



Desk Sharing Guidelines Western Passport Center



Negotiated Agreement between PPT/WPC and
NFFE FL 1998, negotiated and signed on May 13, 2016

This local agreement¹ is entered into pursuant to Article 12 of 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”). The purpose of this agreement is to reestablish the set of guidelines to which future Desk Sharing Arrangements will be performed. This policy will go into effect on June 13, 2016

Information

This is a locally negotiated agreement for Desk Sharing Guidelines at the Western Passport Center. Both parties have agreed to negotiate the guidelines on how the bargaining unit employees will be assigned to desk share.

Purpose

For the purposes of desk sharing, each Passport Specialist will have exclusive use of the desk and computer during his/her shift core hours. The policy outlined below is intended to clarify how desk sharing will be accomplished and to promote a productive and comfortable work environment for employees.

Desk Sharing Guidelines

1. The following WPC-issued items will be shared by Passport Specialists assigned to a shared desk:

Chair - the individual height of the chair may be adjusted by each user to accommodate the user. If one user uses a cushion, it must be stored by the user at the end of the shift.

Computer system - the monitor, CPU, mouse and keyboard will remain in the center of the desk. Any location adjustments must be agreed upon and requested by both users.

Desk storage - each user will have one lockable overhead and one lockable rolling cabinet. The users will agree to which grouping (right, left or both) each one will be assigned.

Telephone - two voicemail boxes will be assigned to the common desk telephone, one for each user. Each user must log in and out of their individual voicemail boxes at the start and end of their respective shift.

The users will agree upon placement of the phone on the desk. Any location adjustments must be agreed upon by both users.

Trash receptacle - one trash receptacle will be located at each desk.

¹This local agreement is subject to change to comply with any future National Agreement between Passport Services and NFFE or National Union Management Committee agreements.

Foot rest – users will respect each other’s use or non-use of the foot rest. Each user is responsible for cleaning it after use. The foot rest may be stored under the desk.

Stapler - each desk will be assigned one electric stapler. Any location adjustments must be agreed upon by both users.

Hole punch - each desk will be assigned one electric hole punch. Any location adjustments must be agreed upon by both users.

Metal shelf racks, trays and pencil holder - each desk will be assigned two metal shelf racks, trays and pencil holders. The users will agree to which grouping (right, left or both) each one will be assigned.

Under desk cart – each desk will be assigned two metal three-drawer rolling carts, keyed to a corresponding upper cabinet. For desks with no upper cabinet each cubicle will include at least two under desk carts.

2. The following WPC-issued items will be individually issued to each Passport Specialist assigned to a shared desk:

Plastic desk trays - each user may select their own number of letter trays. The users will agree upon placement of the trays, and trays shall not obstruct the common workspace.

There will be one nameplate for each user assigned to the desk.

3. WPC Management will not require employees to share the following items:

- . Adjudication Jurat stamp
- . Ink
- . Ink pens, pencils, markers, and highlighters
- . Individual supply of post-it notes
- . Individual supply of staples
- . Individual supply of folders
- . Individual supply of page protectors
- . Individual reference materials
- . Individual notebooks
- . Individual wall calendar/planner
- . Manual staplers
- . Staple removers
- . Paperclips

Special accommodation chairs and other RA items will be reserved for use by the Passport Specialist to which they are assigned and may not be used by another employee. It is the responsibility of those with special accommodation chairs to move their chair to the back window wall (near Pantano Wash) for storage at the end of the shift and return the non-accommodation chair to the cubicle. The Sit/Stand desks will be desk shared, however they will be shared last. (See the desk assignment policy).

4. Personal items

Personal items will be kept to a minimum. This includes one framed picture, and minimal desk novelties. Additionally, users will refrain from placing items on top of the overhead storage units or attaching items to the door of the overhead storage units.

All personal fans, lamps and other approved electrical devices must be stored at the end of each shift by the user.

Tissue boxes may be for individual or shared use, and if shared, their location on the desk will be mutually agreed upon by both users.

Extra shoes and/or workout gear must be stored in the individual user's cabinet at the end of the shift.

There is a limited amount of "wall" space at each desk. The users will determine which side wall is assigned to each user (right or left) and will keep the amount of wall space utilized for work and personal items to a minimum. Upon desk reassignment, whoever is currently assigned to the desk reserves the right to maintain the current configuration of their items and the new user will take the unassigned cabinets, walls and items.

5. Desk Hours

Day shift employees will vacate their assigned workstation no later than 4:00 pm.

Night shift employees will begin the use of their assigned workstation no earlier than 4:15 pm.

There will be no overlap in desk occupancy. There will be a 15 minute changeover between shifts.

6. Overtime/Weekends

Users may coordinate desk use in regards to weekends and overtime. Because only a limited number of Passport Specialists work overtime on the weekdays and weekend, other desks will be available. Passport specialists may select an unoccupied desk on a first come basis if their own desk is occupied.

7. Sanitation

Each user may wipe down the desk and shared items with disinfectant wipes at the beginning of their shift, in order to prevent the spread of germs or illnesses (such as the common cold). Users should respect each other's use of the desk area. Spills and trash should be cleaned up as soon as possible and not left for the next shift.

8. Conflict Resolution

A *Desk Sharing Resolution Committee (The Committee)* will be comprised of three volunteers, one member of management and two Passport Specialists, to vet issues or concerns as they arise after policies are initially in place. The union will select volunteers for the committee. The union may make changes to its selection of volunteers for the committee at any time by written notification of the change to the management member of the committee. If needed, the committee will meet within two weeks of the institution of this local agreement to review any issues submitted for their review and work to mediate and resolve the same. Otherwise, the committee will meet quarterly if there are any issues raised regarding this local agreement. If no issues are raised regarding this local agreement during a particular quarter, the committee will not meet. Passport Specialists will submit their concerns in writing to the committee prior to any quarterly meeting. The committee in no way usurps the responsibilities of the employer to resolve Employee problems.

Any disagreements between users sharing a desk shall be addressed and resolved via email and in a professional manner. If the users cannot reach a resolution, either user may forward the email to the committee for review. The recommendation(s) of the committee will be consistent with applicable Department policy. Appeals will be addressed via existing Departmental channels. Any refusal to abide by the decision of the committee shall be referred to management. The status quo shall remain in effect until a decision is reached by the committee.

9. Seat Selection

Seat selection for the night shift will be in accordance with the renegotiated Desk Assignment/Seat Arrangement agreement dated 12/29/2015.

10. This agreement or any portion herein, may be re-opened upon request of either party.

For the Union:

Patricia Spencer 5/13/16

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For Management:

Mark I. [Signature]
5/13/16

Carol L. Aguilar
5/13/16