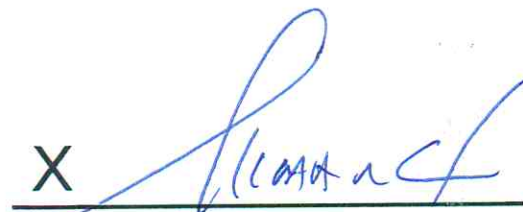



**MEMORANDUM OF UNDERSTANDING**  
**between**  
**National Archives and Records Administration**  
**and**  
**American Federation of Government Employees Council 260**

Pursuant to negotiations between the above parties regarding implementing a system of accounting for employee time in 15-minute increments, and in the spirit of cooperative labor relations, the parties agree to the following:

- (1) NARA Management will coordinate with the agency's human resources shared services provider, the Department of the Interior, Interior Business Center (IBC), to change the employee time and attendance system from 6-minute to 15-minute increments as expeditiously as possible. Both Parties recognize that the exact timing of the transition will be determined by IBC.
- (2) Effective the first full pay period after the change to 15-minute increments, the National Agreement between NARA and AFGE is amended so that any mention of "6-minute increments" in the contract will change to "15-minute increments". The following is a non-exclusive list of changes made by this MOU:
  - a. Employees will record time worked and leave used in 15-minute increments. Except as provided in paragraph (4), below, when recording hours worked or leave taken, the employee's time will be rounded up to the next higher increment.
  - b. Employees who are authorized to work overtime will earn overtime pay or compensatory time off in 15-minute increments. When recording overtime worked or compensatory time earned, the employee's time will be rounded up to the next higher increment.
  - c. Credit time will be earned and used in 15-minute increments. When recording credit time earned or used, the employee's time will be rounded up to the next higher increment.
- (3) The Agency will ensure that employees are trained regarding 15-minute increments before implementing this change.
- (4) After the change to 15-minute increments, if an employee is unavoidably or necessarily late or tardy for less than 15 minutes, the supervisor may permit the employee to extend the workday by an equal amount provided it is within the building's hours of operation. An employee may elect to take leave instead of extending the workday.

X   
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NARA 02 NOV 2018

X   
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AFGE Council 260 2 NOV 2018