



Atlanta Passport Agency



Alternate Work Schedules: Flexitour and Compressed Work Schedules Amended June 2014

This local work schedule agreement is subject to all provisions in the Master Agreement between Passport Services and the National Federation of Federal Employees – Local 1998, dated July 2009, and hereafter referred to as the “Master Agreement.” Note: Where this agreement states that a request must be made in writing, it is understood that email is an acceptable format.

1. Standard Work Schedule: 7:45 AM to 4:30 PM (with a 45-minute lunch period)

2. Lunch Period for the Standard Work Schedule:

In accordance with Article 25, Section 5, every bargaining unit employee shall be entitled to a forty-five minute period of time for lunch, which normally will be scheduled between 11am and 2pm.

3. Alternate Work Schedules:

Alternate Work Schedule Plans are designed to provide advantages to both the Employer and the employees. The intent of Alternate Work Schedules (AWS) is covered by Article 26, Section 1.

4. Procedure:

Alternate Work Schedules (AWS) include the Flexitour Schedule and Compressed Work Schedule (CWS). Eligible employees may choose to participate in both types of AWS at the same time.

Employees wishing to participate in an AWS must submit their requests in writing to their immediate supervisor (or manager if the supervisor is unavailable). The employee will be informed of approval or disapproval at the close of the Open Season period.

Open Season will be held four times annually and last thirty (30) days. The AWS term will begin the first pay period after open season closes and will last for 7 pay periods. The anticipated Open Season dates and AWS terms for the 2014/2015 cycle of this Local Agreement are listed in the table below.

Open Season	AWS Period
Jul 1- Jul 31, 2014	PP 16-22
Oct 6-Nov 5, 2014	PP 23-03
Jan 12-Feb 11, 2015	PP 04-10
Apr 20-May 20, 2015	PP 11-17

Open Season	AWS Period
Jul 28-Aug 26, 2015	PP 18-24
Nov 3-Dec 2, 2015	PP 25-05
Feb 8 –Mar 9, 2016	PP 06-12
May 17-Jun 15, 2016	PP 13-19

There is no limit to the amount of people that may participate in a Flexitour Schedule, however, there are limits to the amount of people that may participate in a CWS. These limitations are discussed in detail in Section 7(b) of this agreement. The selection method for the CWS will be as follows:

A list will be made in order of seniority in Passport Services, with the highest seniority at the top of the list. In the event of a tie in seniority, a random drawing witnessed by the Union will be used to break the tie. For the first term, selection will be made from the top of the list going down. If someone declines to participate the next person down will have the option however the order of the list will remain the same. For the second term, the selection will begin with the first person that did not have an opportunity to participate in the previous term. Selection will continue in this fashion for each subsequent term. The success of this selection plan will be monitored and reevaluated at the Local Union/Management Meetings.

5. Requirements of the Plans:

- a. The following requirements represent the limitations within which the individual Passport Agencies and other Passport Services offices will establish their Alternate Work Schedule Plans. These requirements apply to all bargaining unit employees:
 - i. A full time employee must account for 80 hours per pay period including actual hours worked, leave taken and paid holidays;
 - ii. A lunch period (minimum of 30 minutes) must be incorporated into the workday. Assigned lunch schedules for employees may require changes when exceptional circumstances exist. However, the Employer will attempt to accommodate normally scheduled lunch times and provide advance notice, where possible. The employee shall be free to leave the worksite during this period. This lunch period may not be taken at the beginning or the end of the work day. At the Atlanta Passport Agency, lunches must be taken between 11am and 2pm;
 - iii. Each employee is authorized one fifteen (15) minute rest break during each four (4) hours worked, to include overtime. Employees may schedule break periods with lunch/dinner periods with the approval of the first line supervisor.

