



**Negotiated Agreement Regarding Standard Workweek,
Flexitour and AWS
at the San Diego Passport Agency**

This agreement is subject to all provisions in the Master Agreement between Passport Services and the National Federation of Federal Employees – Local 1998, dated July 20, 2009; hereafter referred to as the Master Agreement.

This local agreement is subject to change to comply with any future national agreement between Passport Services and NFFE, National Union Management Committee agreements, and/or directives by Passport Services in conformity with Master Agreement Article 6, Article 12, Article 25, and Article 26.



1. Standard Work Schedule at the San Diego Passport Agency

The standard (Article 25) work schedule at this agency is: 8:00 AM until 4:45 PM, with a 45-minute lunch period.

The public counter is open from 8:00 AM until 4:00 PM. If the public counter hours and the standard work schedule are proposed to be changed by either San Diego Management or Passport Services, the Union shall be notified in writing accordance with Article 12 of the Agreement.

2. Flexitours

This section covers bargaining unit employees (BUE) who work an 8-hour a day, five days a week full-time schedule. Bargaining unit employees may select either a 30-minute or a 45-minute lunch period. The start and stop times for the schedule must be the same each day.

The core time for the San Diego Flexitour and AWS is 8:15 AM to 4:30 PM.

The available Flexitour Schedules for eligible San Diego BUEs is noted below:

- 8 hour Flexitour, with calculated 30 minute lunch schedule:

8:00 AM – 4:30 PM

8:15 AM – 4:45 PM

- 8 hour Flexitour, with calculated 45 minute lunch schedule:

7:45 AM – 4:30 PM

8:15 AM – 5:00 PM

There are no limits on the number of bargaining unit employee slots for the schedules that start between 7:45 AM and 8:15 AM; and schedules are arranged in quarter-hour increments. Currently, no bargaining unit employee may work later than 5:00 PM.

Once a bargaining unit employee's flexitour schedule is established, the hours are fixed until the employee requests a change in accordance with section number three of this local agreement.

Management and the Union will review this flexitour agreement every August to ensure fairness and equality in the distribution of bargaining unit employee's flexitour schedules.

3. Procedures to Request or Make Changes to Flexitour

Open season is during the months of February and August. During these open seasons, each bargaining unit employee who wishes to participate in a Flexitour schedule must submit a written request (e-mail acceptable) through their immediate supervisor and the Adjudication Manager. The employee can expect concurrence or denial from the appropriate management official within one week of the closing of open season.

Once a Flexitour schedule is established, the hours are fixed until the employee makes a written request during a time period specified in this local agreement. Bargaining unit employees requesting a change to a work schedule in accordance with Article 26, Section 2 (c) or (d) of the Agreement should submit their request in writing through their supervisor to the Director. Changes to an existing schedule can also be done during open season.

Withdrawing from an AWS will be in accordance with Article 26, Section 2 (e).

Hardship requests regarding work scheduling can be addressed in Article 6 Section 14.

Modifications and restrictions to the AWS are covered by the Master Agreement Article 26 Section 6.

4. Lunch Times

Lunch periods for the Standard Schedule are to be scheduled between the hours of 11:00 a.m. and 2:00 p.m. (Article 25) and are 45 minutes. Lunch periods for the Flexitour and AWS may be 30 minutes or 45 minutes, between the hours of 10:30 a.m. to 2:30 p.m. Flexitour and AWS lunch period may be combined with a 15 minute break with approval of the first line supervisor (Article 26, Section 3 iii.).

Implementation and Effective Date

Signed Richard Saltzman Richard Saltzman, Director
Signed Geralynn Cortes Geralynn Cortes, Assistant Director
Signed Diana Dibble Diana Dibble, Senior Union Steward
Signed Alexander Abrego Alexander Abrego, Union Steward

Dated by the Parties:

31 January 2012

Effective Date:

1 February 2012