



## Duty Officer Program Agreement San Francisco Passport Agency

### Negotiated Agreement between PPT/SF and NFFE Local 1998



**December 23, 2011**

This Duty Officer Program Agreement is negotiated in accordance with Article 12 and Article 30 of the Master Agreement between Passport Services and NFFE Local 1998, (effective July 20, 2009).

#### **1. SCHEDULE AND ROTATION**

- a. Ranking of *qualified\** bargaining unit employees (BUE) eligible to participate in the duty officer program will be done by *seniority\** beginning on the first day of the fiscal year.

#### **ROUND I**

The PPT/SF Management will ask *qualified employees*, which may include managers and supervisors, to volunteer for the duty officer assignment. Volunteers will serve a minimum of 4 weeks as primary duty officer and a minimum of 4 weeks as secondary duty officer. After the volunteer managers and supervisors have chosen their duty officer assignment dates, qualified bargaining unit employees will be approached in seniority order to either bid on the weeks they would like for duty officer assignments *OR to opt out of the first round of the duty officer schedule and rotation.*

If there are not enough *qualified* volunteers from ROUND I to cover the 52 weeks of primary and secondary duty officer assignments, then PPT/SF Management will proceed to **ROUND II.**

## ROUND II

The PPT/SF Management shall fill the remaining weeks on the schedule of primary and secondary duty officer assignments with *qualified* bargaining unit employees who opted out of **ROUND I**, with each bargaining unit employee serving 2 (two) weeks of primary and 2 (two) weeks of secondary duty officer assignment, to be assigned in reverse seniority order. As the first involuntary participant, the employee with least seniority will have the first say in selecting from the remainder week(s) of duty officer assignment(s).

This process will be repeated until the following is met:

- All 52 weeks of primary and secondary duty officer assignments are covered.
  - The Parties recognize that in rare circumstances, Management may require qualified bargaining unit employees to serve more than 2 (two) weeks of primary and 2 (two) weeks of secondary duty officer assignments. Management agrees to notify the Union before imposing additional duty officer assignments.
- a. Those who are on the 52-week duty officer roster may swap their weeks of duty officer assignment but must normally provide five (5) days notice to Management. In such situations, Management will update the Duty Officer Program roster and post it in the SharePoint site.
- b. If a duty officer volunteer is unable to fulfill his/her assignment per section 2 below, then PPT/SF Management will **first** ask the remaining duty officer volunteer(s) who pledged the minimum of 4 (four) weeks primary duty officer and 4 (four) weeks of secondary duty officer in **ROUND I** to cover those vacancies. Eventually, PPT/SF Management will return to the **ROUND II** procedures if there are no volunteers.

## 2. EXCUSAL FROM DUTY

- a. Per Article 30, Section 3 of the Master Agreement, bargaining unit employees shall be relieved of performing Duty Officer duties if other qualified employees volunteer for the task. A bargaining unit employee may request excusal from the Duty Officer assignment for legitimate medical reasons. A doctor's note may be required if the justification provided is not adequate. A bargaining unit employee may also request excusal for other justifiable reasons (e.g., religious concern, personal emergency) by providing notice to Management (an e-mail is acceptable).

## 3. RECOGNITION

- a. PPT/SF Management will recognize bargaining unit employees who volunteered for the minimum of 4 weeks of primary duty officer assignments and 4 weeks of secondary duty officer assignments in accordance with Article 19 of the Master Agreement.
- b. PPT/SF Management will further recognize bargaining unit employees who volunteered more than the minimum of 4 weeks of primary duty officer assignments and 4 weeks of secondary duty officer assignments in accordance with Article 19 of the Master Agreement.

**For the Management:**

Swan E. Moore

Director, PPT/SF

**For the Union:**

Patricia Yegor

Kunal Kumb

### Definitions:

*Qualified*= GS-9's and above

*Seniority*= Based on government employees' service at San Francisco Passport Agency. If there is a tie, then a random drawing of names shall be used with the union representative present at this drawing or union representative designee of choice