

## 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 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. This MOU between NARA and AFGE Council 260 is to define terms and conditions for Phase II of the Phased Reopening Plan.

### TELEWORK

Enhanced telework will be continued for Phase II. Staff who can telework five days per week will be allowed to do so in Phase II.

### WEATHER & SAFETY LEAVE

Weather and safety leave will be continued for staff who cannot telework in Phase II. Staff who have a reasonable accommodation for 100% weather and safety leave will need to revise their accommodation once they have been issued a laptop or tablet.

### RECALL PROCEDURES

Supervisors will continue to recall staff on a voluntary basis. The parties agree that any changes to the recall procedures will be renegotiated as a national issue and in accordance with the MOU re COVID-19 Staff Recalls and Phased Reopening of Facilities dated May 21, 2020.

### INCENTIVE PAYMENTS

- A. Staff who are recalled to a facility will be provided with an incentive payment of \$100 per pay period. The incentive will apply retroactively to staff who were recalled during facility closures and in Phase I. Staff who been on-site for a minimum number of hours per pay period will be eligible for the incentive, as follows:

- Closure period: Staff who were recalled for a minimum of four hours for any pay period during facility closures will be eligible for an incentive,
- Phase I operations: Staff who were recalled for a minimum of 12 hours for any pay period during Phase I will be eligible for an incentive,
- Phase II operations: Staff who were recalled for a minimum of 24 hours for any pay period during Phase II will be eligible for an incentive.

B. Management currently does not intend to offer incentive payments in Phase III. Any incentive payments for Phase III are subject to negotiation.

C. Payment will be provided to staff who are recalled to the facility to perform work that had to be done on-site. Staff who returned to pick up work to perform by telework, returned on their own (without management direction), or if they performed work on-site that could have been done by telework will not be eligible for the incentive.

D. The incentive payments will not be available to SES or SL staff.

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NARA

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AFGE Council 260