



Food/Drink Agreement –Seattle Passport Agency May 26, 2015

This proposed Food/Drink agreement is subject to provisions of the Master Agreement; in particular, Article 6, Section 23 and Article 12, Section 16f(ii).

In accordance with Article 6, Section 23, a lunchroom/breakroom has been provided on the 7th floor. The lunchroom must be used for consuming meals and food that is not defined as snack food in this agreement. Any particularly aromatic food, and food requiring utensils to consume, should be placed in the break room on the 7th floor. The equipment used at the Seattle Passport Agency is very expensive and sensitive to dust, food particles and other debris. As such, employees are asked to act responsibly when consuming food or drinks in the agency. It is the employees' responsibility to dispose of their own trash in the provided receptacles and to clean up after themselves if they make a mess.

Definition: Drinks are defined as beverages that are in a container with a secured lid. "Snack food" is defined as small snack items that can be consumed without the use of utensils and are not messy or aromatic.

Counter: Passport specialists and government contact representatives may have drinks with lids at the counter. No food is allowed, as it presents an unprofessional image to the public. Employees assigned to the counter who may need snacks for medical reasons may check with the counter supervisor about changing their break and/or lunch times. Mints and cough drops are not considered food and may be consumed with discretion if needed.

Desk and communications area: Drinks with lids and snack foods may be consumed at an employees' desk. Employees are asked to not drink directly over the equipment to help avoid damaging the equipment. As a general rule, common sense should prevail – do not eat or drink or store food items near the equipment. Consumption of food or drinks at one's desk should not put applications, documents, or equipment at risk.

Shared Food on a Snack Food Table: The Union will provide a small table to place on the linoleum at the North end of the office (on the tile floor between the FPM cabinets) where snack items may be placed to share with the office. A white board will be provided by Management and hung over the table. Any person sharing a snack may write their name on the board. If the snack is homemade, the recipe or a list of possible allergens will be written on the board. If an employee chooses to bring in food to share,

it is his or her responsibility to clean it up by the end of the same business day. Any food not consumed by COB that day will be brought up to the 7th floor break room. Should employees fail to keep this area clean, after three warnings from one of the Adjudication Managers, the table will be removed and shared food will not be allowed on the 6th floor for three months.

Signed on May 26, 2015



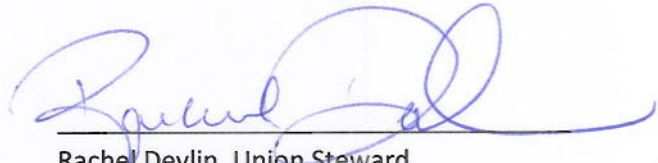
S. Teresa Bobotek, Director



Sue Lamie, Senior Union Steward



Trip Atkins, Assistant Director



Rachel Devlin, Union Steward