

MEMORANDUM OF UNDERSTANDING
between the
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
and
AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES COUNCIL 260

This MOU provides for the phased implementation of certain new rights and obligations established or modified in the new Collective Bargaining Agreement that became effective on February 7, 2019. The parties recognize that some changes to the Agreement will require new policies, training, or other Management actions in order to be fully and effectively implemented.

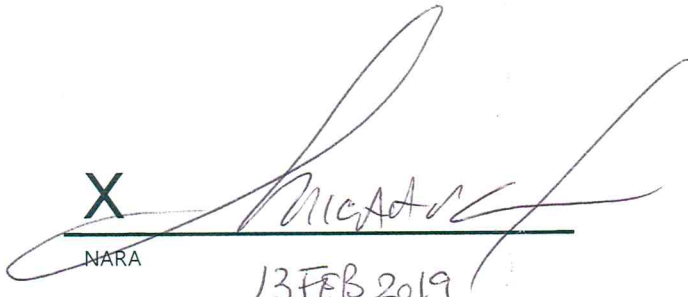
The parties agree that new or modified provisions in the new Agreement will be implemented no later than the date listed below. When a provision is delayed past the effective date of the Agreement, the original text from the 2012 Agreement will remain in effect.

Art.	Title	Implementation Date
1	General Provisions <i>[no significant changes]</i>	<i>effective immediately</i>
2	Governing Laws and Regulations <i>[no significant changes]</i>	<i>effective immediately</i>
3	Employee Rights <i>[no significant changes]</i>	<i>effective immediately</i>
4	Management Rights <i>[new article]</i>	<i>effective immediately</i>
5	EEO, Diversity, and Affirmative Action <ul style="list-style-type: none"> • <i>Sec. 1: Gender identity</i> • <i>Sec. 5: EEO time</i> • <i>Sec. 7: Special Emphasis Programs</i> • <i>Sec. 8: Anti-Harassment Program</i> 	<i>effective immediately</i> February 17 <i>s.t. future negotiations</i> February 17
6	Standards of Conduct <i>[no significant changes]</i>	<i>effective immediately</i>
7	Hours of Work and Overtime <ul style="list-style-type: none"> • <i>Sec. 2: 30-minute (unpaid) lunch</i> • <i>Sec. 4: Overtime rounds up to the next increment</i> 	February 17 <i>(first day of the first pay period after effective date)</i>
8	Alternative Work Schedules <ul style="list-style-type: none"> • <i>Sec. 3: Core hours</i> • <i>Sec. 4: Procedures for changing work schedule</i> • <i>Sec. 5: Work schedules not available after 6 PM</i> • <i>Sec. 6: Credit hours not limited to special projects</i> • <i>Sec. 6: Credit hours earned or used round up</i> • <i>Sec. 7: Sign-in / sign-out procedures for lunch</i> 	March 31 March 31 March 31 February 17 February 17 February 17


Art.	Title	Implementation Date
9	Telework [already implemented]	effective immediately
10	Leave <ul style="list-style-type: none"> • Sec. 1: Leave < 3 days does not require leave slip • Sec. 2: Leave must be approved before used • Sec. 2: Annual leave may be substituted for sick • Sec. 3: Medical certification defined • Sec. 7: Telework required for emergency closures • Sec. 8: Mandatory counseling before leave restriction • Sec. 8: 3-month review of leave restrictions • Sec. 8: Documentation for absences on leave restrictions 	February 17
11	Part-time & Intermittent Employees [no significant changes]	effective immediately
12	Probationary Employees [no significant changes]	effective immediately
13	Occupational Safety and Health <ul style="list-style-type: none"> • Sec. 2: Local Safety & Health Committees required • Sec. 4: Mandatory reporting of unsafe acts • Sec. 5: Imminent danger situation procedures • Sec. 8: Vaping treated like smoking • Sec. 9: Bio and chem hazards in records (mold) • Sec. 11: Safety in hot environments: <ul style="list-style-type: none"> – Water in stacks – Heat index reading procedures / deploy PEDs – Exposure / mitigating actions > 90° • Sec. 11: Heat illness training and posters • Sec. 12: Safety in cold environments 	February 7, 2020 July 1 July 1 February 22 September 30 effective immediately May 1 May 1 May 1 May 1
14	Position Classification <ul style="list-style-type: none"> • Sec. 3: Classification review procedure 	effective immediately
15	Merit Staffing <ul style="list-style-type: none"> • Sec. 4: Post vacancy announcements on NARA@Work • Sec. 4: Post vacancy announcements 7 days • Sec. 7: Change in interview procedures • Sec. 8: Notification to employee / candidates 	September 30 September 30 September 30 September 30

