



**Memorandum of Understanding to amend the  
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.**

**This memorandum of understanding is to amend the current negotiated agreement signed on January 31, 2012. It is intended as a pilot program to run for three months between December 30, 2013 and March 21, 2014.**

## **1. Pilot Program**

San Diego management and NFFE entered into negotiations in February 2013 to expand upon the current alternate work schedule (“AWS”) schedule with the intent of including a compressed work schedule (“CWS”) component to the agreement.

Due to staffing fluctuations and potential management losses, it was determined that a CWS schedule could not be implemented at this time.

**The purpose of this pilot MOU is to experiment with: 1. A new work stop time of 4:15 pm; and 2. A gliding schedule.**

## **2. Flexitours**

Core hours will be amended for the pilot period at San Diego. These are the hours that all employees must be present.

Pilot period core hours: 8:15 AM to 4:15 PM

### **Available Flexitour Schedules**

Arrival Time	Stop Time	Length of Lunch
7:45 AM	<b>4:15 PM</b>	30 minutes
7:45 AM	4:30 PM	45 minutes
8:00 AM	4:30 PM	30 minutes
8:00 AM	4:45 PM	45 minutes <i>Standard Work Schedule</i>
8:15 AM	4:45 PM	30 minutes
8:15 AM	5:00 PM	45 minutes

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. All schedules are arranged in quarter-hour increments.

All employees are expected to be on time and prepared to work at their official start time.

### **Lunch and Break Times**

During open season (until December 26) you may request a change in your lunch and/or break times.

### 3. Gliding Component

A gliding schedule allows you to change your starting and stopping time each day within the established flexible hours. At present PPT/SD has three start times: 7:45, 8:00, and 8:15.

If you are on any schedule other than the standard, 8:00-4:45, you may request to be on a gliding schedule. On a gliding schedule, you can choose your start time on a daily basis (and therefore your stop time as well).

If your start time is \_\_\_\_\_ you can choose to come in at \_\_\_\_\_.

7:45	7:45 or 8:00
8:00	7:45 or 8:00
8:15	8:00 or 8:15

On the days you decide to glide, your stop time will change accordingly. So if you come in .25 earlier, you would leave .25 earlier that day. Likewise, if you glided forward and come in .25 later (not available for those starting at 8:00 and 8:15) you would leave .25 later.

Example:

Flexible Hours	Core Hours	Flexible Hours
7:45-8:15	8:15 to 4:15	4:15-5:00

### 4. Procedures to Request or Make Changes to Flexitour

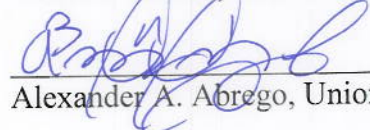
If a BUE is interested in making changes to his/her: work schedule, lunch or break times, or wishes to enter into a gliding schedule, he or she MUST email his/her supervisor and CC the Adjudication Manager and Assistant Director. Open season is from December 16 – December 26<sup>th</sup>, 2013.

This agreement will be revisited at the end of the pilot period to determine the efficacy of continuing the plan. This agreement may be modified at any time by mutual written consent of the parties. This agreement is effective until 11:59 p.m. PST on March 21st, 2014, and may be extended only by mutual written consent of the parties.

Union



Diana E. Dibble, Senior Union Steward

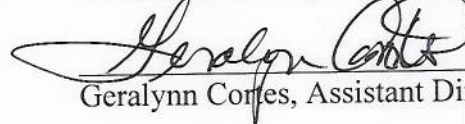


Alexander A. Abrego, Union Steward

Management



Richard Saltzman, Director



GERALYNN CORFES, Assistant Director

Effective Date: 12/16/2013