

## **Seattle Regional Union Management Council Agreement Regarding Flexitour and Compressed Work Schedules**

This agreement is subject to all provisions in the Agreement Between Passport Services and the National Federation of Federal Employees – Local 1998, dated July 3, 2001; hereafter referred to as the Agreement. In particular, Article 26 of the Agreement covers procedures, requirements for alternative work schedule (AWS) plans, types of schedules, and modification or restrictions of AWS plans and compressed schedules.

This local agreement is subject to change to comply with any future national agreement between Passport Services and NFFE, National Union Management Partnership agreements, or directives by Passport Services in conformity with Article 12 and 26 of the Agreement.

### **1. Core Hours and Normal Schedule at the Seattle Passport Agency**

The core hours at this agency are 8:00 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 Seattle management or Passport Services, changes to the core hours will be decided in a Seattle Regional Union Management Council meeting in conformity with Article 26 of the Agreement. Article 12 of will be used to negotiate changes if there is no agreement in the Seattle RUMC meetings.

The normal work schedule at this agency is: 8:00 AM until 4:45 PM, with a 45-minute lunch period.

### **2. Flexitours**

This section covers employees who work an 8-hour a day, five days a week full-time schedule. 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.

There are examples of eleven alternative work schedules on the attached list. There are no limits on the number of employee slots for the seven schedules that end between 4:00 PM and 4:45 PM. These schedules are arranged in quarter-hour increments (i.e. start times of: 7:00, 7:15, 7:30, and 8:00 AM). Schedule changes must be submitted in writing and approved by the supervisor.

There are only a total of four slots available for employees to work schedules that end before 4:00 PM. Three of these slots are for the Adjudication Section and one for government processing clerks. Employees must request these slots in writing to their supervisors. If there are more than four employees who request these slots, then the slots are allocated by seniority in Passport Services. There will be an open period to request these slots once this local agreement is in place.

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

### **3. Compressed Schedules**

At the Seattle Passport Agency only the 5/4-9 compressed schedule plan, in which an employee works eight 9-hour days and one 8-hour day, in a two-week pay period, is available. The 10/4 compressed schedule is not available at this Agency.

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

The earliest start time for any employee on the compressed schedule is 6:45 AM. No employee may work later than 5:00 PM. An 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 (i.e. start times of: 6:45, 7:00, 7:15, and 7:30 AM). A list of the 7 schedules is attached.

Two limited exceptions to these restrictions will be allowed for Denise Sleister and Sandi Gaston to work either a 6:30 AM – 4:00 PM (30 minute lunch) or 6:30 AM – 4:15 PM (45 minute lunch) schedule, subject to the other conditions in the Agreement. These exceptions are limited to these two employees. If either one drops from or is removed from the compressed schedule, the slot will no longer be available.

To be eligible to request the compressed schedule, an employee must not be in his or her initial-hire training period of 12 months.

### **4. Changes to the Compressed Schedule**

During a calendar year an 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 "non-work day." Employees cannot arbitrarily change their non-work days to another day in the week. The request to be on the compressed schedule or change the non-work day must be made in writing to the supervisor and will take effect no earlier than the next full pay period.

- Available non-work day slots shall be determined by management.
- Current participants in the compressed workweek have first pick of open slots according to seniority in Passport services.
- New participants pick from the remaining slots. (This is to protect people who have been participating in the compressed workweek from higher seniority employees pre-empting those employees and taking 'prime' slots without having previously participated in the program.)

- No employee can be forced from their slot, unless in accordance with Section 5, Article 26 of the Agreement, with the exception that an employee who is in Leave Without Pay (LWOP) status for more than 6 months will lose his or her day-off slot. When that employee returns from LWOP, he or she may request to be on the compressed schedule again, but must pick from the remaining available slots for non-work days as declared by management.

## **5. Training and Official Travel Days**

When an employee is enrolled in a Government-funded training class (i.e. a USDA Graduate School or FSI class) or is on official travel, the employee must arrange with his or her supervisor to switch the non-work day to another day to accommodate the training or travel days. If the training or travel is for more than 9 days, then the employee must drop the compressed schedule for the pay period that includes the training or travel.

## **6. Lunch Times**

There are two separate lunch periods available to employees: Early lunch, and late lunch. All early lunches must end at 12:30 and all late lunches begin at 12:45 in order to facilitate a smooth transition for proper coverage of duties. These are the lunch periods:

### **Early lunch-**

- 11:30 - 12:30 is 45 minute lunch + break
- 11:45 - 12:30 is standard 45 minute lunch
- 12:00 - 12:30 is the 30 minute lunch schedule

### **Late lunch-**

- 12:45 - 1:45 is 45 minute lunch + break
- 12:45 - 1:30 is standard 45 minute lunch
- 12:45 - 1:15 is the 30 minute lunch schedule

## **7. Procedures for Changes to Flexitours and Compressed Work Schedules**

As is provided in Article 26, Section 2 of the Agreement, each employee who wishes to participate in a flexitour or the compressed schedule must submit a written request to the Regional Director through his or her immediate supervisor and the Adjudication Manager.

An employee who withdraws from a flexitour, drops the compressed schedule, or changes his or her flexitour must provide two weeks written notice through his or her supervisor to the Regional Director.

Employees may be removed from either the flexitour or the compressed schedule in accordance with the criteria in Article 26, Section 5, of the Agreement.

During emergencies, including workload crises, Seattle management may suspend flexitours or the compressed schedule for one pay period during any calendar year after providing notice to the union and employees.

Dated September 5, 2001

**Federal Employee Work Schedules  
For the Seattle Passport Agency**

**2001**

**Flexitours for the 8 hr day**

**Compressed 9 hr day**

6:45 – 3:30 (45 minute lunch)\*

6:45 – 4:30 (45 minute lunch)

7:00 – 3:30 (30 minute lunch)\*

6:45 – 4:15 (30 minute lunch)

7:00 – 3:45 (45 minute lunch)\*

7:00 – 4:30 (30 minute lunch)

7:15 – 3:45 (30 minute lunch)\*

7:00 – 4:45 (45 minute lunch)

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7:30 – 5:00 (30 minute lunch)

7:45 – 4:15 (30 minute lunch)

7:45 – 4:30 (45 minute lunch)

8:00 – 4:30 (30 minute lunch)

8:00 – 4:45 (45 minute lunch)

\* Limit on number of slots, as stated in the Seattle Regional Union Management Council Agreement dated 09/05/01.