Union and employees are free to report possible safety issues in accordance with Article 32.
4. Each agency should consider creating a centrally located Information Station that is accessible to passport specialists, where space configuration will allow. Information Stations are for stocking relevant passport forms and Information Notices.
5. Every passport adjudication workstation will have no less than (2) two storage units, at least one of which will be lockable. Employees who have the larger pedestals as of April 18, 2018, will be allowed to keep those if they so choose, if they can be maintained within the workstation.
6. Upon completion of this agreement and upon request by bargaining unit employees (BUE), up to two (2) hours may be granted for BUE to scan printed reference materials they feel pertinent to their everyday work assignments that can be retained electronically. Additional time may be granted by management at any time after the initial request should the BUE show a demonstrated need to take such time to scan additional reference material (i.e., upon issuance of new regulation and/or guidance).
7. During annual workplace inspections conducted in accordance with Article 32, Section 4 of the Master Agreement, the appropriate inspection official will annotate on the inspection checklist that workstations conform to acceptable ergonomic

design and that office furniture is sturdy, safe, and has no sharp edges. If a workstation concern is revealed, either through the inspection or as raised by management or the Union during the inspection, it will be raised to CA/PPT/MAC for resolution. NFFE will be kept apprised at the local level of any remedial actions that are pursued.

8. CA/PPT/PMO/CM in consultation with CA/PPT/A and CA/PPT/PMO will develop training guidelines that can be presented locally by management on the proper way to locate electronic reference materials. As CA/PPT/A further develops its issuance of regulation by ALDAC, the training will be adjusted to introduce that ALDAC search concept to the BUE. This type of training should be presented annually to make necessary additions and/or adjustments to the processes and search functions as they progress. The local training should be provided by management during regular adjudication meetings.

In addition to the training mentioned above, employees are encouraged to search through the below link that can be found on the FSI website under the "search" folder to consider distant learning training that might enhance organizational skills such as "time management" or "computer ergonomics." Local Management is strongly encouraged to seriously consider approve appropriate distance learning training requests.

<http://reg.fsi.state.sbu/CourseCatalog.aspx?AdvSearch>

9. Bargaining unit employees are not required to personally maintain hard copies of financial transaction receipts from counter adjudication. The Agency will remind local agency/center management that the ICG requires that management store copies of cash transaction receipts on behalf of specialists.
10. The Agency affirms that the E2 travel system maintains records for at least six years, three months. If a BUE wishes to maintain their own records separate from that system for tax or audit purposes, they do not need to keep those records at their desk (e.g., they can take them home).
11. The local agency management will solicit BUE interest and provide cubicle file hangers and/or a desk file organizer upon request.
12. The Agency will remind agency/center management teams of the requirement listed in Article 32, Section 15 related to first-aid kits and emergency supplies. BUE will be notified by their management of where such supplies will be stored in case of emergency.

13. Upon request, employees will be provided with at least as much workspace lighting as they had previously with overhead cabinets; the new lighting will clamp to the side of the work surface. Existing employee lamps will not be removed.
  
14. During office furniture refresh or reconfiguration periods, employees should report an employee profile systems issue to their Supervisor and Systems Office through email. Counter assignment profile system issues at the beginning of the day are covered by the "Open/Close" MIS category. Any subsequent profile issues may be reported under the provisions of Article 18, Section 3d of the Master Agreement.
  
15. Management and the Union agreed to have BUE in the Philadelphia and Detroit offices sample cubicle styles for future office refresh and/or new office relocations and provide input. Upon completion of the cubicle review by the BUE, a consensus on style (inserted below) was determined to be used going forward. In addition to the cubicles normal wall height, a 24" glass panel will be installed on all cubicles.



*BASE PANEL WITH 24"H GLASS PANEL*

*(Contract was signed on 12/03/2021)*

**For the Agency:**

**For the Union:**

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**Dated:**

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