



**Negotiated Agreement Regarding
Flexitour and Compressed Work Schedules
at the Colorado Passport Agency**

January 28, 2011

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, or directives by Passport Services in conformity with Article 6, Section 8 and Article 12, Section 16(f)(vi).



1. Core Hours and Normal Schedule at the Colorado Passport Agency

The core hours at the Colorado Passport Agency are 7:45 AM until 3:30 PM. The public counter is open from 8:00 AM until 3:00 PM. If the public counter hours are changed by either Colorado management or Passport Services, changes to the core hours will be decided in a Colorado Regional Union Management Council meeting in conformity with Article 26 of the Agreement. Article 12 of the Agreement will be used to negotiate changes if there is no agreement in the Colorado RUMC meetings.

The normal (Article 25) work schedule at this agency is: 7:30 AM until 4:15 PM, with a 45-minute lunch period.

Employees with serious deficiencies in the performance of their primary tasks over a period of at least one month, to the extent that the level of their performance would constitute grounds for an unsatisfactory performance rating (or placement on a Performance Improvement Plan), for whom the deficiency would be addressed by a temporary modification, removal, or restriction of the AWS per Article 26, Section 6f.

2. Flexitours

This section covers bargaining unit employees who work an 8-hour a day, five days a week full-time schedule. Bargaining unit employees may select either a 30-minute or a 45-minute lunch period. The start and stop times for the schedule must be the same each day.

Examples of the alternative work schedules are on the attached list. There are no limits on the number of bargaining unit employee slots for the schedules that start between 7:00 AM and 7:45 AM, which are arranged in quarter-hour increments. No bargaining unit employee may work later than 4:30 PM.

Once a bargaining unit employee's flexitour schedule is established, the hours are fixed until the employee requests a change in accordance with the procedures in this agreement.

Management and the Union will review the flexitour schedule during open season. Open season will be each year during the month of January, which is to assure fairness and equality in the distribution of bargaining unit employee's flexitour schedules.

3. Procedures for Changes to Flexitours

Each bargaining unit employee who wishes to participate in a flexitour schedule must submit a written request (e-mail acceptable) to the Director through his/her immediate supervisor and the Adjudication Manager.

If a bargaining unit employee wishes to withdraw, drop or change his/her flexitour work schedule the bargaining unit employee will provide two weeks written notice through his/her supervisor to the Director; however, if a bargaining unit employee who has already made two changes to their schedule, a third may not be made until open season.

Bargaining unit employees may be removed from the flexitour schedule in accordance with the criteria in Article 26, Section 6, of the Master Agreement.

Bargaining unit employees requesting a temporary change to a work schedule in accordance with Article 26, Section 2 (c) or (d) of the Agreement should submit their request in writing through his/her supervisor to the Director.

4. Compressed Schedules

At the Colorado Passport Agency only the 5/4-9 compressed schedule plan, in which a bargaining unit employee works eight 9-hour days and one 8-hour day, in a two-week pay period, is available.

The 4/10 compressed schedule is currently not available at this Agency.

The 8-hour work day for all bargaining unit employees will be the first Thursday of the pay period.

The earliest start time for any bargaining unit employee on the compressed schedule is 7:00 AM. No bargaining unit employee may work later than 4:30 PM. A bargaining unit employee may take either a 30-minute or a 45-minute lunch break. The start and stop times for the schedule must be the same each day. These schedules are arranged in quarter-hour increments. A list of the schedules is attached.

If a holiday falls on a bargaining unit employee's Regular Day Off (RDO), the bargaining unit employee's preceding workday will be designated as the "in lieu of" holiday. This means that the holiday changes for the bargaining unit employee, but the RDO does not.

Probationary and temporary bargaining unit employees may participate in the compressed schedule only with the approval of their immediate supervisors, which may not occur within the first 12 months of employment.

Bargaining unit employees will be allowed to participate in the CWS if: the maximum number of participants has not been met, there are available slots, the BUE is in good standing, and the BUE is not within the first 12 months of employment. The request to participate in the CWS must be made in writing through his/her supervisor to the Director and will take effect no earlier than the next full pay period.

- There will be a maximum of four employees who may participate in the compressed work schedule (CWS), with only one slot available for each day (except Thursdays, which is also the designated 8-hour workday). Available non-work day slots shall be determined by Management.
- Grandfather Clause: If a passport specialist is participating in the compressed work schedule as of the signing of this agreement, they will not be forced from the CWS if the maximum number of participants have been met; however if the number of slots per day have been met they must choose a slot that is available.

