

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

On March 11, 2020 the World Health Organization declared a pandemic caused by a coronavirus and in the following weeks led to operational changes of NARA facilities nationwide. This coronavirus disease is known as COVID-19 and is the term used in this MOU.

The National Agreement between NARA and AFGE Council 260 (“parties”) provides at Article 8, Alternative Work Schedules, Section 6, Credit Hours, that employees may earn a maximum of two credit hours per day.

The parties recognize that the COVID-19 pandemic has created new and unique challenges to employees while fulfilling their official duties and responsibilities. Workplace and school closures have required teleworkers to balance the needs of other family members for shared computers and workspace. Many of the services that NARA employees ordinarily rely on to fulfill personal responsibilities while they work (e.g. dependent care, public transportation) are no longer available or are available on a limited basis.

The parties agree that employees work most efficiently when they know that they can fulfill their personal responsibilities. The parties have previously agreed, in our agreement dated May 1, 2020, to a variety of work schedule flexibilities to allow staff to fulfill their work requirements when they are available. The May 1 agreement included a temporary suspension of core hours and expanded eligibility for a maxiflex work schedule to include all General Schedule (GS) employees during the COVID-19 pandemic. The present agreement expands on the May 1 agreement to provide additional flexibilities for employees.

Beginning September 13, 2020 and for the duration of the COVID-19 pandemic, employees on a maxiflex work schedule may earn more than two hours of credit time per day, with supervisory approval. Maxiflex employees may only earn credit hours after completing their work requirement for the pay period (80 hours for full-time employees), and with advance supervisory approval. Full-time employees may not carry over more than 24 credit hours into the next pay period (part-time employees have a lower limit), and any excess hours at the end of the pay period will be forfeited. The parties agree to temporarily suspend for maxiflex employees the

provision of Article 30, Section 6.B, limiting the number of credit hours that can be earned per day. This provision is suspended for the duration of the COVID-19 pandemic.

NARA

AFGE Council 260