6. Core Hours: 8:00 AM to 4:15 PM

7. Types of Alternate Work Schedules (AWS):

- a. **Flexitour Schedules** are fixed schedules with the same arrival/departure times each day. With a Flexitour Schedule, an employee is allowed to select starting and stopping times within the allowable hours. There is no limit on the number of employees that may participate in this schedule. Flexitour Schedules can be started or changed during Open Season or dropped at any time with a two week written notice to your Supervisor. You may choose from one of the schedules below:

7:30am – 4:00pm (30 minute lunch)
7:30am – 4:15pm (45 minute lunch)
7:45am – 4:15pm (30 minute lunch)
8:00am – 4:30pm (30 minute lunch)
8:00am – 4:45pm (45 minute lunch)
7:45am – 4:30pm (45 minute lunch)

- b. **5/4-9 (CWS) Schedule** comprises of a full time employee working eight 9-hour days and one 8-hour day for a total of 80 hours in a biweekly pay period. The 8-hour day shall be the same day as the Regular Day Off (RDO) in the other week of the pay period (e.g., if an employee has the 1st Monday of the pay period as the RDO, then the 2nd Monday shall be the 8-hour day). Employees may choose their schedules for the 8-hour day (within the allowable hours of their plans), however, once chosen that schedule is fixed until the next Open Season. Employees on the 5/4-9 Plan may choose from one of these 9-hour schedules:

7:15 AM – 5:00 PM (45 minute lunch)
7:15 AM – 4:45 PM (30 minute lunch)
7:30 AM – 5:00 PM (30 minute lunch)

Participation in the 5/4-9 Plan will be available to the Operations Officer and a limited number of Passport Specialists. The number of Passport Specialists slots available for participation during the upcoming term will be limited to half of the Passport Specialist staff for that term. Anticipated attrition (e.g. retirements, resignations, and transfers) for the upcoming term will be factored in this calculation when an employee will not be present for more than half of the term. The number will not be rounded up. At the time of signing of this amended agreement, participation will be limited to 8 Passport Specialists and the Operations Officer.

Participants may request any day of a pay period, Monday-Friday of either week, as a designated RDO. However, no more than one Passport Specialist will be approved for a particular day. If more than one Passport Specialist request the same day, the RDO will be granted to the specialist with highest Passport Services seniority. The RDO selected by the Operations Officer does not impact the daily allotment for Passport Specialists.

If staffing level changes necessitate that RDO limits for a specific day be increased or decreased, the appropriate day(s) to be added or deleted will be subject to negotiation.

Participation limits are subject to renegotiation at such time that Passport Specialist staffing levels exceed 21 or are less than 15 and will thereafter be subject to renegotiation biennially.

- c. **4/10 CWS Schedule** is currently not available nor was it at the time this agreement went originally into effect. However, the parties agree that the discussion and option to negotiate a 4/10 CWS shall take place every year from the initial signed date of this agreement.

8. Changes to Flexitour and Compressed Work Schedules

There is no limit on the number of times an employee may change Flexitour schedules. An employee who wishes to change his or her Flexitour schedule must provide two weeks written notice to their supervisor for approval by agency management, and the change must occur at the beginning of a new pay period.

CWS participants may drop the compressed work schedule at any point during the CWS term by notifying their supervisors in writing in advance. Requests to change the RDO will be handled in accordance with the Master Agreement, Article 26, Section 2(f).

9. Overtime: Employees may work Overtime (OT) on their RDO's when OT is available or required.

10. Training and Official Travel Days:

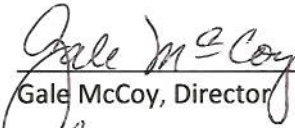
If the employee is enrolled in a Government sponsored training class of five (5) days or more, then the employee must temporarily suspend the compressed schedule for the pay period that includes the training or travel. For training or travel that lasts less than five (5) days, if the training or travel falls on the employee's RDO, then the employee will discuss and arrange with his/her supervisor to move the RDO. When an employee on the 5/4-9 CWS is enrolled in a one-day training class (i.e. USDA, Airport Security Training, etc.) the employee will discuss and arrange with his/her supervisor to switch the 8-hour day to the day of the training.

11. Official Holidays and RDO:


In the event that an RDO falls on an official holiday (day off) the employee shall discuss with their supervisor to select whether to move the RDO to the business day prior to OR following the official holiday.

12. Suspension of AWS: Covered by the Master Agreement, Article 26, Section 1c.

Management:




Gale McCoy, Director




Lori Voelz, Assistant Director

Union:



AnaKarina Mercado, Senior Steward



Liza G. Escobar, Steward