Art.	Title	Implementation Date
	<ul style="list-style-type: none"> • <i>Sec. 9: Career ladder eligibility / notification</i> 	September 30
16	New Employee Orientation <i>[new article]</i>	March 3
17	Details and Reassignments <ul style="list-style-type: none"> • <i>Sec. 2: Details up to 120 days</i> • <i>Sec. 4: Advance notice for MDRs</i> • <i>Sec. 5: Voluntary reassignment procedure</i> 	<i>effective immediately</i> February 17 February 17
18	Performance Management <i>[already implemented per MOU]</i> <ul style="list-style-type: none"> • <i>Sec. 2: Written standard for "Outstanding"</i> 	October 1
19	Incentive and Productivity Awards <ul style="list-style-type: none"> • <i>Sec. 3: Employee Suggestion Awards</i> 	September 30
20	Personnel Files <i>[no significant changes]</i>	<i>effective immediately</i>
21	Medical Information <i>[no significant changes]</i>	<i>effective immediately</i>
22	Drug Testing <i>[already implemented]</i>	<i>effective immediately</i>
23	Employee Assistance Program (EAP) <i>[no significant changes]</i>	<i>effective immediately</i>
24	Uniforms <i>[no significant changes]</i>	<i>effective immediately</i>
25	Counseling, Disciplinary and Adverse Actions <i>[no changes]</i>	<i>effective immediately</i>
26	Grievance/Arbitration <ul style="list-style-type: none"> • <i>Sec. 6: Alternatives to discipline</i> • <i>Sec. 6: Settlement offers</i> • <i>Sec. 7: Grievances to supervisor</i> • <i>Sec. 7: Request for reconsideration</i> • <i>Sec. 7: Use of RESOLVE stays deadlines</i> • <i>Sec. 9-18: Arbitration procedures</i> 	<i>effective immediately</i>
27	RESOLVE - NARA's ADR Program <i>[no significant changes]</i>	<i>effective immediately</i>
28	Contracting-out <i>[no significant changes]</i>	<i>effective immediately</i>
29	Reduction-in-Force (RIF) <i>[no significant changes]</i>	<i>effective immediately</i>
30	Labor Management Relations <ul style="list-style-type: none"> • <i>Sec. 3: Weingarten rights</i> • <i>Sec. 4: Notification of third party actions</i> • <i>Sec. 7: ICN notice</i> • <i>Sec. 8: Committees</i> 	July 1 <i>effective immediately</i> <i>once language is approved</i> <i>effective immediately</i>

Art.	Title	Implementation Date
31	Union Representatives and Official Time <ul style="list-style-type: none"> • Sec. 2: Change in number of reps • Sec. 3: No geographic limit on principal reps • Sec. 3: Official time above monthly allotment • Sec. 7: Official time during shutdown • Sec. 8: Expenses 	<i>effective immediately</i>
32	Dues Withholding [no significant changes]	<i>effective immediately</i>
33	Facilities & Services <ul style="list-style-type: none"> • Sec. 1: Printed copies on request • Sec. 5: Delete parking section 	<i>effective immediately</i>
34	Mid-term Negotiations <ul style="list-style-type: none"> • Sec. 3: Mid-term ground rule procedures 	<i>effective immediately</i>
35	Duration and Termination [no significant changes]	<i>effective immediately</i>
36	New Time Management System <ul style="list-style-type: none"> • Sec. 1: 15-minute increments • Sec. 2: Employee self-entry 	<p style="text-align: center;">March 31</p> <p style="text-align: center;"><i>s.t. future negotiations</i></p>
37	Employee Access to Computers	
	<ul style="list-style-type: none"> • Deploy additional computer workstations 	September 30
	<ul style="list-style-type: none"> • Provide time to use computers 	September 30

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 NARA
 13 FEB 2019

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 AFGE Council 260
 13 February 2019