



Desk Assignment/Seating Arrangement Western Passport Center



Renegotiated Agreement between PPT/WPC and NFFE FL 1998, renegotiated and signed on December 29, 2015

This local agreement¹ is entered into pursuant to Article 4 and 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 current and future Desk Assignment/Seating Arrangement will be performed. This policy will go into effect on January 4, 2016.

Information

This is a renegotiated agreement from the original negotiated Desk Assignment/Seating Arrangement agreement dated March 15, 2010. Both parties have agreed to renegotiate the procedure and implementation on how the bargaining unit employees will be assigned desks.

1. With the exception of reasonable accommodation desks, each adjudication team will be assigned by management specific section/rows on the adjudication floor.
2. Each bargaining unit employee will have the opportunity to choose their desks in the section management has assigned to their team.
 - a. The order in which this will be done will be according to seniority in Passport Services.
 - b. Seniority in Passport Services will be determined by the employee’s EOD in Passport Services.
 - c. In the event there is a tie in seniority, Management shall use a random method (e.g., coin flip) to break the tie. The Union shall witness the tie breaker.
3. Once an entire row is filled, the team may overlap into the next row to the right (from the front of the row, facing the supervisor offices) from front to back.
4. Employees will be given one and a half hours (1½) hours to move to their new desk. The BUE will coordinate this time with their Supervisor.

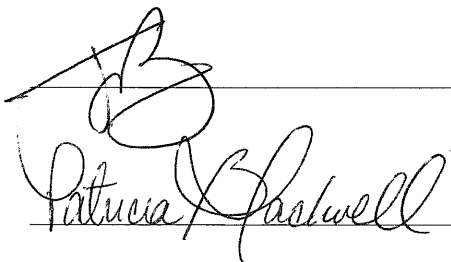
¹This local agreement is subject to change to comply with any future National Agreement between Passport Services and NFFE or National Union Management Committee agreements.

5. If a bargain unit employee is assigned to a new team, they will have to select from any open available desks in their newly assigned team section/rows. They will not be able to select an already occupied desk.

6. Management will provide 48 hours notification of an impending move, to employees that will be relocated. Management reserves the right to initiate the desk assignment/seating arrangement policy based on the needs of the agency.

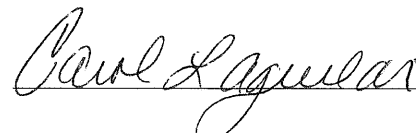
7. Special accommodation desks and chairs shall not apply to this agreement, due to the limited number and design specifications for employees. Any reasonable accommodation desk (e.g., Sit/Stand ergonomic desk) will not be available for open assignment. It will remain with the employee who requires the reasonable accommodation.

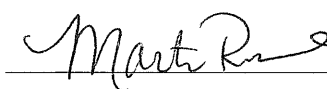
For the Union:



Patricia Paswell

For Management:



Carol Laguarda


Marti R...