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National Federation of Federal Employees, Local 1998 – International Association of Machinists & Aerospace Workers, AFL-CIO:  
Representing the bargaining unit employees of Passport Services, a division of the Department of State’s Bureau of Consular Affairs

## Union information for bargaining unit employees

### **Right to Union Representation: See Article 6 of the CBA**

Article 6 spells out an employee’s right to Union representation, including his/her *Weingarten Rights* (Section 3a): “[a]n employee has the right to be represented by the Union at... Any examination of the employee by a representative of the Employer in connection with an investigation if the employee reasonably believes that the examination may result in disciplinary action against the employee and the employee requests representation....”

### **How to meet with a Union Rep: See Article 6 of the CBA**

Article 6, Section 11: “Bargaining unit employees are entitled to a reasonable amount of official time whenever discussing, preparing, or filing complaints, and when meeting with Union representatives or management representatives concerning any complaint or working condition of the Employer. Normally an individual employee will make the request, however it is allowable for the Union representative to make the request on behalf of the employee. Employees requesting official time in accordance with this section shall make the request via email or in person....”

### **Grievance Process: See Article 20 of the CBA**

A “grievance” is “Any complaint by an employee concerning any matter relating to employment of the employee...; by any employee... concerning the effect or interpretation or claim of breach of a collective bargaining agreement, or any claimed violation, misinterpretation, or misapplication of any law, rule, or regulation affecting conditions of employment....” (Article 3)

From Article 20, Section 7 “STEP 1 GRIEVANCE PROCESS”:

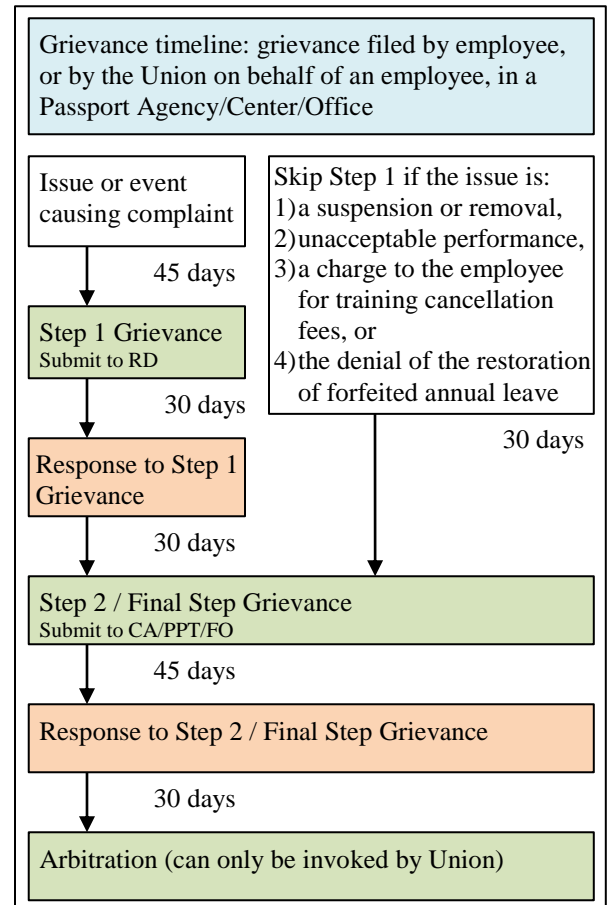
a. **Filing Deadline:** The grievant and/or representative must file the Step 1 Grievance with the appropriate official in writing within forty-five (45) calendar days of the incident resulting in the complaint or the date the grievant first became aware of the matter. The appropriate official may extend the time limit for good cause.

b. It is important to include in the Step 1 Grievance:

- (1) The incident resulting in the complaint or the issue(s) being grieved;
- (2) The date of the occurrence;
- (3) Any supporting evidence;
- (4) Suggestions or requests for remedies/relief; and
- (5) Indication that this is a “Step 1 Grievance.”



Master Agreement: the collective bargaining agreement (CBA) between the Union & Management, (effective July 20, 2009). All employees are authorized 4 hours of work time to review the CBA (coordinate with your supervisor).



Note: this grievance flowchart is advisory only; consult Article 20 of the CBA if you are considering filing a grievance