

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 expand telework to make sure the mission of the Agency is achieved. This MOU between NARA and AFGE Council 260 is to define terms and conditions for a pilot program within Research Services and the Federal Records Centers Program (FRCP). NARA will deploy tablets to select employees in Research Services and the FRCP, and will monitor usage and user experience, to assess whether tablets are an effective solution for remote work. The FRCP will deploy tablets at the Dayton Federal Records Center, Philadelphia Federal Records Center, and National Records Personnel Center.

- A. Employees will be assigned to participate in the pilot program and participation will be mandatory. The Agency will provide the Council with a list of bargaining unit employees to participate in the pilot program and will consult with the Union before assigning tablets to any bargaining unit employee.

- B. Employees participating in the pilot program will be issued a tablet. Pilot program participants will be assigned work to be completed remotely (at home) during the pilot period. Pilot program participants will be required to sign a COVID-19 telework agreement, sign-in and sign-out electronically each work day, and enter time and attendance reporting using the electronic NA Form 3032A. Pilot program participants might also pilot use of the tablets at the workplace. In addition, and as provided in the

May 1, 2020 MOU between the Parties:

- When the Agency is unable to provide the employee with an appropriate telework workload, weather and safety leave will be granted and the employee will not be required to use personal leave.
 - Participants in the pilot program will not be subject to performance-based adverse actions that are based exclusively on telework performance during the pilot program.
- C. Management will provide training on how to use the tablets. Training will include: Operation of the tablet, use of NARA applications and performing work, and the employee's responsibilities for property accountability and the appropriate use of NARA IT equipment. In order to participate in the pilot, employees will be required to complete telework training.
- D. Employees who are assigned to participate in the pilot program will be permitted to return to the workplace to perform on-site work to qualify for an incentive payment. Pilot program participants will be afforded the same opportunity to volunteer as other employees in the same facility, with equivalent grade and work assignments. Pilot participants are expected to bring their assigned tablet to the work site and use it for on-site work if they are recalled to the facility.
- E. The pilot will take place during the 1st quarter of FY 2021. To the extent possible, the Agency will deploy all tablets in October 2020. The pilot program will extend 90 days from the date of deployment. The duration of the pilot may be extended by mutual agreement of the Parties.

NARA

AFGE Council 260