

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

NARA administers a system of production standards and productivity awards for employees of the Federal Records Centers Program (FRCP) in accordance with Article 18, Performance Management System, and Article 19, Incentive and Productivity Awards, of the National Agreement, as well as Merit Systems Principles, NARA policy, and all relevant Federal statutes and regulations.

The parties agree to a six-month pilot program to validate the efficacy of an alternative to the current system in place for productivity awards in FRCP Operations (AFO), the Civilian Personnel Records Center (AFN-C), and the National Personnel Records Center, Records Retrieval Branch (AFN-MR) and Military Operations Branch (AFN-MO).

The pilot system will be administered from October 8, 2023 through April 6, 2024. The pilot will be administered at the following Centers: Civilian Personnel Records Center (AFN-C), Fort Worth FRC (AFOW-FW), Kansas City FRC (AFOW-KC), Lee's Summit FRC (AFOW-LS), and Philadelphia FRC (AFOE-PA). The pilot will be administered according to the following provisions:

1. Productivity awards.

A. Award period. Productivity awards are paid on a bi-weekly basis. At the end of each pay period, all employees are evaluated for award eligibility. Productivity awards will be paid in the pay period following the pay period in which they were earned.

B. Eligibility. An employee must meet all of the following conditions to be eligible for a productivity award:

- i. The employee must have worked a minimum of 40 hours on tasks with an established production standard ("on-standard") in that pay period. Excused leave hours (annual, sick, administrative, credit time used, etc.) are not counted as part of the hours on-standard. Hours on production in one pay period will not accumulate or roll-over into the following pay period.

ii. The employee must have earned a summary Productivity Effectiveness (PE) score of at least 101% for all on-standard tasks. PE is based on Earned Hours. Earned Hours is the total number of units produced, divided by the standard for each task. Summary PE is the sum of all earned hours for all tasks, divided by the sum of all on-standard hours worked during the pay period. A PE greater than 100% means that the employee completed their work more quickly than the standard provided.

C. Award criteria. NARA will grant productivity awards to eligible employees each pay period based on their summary PE score, as follows:

101-105% PE: \$50

106-110% PE: \$100

111-115% PE: \$150

116%+ PE: \$200 or 25% of the difference between total Earned Hours and total actual hours on-standard, multiplied by the employee's hourly salary rate, whichever is greater, up to \$1,000.

2. Implementation.

A. Notifications. The parties will provide employees covered by the pilot program with as much advance notice as possible of the pilot and its terms and requirements. A copy of this agreement will be made available to all employees participating in this pilot program.

B. Further bargaining. The parties will share data collected at interim periods throughout the pilot period. If at any time during the pilot period, either party determines that the pilot program is having a negative impact on participating employees or the Agency, the parties may, by mutual agreement, renegotiate the terms of this agreement. Neither party will unreasonably deny a good faith request to renegotiate this agreement.

C. Make-whole provision. At the conclusion of the pilot program, Management will review the payments made to all participating employees during the pilot and compare it to the amount that would have been paid to the employee under the quarterly payment system. If an employee earns less under the pilot than they would have under the quarterly system, Management will compensate the employee for the difference.

3. Reporting. NARA will provide the Council with reports to assess the effectiveness of the program.

A. Report on employee PE. At the conclusion of each quarter, NARA will provide the total units produced and hours worked against standards for each FRCP employee in every pay period of the previous quarter. Reports will include the following data elements:

- Records Center
- Service Code
- Task Code
- Task Description
- Standard
- Total Hours
- Total Units
- PE
- Employee Full Name
- Pay period
- Month

B. Report on productivity awards paid. At the conclusion of each quarter, NARA will provide a list of all productivity awards paid in the previous quarter. FPPS does not distinguish between spot, special act, and productivity awards. The FRCP will compile data from all Centers, outside of FPPS, in order to provide a complete and accurate list that includes only productivity awards. Reports will include the following data elements:

- Records Center
- Award effective date
- FPPS transaction number
- Employee name
- Award amount

C. Comparative report for pilot participants. At the conclusion of each quarter, NARA will provide a report of the award amounts that each participating employee would have been eligible for if they had worked under the quarterly payment system. Reports will include the following data elements:

- Records Center
- Employee name
- Award amount

4. Duration. This agreement and its terms are effective beginning on October 8, 2023, and expire on April 6, 2024. The parties may extend the assessment period, make changes to the

program, or end the program at any time by mutual agreement. In the event that this agreement is either ended early or allowed to expire, FRCP employees will be eligible for productivity awards for work completed through the end date or date of expiration and employees covered by the pilot program will revert to the quarterly awards system. NARA will take actions necessary to determine eligibility, process awards, and report on productivity and awards issued, even though that work must necessarily be completed after the end date or expiration date.

The parties affirm by signature below:

NARA

AFGE Council 260