

SUPPLEMENTAL AGREEMENT

Local Agreement between the Washington Field Office, Equal Employment Opportunity Commission (WFO or Management) and Local 3614, AFGE, National Council of EEOC Locals #216 (Union), covering the implementation of Flexible Work Schedules and Compressed Work Schedules for bargaining unit employees in the Washington Field Office.

Pursuant to Article 30.00 Hours of Work of the Collective Bargaining Agreement (CBA), this Agreement sets forth the implementation and operation of Flexible Work Schedules and Compressed Work Schedules ("flexible and compressed schedules") in the WFO. All areas not specifically addressed here shall operate in accordance with the CBA, and applicable laws, rules, and regulations. The Parties agree to the following:

1. This Agreement shall cover all bargaining unit employees in the WFO. All references in this Agreement to "employees" means bargaining unit employees.
2. The following flexible and compressed schedules shall be available to employees in the WFO: Flexitour, Gliding Schedules, 4/10, and 5/4/9.
3. Employees entering on duty and current employees are eligible to participate in the schedules specified in ¶ 2.
4. The flexible band for the office shall be 7:00 a.m. to 7:00 p.m. All employees are expected to be at work between the core hours of 10:30 a.m. to 3:30 p.m. and on Wednesdays, which is designated as the core day.
5. Employees who select the Gliding Schedule may arrive daily at any time between 7:00 and 10:30 a.m., and leave between 3:30 and 7:00 p.m. as appropriate.
6. All employees shall be able to select the tour of their choice consistent with coverage of the Agency's essential functions, especially the intake function. Employees who desire to participate in the flexible or compressed schedules shall submit their first, second, and third choices of a proposed work schedule to Management for review.
7. When there is a conflict in schedules selected by employees, the affected employees will be requested to adjust their schedules voluntarily. If voluntary adjustment proves unsuccessful, Management shall resolve the conflict according to the employees' grades. If their grades are the same, then EEOC seniority prevails; if EEOC seniority is the same, then years of federal service prevail.

8. Management reserves the right to exclude employees from the flexible or compressed schedule in accordance with §30.10(b) of the CBA.
9. All employees, excluding those opting for the gliding schedule, shall be allowed a 30-minute band on either side of the agreed upon arrival and departure times, providing that the employee works the full number of required hours after arrival, does not exceed the bounds of the flexible band as defined in ¶ 4, and covers the Agency's essential functions.
10. Normally, lunch periods will conclude no later than 2:00 p.m. unless Management approval has been obtained. Employees may add one or both of their 15-minute rest periods to their 30-minute lunch period. However, it will not be added onto the beginning or taken during the first hour of the work day or deducted from the last hour of the work day.
11. All employees shall sign in and out upon arrival and departure, and sign in and out for lunch in a location designated by Management.
12. Any employee desiring a schedule change from his or her initial schedule shall be allowed to do so after 60 calendar days from the effective date of this Agreement. Thereafter, the selected schedule shall become his or her hours of work. Subsequent changes in the work schedule may be requested in advance and shall be considered by Management on a case by case basis, in accordance with paragraphs 6 and 7 above.
13. With prior approval of Management, an employee on Flexitour or a compressed schedule may change his/her arrival/departure times for a given work day. Prior approval means obtaining approval at least a day before the schedule change is going to take place.
14. The provisions of this Agreement shall remain in full force and effect unchanged, except in instances where the Parties mutually agree to amend, supplement, or rescind provisions, or in the instances where regulation, law, or provisions of this Agreement necessitate or authorize modification.
15. This Agreement shall remain in effect for the life of the CBA.
16. The Parties agree, upon request of either Party, to meet and confer on changes or revisions to this Local Agreement.
17. In accordance with Article 4, §4.02 of the CBA, this agreement shall become effective 30 days after execution.


18. Any dispute arising from the application or interpretation of this Agreement shall be resolved through the negotiated grievance procedure or other appropriate third party procedure.
19. Management will distribute copies of this Agreement to all employees and post it on all bulletin boards within the WFO. In addition, copies are to be given to each employee hired after the signing of this Agreement.

**FOR THE AGENCY
WASHINGTON FIELD OFFICE**

**FOR THE UNION
LOCAL 3614**



Susan Buckingham Reilly
Director



Brenda Hester
President

6/13/96
Date

6/13/96
Date