



## MEMORANDUM OF AGREEMENT

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dated August 23, 2019

between

National Archives and Records Administration  
and

American Federation of Government Employees  
Council 260

The National Agreement between NARA and AFGE (“parties”) provides at Article 18, Performance Management, Section 8, Performance Awards, that performance awards will be made by the NARA-AFGE agreement dated October 2011 unless or until new Federal guidance is issued on awards. Once new guidance is issued, the parties will bargain over a new memorandum of understanding.

The Office of Management and Budget (OMB) issued Memorandum M-19-24, *Guidance on Awards for Employees and Agency Workforce Fund Plan*, on July 12, 2019. The Office of Personnel Management (OPM) issued implementing guidance in a memorandum titled, *Applying Rigor in the Performance Management Process and Leveraging Awards Programs for a High-Performing Workforce*, on July 12, 2019. The parties agree that these documents changed government-wide awards policy in the manner contemplated by Article 18, Section 8, triggering an obligation to bargain.

The parties agree to continue the use of a share-based distribution for performance awards, with a set-aside for special act awards. The specific provisions of this agreement are as follows:

1. The overall budget for individual cash awards (including performance and special act awards) will be an amount equal to 1.5% of aggregate salaries for awards paid in FY 2020 and 2.5% of aggregate salaries for awards paid in FY 2021 and future years.
2. “Aggregate salaries”, in this case, is the sum of annual salary for employees on-board as of September 30 of the previous fiscal year (i.e. awards paid in FY 2020 will be based on on-rolls as of September 30, 2019).
3. Once the total awards budget is determined (1.5% in FY 2020 and 2.5% in future years), a set-aside account for special act awards will be calculated and subtracted from the total budget to arrive at the performance awards budget.
4. Management will establish a standard amount to pay for each performance rating (Fully Successful, Highly Successful, and Outstanding) and awards pool.


Management will calculate the payment amount ("share value") necessary to fully expend the performance awards budget. Management will provide the Council with the calculations and supporting data upon request.

5. For awards paid in FY 2020:
  - a. The awards budget will be divided into "pools" based on the pay plan and GS-grade of employees: technical (GS grades 01-06, and all Wage Grade); journey (GS grades 07-12); and professional (GS grades 13-15, and Administratively Determined (AD)). Aggregate salary for each group will constitute a separate award pool and the share value described in paragraph 4, above, will be calculated separately for each pool.
  - b. An amount equal to 5.15% of the awards budget for each pool will be set aside for Special Act awards and removed from the calculation of performance awards, as described in paragraph 3, above.
  - c. Management will grant a performance award of \$250 for each employee in each pool who is assigned an annual rating of "Fully Successful". An amount equal to the estimated payments to all employees with a "Fully Successful" rating will be set aside and removed from the performance awards budget prior to calculating share values.
  - d. From the remaining amount, Management will calculate a "share-based" award amount for Highly Successful and Outstanding ratings in each awards pool (technical, journey, and professional).
  - e. Only ratings of Highly Successful and Outstanding will be eligible for a share-based performance award. Share-based performance awards will be calculated on a 1:3 ratio, so that the standard award amount for an Outstanding rating will be three times the award amount for a Highly Successful rating.
6. For awards paid in FY 2021 and future years:
  - a. The awards budget will not be divided into "pools". Management will grant a single award amount for each rating (Fully Successful, Highly Successful, and Outstanding) for all GS employees (regardless of grade), Wage Grade employees, and AD employees.
  - b. An amount equal to \$300,000 will be set aside for Special Act awards and removed from the calculation of performance awards, as described in paragraph 3, above.

- c. From the remaining amount, Management will calculate a "share-based" award amount for Fully Successful, Highly Successful, and Outstanding ratings.
  - d. Only ratings of Fully Successful, Highly Successful, and Outstanding will be eligible for a share-based performance award. Share-based performance awards will be calculated on a 1:2:4 ratio, so that the standard award amount for a Highly Successful rating will be twice the amount for a Fully Successful rating, and the standard amount for an Outstanding rating will be twice the amount of a Highly Successful rating.
7. For awards paid in FY 2020 and future years, an employee may choose to receive time off in lieu of cash. The employee must be consulted and agree to receive time off in lieu of cash. An employee may also request time off; however, the employee's Reviewing Official makes the decision on whether to grant cash or time off.
- a. When Management grants time off in lieu of cash for a performance award, Management will grant 40 hours for an Outstanding rating, 24 hours for Highly Successful, and 8 hours for Fully Successful for a full-time employee. A part-time employee will receive 24 hours for Outstanding, 12 hours for Highly Successful, and 6 hours for Fully Successful.
  - b. Management will permit an employee to be granted a maximum of 80 hours of time off awards per leave year, including performance and Special Act, for a full-time employee and a maximum of 40 hours per leave year for a part-time employee.
  - c. Any award granted must be 100% cash or 100% time off and cannot be split part-cash, part time-off.
8. Article 18, Section 8, paragraph A of the National Agreement is amended to read as follows:

"An annual rating of record of "outstanding", or "highly successful", or "fully successful" may be the basis for a cash award. Awards are subject to Management approval. If granted, an award may be made in accordance with the memorandum of understanding between the Parties (October 2011) (August 2019). Upon issuance of new federal guidance regarding awards, the parties will engage in bargaining over a new memorandum of understanding."

The parties affirm by signature below:

  
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 MITCHELL BUFFONE      8-23-2019  
 President, AFGE Council 260      DATE

  
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 DAVID S. FERRIERO      23 August 2019  
 Archivist of the United States      DATE