- **Waiting List:** Should all RDO slots and the maximum number of participants have been met, Management shall maintain a “waiting list” for future participants. The waiting list will be based on a first come first serve basis, if there is a tie then it will be based on “Interoffice Seniority.” If a BUE is currently participating in the CWS and wishes to change their current RDO, but no slots are available, they should put their name on the waiting list, as this list will be considered before “Interoffice Seniority”. Requests by other BUE (e.g., government Processing and Communications employees, and the Operations Officer) to work the CWS are reviewed separately from those of Passport Specialists, based on the needs of those sections. They do not impact the available RDO slots referred to above.
- Any available/open slots will be offered to the BUE currently on the waiting list. If there are no participants on the waiting list the available/open slots will be offered to all bargaining unit employees based on interoffice seniority.

5. Changes to the Compressed Schedule

During a calendar year a bargaining unit employee may request up to two actions regarding the compressed schedule. Actions include: a request to sign up for the compressed schedule or a request to switch the “Regular Day Off (RDO).” Notwithstanding that limitation, an employee may drop the compressed work schedule at any time by providing two weeks written notice. Bargaining unit employees cannot arbitrarily change their RDO to another day in the week. The request to be added, changed or be removed from the CWS must be made in writing through his/her supervisor to the Director and will take effect no earlier than the next full pay period.

- Management and the Union will review the compressed schedule during open season. Open season will be each year during the month of January, which is to assure fairness and equality in the distribution of bargaining unit employee’s compressed schedules.
- If a bargaining unit employee leaves and desires to work a compressed work schedule upon return, the BUE may be allowed to participate if: the maximum number of participants has not been met, there are available slots, the BUE is in good standing, and the BUE is not within the first 12 months of employment. If the maximum number of participants has been met then the employee will be placed on the waiting list with no precedence given. If a bargaining unit employee leaves only on a temporarily basis, then his/her slot does not open up for rescheduling.
- Participants in the compressed work schedule may not be forced from their RDO slot, unless in accordance with Article 26, Section 6 of the Master Agreement, with the exception that a bargaining unit employee who is in Leave Without Pay (LWOP) status for more than 6 months will lose his/her day off slot. Upon return the BUE may be allowed to participate if: the maximum number of participants has not been met, there are available slots, the BUE is in good standing, and the BUE is not within the first 12 months of employment. If the maximum number of participants has been met then the employee will be placed on the waiting list with no precedence given.

6. Training and Official Travel Days

When a bargaining unit employee is enrolled in a Government-funded training class (i.e. a USDA Graduate School or FSI class) or is on official travel which lasts for more than 3 days, the bargaining unit employee must drop the compressed schedule for the pay period that includes the training or travel.

When bargaining unit employees are enrolled in a full day training class they are not expected to come into the Colorado Passport Agency prior to or after the class.

7. Lunch Times

Lunch periods are to be scheduled between 11:00 a.m. and 2 p.m. (Article 25). Lunch periods may be 30 minutes or 45 minutes, either which may be combined with a 15 minute break (Article 26).

**Available Bargaining Unit Employee Work Schedules
For the Colorado Passport Agency**

*Standard Work Schedule
7:30 – 4:15 (45 minute lunch)*

8 hour Flexitour Schedules

9 hour Compressed Work Schedules

7:00 – 3:30 (30 minute lunch)

7:00 – 4:30 (30 minute lunch)

7:00 – 3:45 (45 minute lunch)

7:15 – 3:45 (30 minute lunch)

7:15 – 4:00 (45 minute lunch)

Standard Work Schedule

7:30 – 4:15 (45 minute lunch)


7:30 – 4:00 (30 minute lunch)

7:45 – 4:15 (30 minute lunch)

7:45 – 4:30 (45 minute lunch)

Implementation and Effective Date

The date that this agreement shall be implemented will be pay period 03 starting on January 31, 2011.

Signed  Sherman Portell, Director
Date: 01/28/2011

Signed  William Daniels, Assistant Director
Date: 01/28/2011

Signed  Corrina Davis, Senior Union Steward
Date: 01/28/2011

Signed  Greta Flaherty, Union Member
Date: 01/28/2011