

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 parties agree performance plans will either be amended or revised for employees that will not be able to meet the critical elements and performance standards that were established in the performance plans at the beginning of the performance year of FY 2020. The terms and conditions of this agreement only apply during the FY 2020 performance period.

This MOU requires that rating officials review all of their employees' FY 2020 performance plans to ensure that all critical elements and performance standards can be met by the employee, considering the COVID-19 facility closures and the extended period of reduced operations during NARA's phased reopening.

If the rating official determines that an employee cannot meet one or more critical elements due to NARA's COVID-19 response, the performance plan must be amended with an addendum or the employee must be issued a revised performance plan no later than June 30, 2020. This is to ensure that the employee has the required 90 days to perform against the updated standard before the end of the performance year. No changes are required if an employee is capable of performing her or his job duties and critical elements.

The rating official should discuss the addendum or revised performance plan with the employee before June 30, 2020.

NARA

AFGE Council 260