

Memorandum of Understanding
For the Procedures and Appropriate Arrangements for MCM 05-08 Maintenance of Time and Attendance Reports and Delegation of Unit Timekeepers

The following constitutes an agreement between the [parties] of the Portland VA Medical Center (PVAMC) [Portland/Vancouver Division] within VISN 20, and the American Federation of Government Employees (AFGE), AFL-CIO, National VA Council #53 (NVAC), AFGE Local 2157 & AFGE Local 2583, concerning the Procedures and Appropriate Arrangements for the Maintenance of Time and Attendance and the Delegation of Unit Timekeepers. Hereinafter the parties are referred to as "Management" and the "Union". The parties agree to the following:

1. Management will request personnel to do time and attendance based on the requirement to select personnel that are completely reliable, stable in their positions and worthy of the responsibility placed on them. Addendum to the positions description (see attached) will be signed by the employee and placed in their Competency Folder.
2. All training related to the duties of unit timekeeping will be conducted on duty time.
3. Bargaining unit employees will not be required to provide documentation concerning time and leave to their unit timekeeper. All documents required concerning time and leave will be submitted directly to the employee's supervisor.
4. Union sponsored training, travel leave approval, and documentation thereof will continue as per past practice.
5. In the event that Management proposes changes to MCM 05-08 prior to rescission, Management will provide thirty (30) days advanced notification to the Union.

Donald C Fowler 9/15/14
Donald Fowler
NVAC 11th District Representative
Chief Negotiator, for AFGE (Labor)
Date: 9/15/14

Annette E Barkema
Annette Barkema
CFO PVAMC
Chief Negotiator, for Management
Date: 9/15/14

Denise L Lieb
Denise L Lieb
President, AFGE Local 2583
PVAMC, for AFGE (Labor)
Date: 9/15/14

Kimberly Donovan
Kimberly Donovan
1st Vice President, AFGE Local 2157
PVAMC, for AFGE (Labor)
Date: 9/15/14

Addendum to Position Description/Functional Statement

Time Keeper

Employee Name

Position Title

Service

Series

Grade

Incumbent is designated as a Timekeeper for the Portland VAMC. As a designated timekeeper, the incumbent is responsible for meeting the standards for timekeeping as outlined in VA Handbook Financial Policy, Volume X, Payroll; Chapter 1. As mandated by VACO, timekeepers will be held accountable for the following:

1. Timekeepers will adhere to all Federal guidance, rules and regulations when performing any type of payroll administration activity affecting VA employees, including:
 - a. Collection of time and attendance data
 - b. Documenting leave activity
2. Preparation, maintenance and timely submission of any official time and attendance records and reports for each affected employee whose record has been assigned to their Jurisdiction.
3. The timekeeper will not be permitted to maintain his/her own time and attendance report, unless an exception is granted by the Chief Financial Officer.
4. The timekeeper is responsible for keeping his/her alternate timekeeper fully and completely informed as to the location of the time and attendance reports, subsidiary records, manuals and written instructions since they must be accessible at all times.
5. Timekeepers must prepare timecards so that the Certifying Official can meet the required timecard submittal deadline.
6. Timekeeper will attend initial timekeeper training (within 30 days of their appointment).
7. Timekeeper will attend annual timekeeper training as required by regulation.
8. Timekeeper will provide timekeeping documentation for required desk audits.
9. Timekeepers will not disclose timekeeping activity of their assigned employees as time and attendance records are protected by the Privacy Act of 1974.