

Negotiated Seating Agreement – Revised September 2016 Connecticut Passport Agency

Negotiated Agreement between PPT/CT and NFFE FL 1998


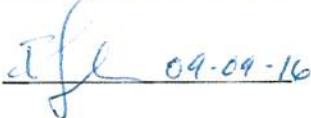
This local agreement between Connecticut Passport Agency management and Union representatives was negotiated pursuant to Article 12, Section 16 of the Master Agreement Between Passport Services, U.S. Department of State, and the National Federation of Federal Employees (NFFE) Local 1998, IAMAW, AFL-CIO, dated July 2009. This local agreement may change upon the establishment of a new negotiated agreement between Passport Services and NFFE.

Purpose: To revise the existing seating agreement in order to allow for an agreed upon change to the agency's open season date.

Seating Arrangement:

1. The process of employee desk assignment will be done by seniority in Passport Services. The person with the most seniority shall pick first from any cubicle in the adjudication section, the person with the least seniority shall pick last. Each will choose from the remaining adjudication cubicles. In instances where there is a tie in seniority, and two or more employees desire the same desk, then Service Computation Date (SCD) shall be used.
2. Each calendar year there will be open season(s) at agreed upon time(s) by union and management. During open season, any vacant seats can be claimed based on seniority. Union and management may choose a period that is mutually convenient, or the period shall default to the third and fourth weeks of January each year.
3. Prior to open season, agency management will share an updated seniority list with the bargaining unit employees. Once seat selections have been made, the Union will notify management.
4. Employees shall be given a reasonable amount of work time in order to relocate to a new desk, and to leave their old desk in an acceptable state for anyone moving to that location.
5. No employee may be unwillingly displaced from their desk.
6. New employees who start work during the year will be assigned to an empty desk, if available.

For Management:


 09-09-16

For the Union:

