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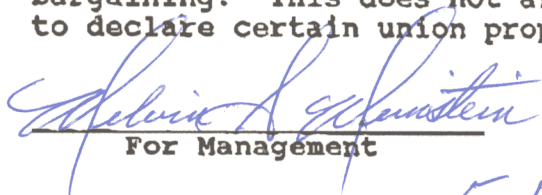


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002/002

The following constitutes agreement between the Veterans Benefits Administration and the American Federation of Government Employees, National VA Council (NVAC) concerning Circular 20-93- Employee Office Attire.

1. Delete first 2 sentences in Purpose so it shall state: This circular establishes guidelines for office attire.
2. Change "used" to "considered" in second sentence of General so it shall state: Due to the nature of our operations, VBA employees generally complete work assignments in an office environment. The extent of an employee's public contact, consistent with VA regulations, should be considered in determining appropriate attire.
3. Delete paragraph 4 from original circular and replace with the following: Employees who frequently meet the public should dress in a manner appropriate to the local business community. Within the limits of good taste, employees should feel free to wear neat comfortable clothing.
4. Delete paragraph 5 from original circular and replace with the following: Employees occupying positions that do not involve public contact should dress in a neat and clean manner. Work attire should be appropriate to the activities performed. Extreme casual clothing including; informal shorts, T-shirts, halter tops, athletic suits, and clothing of a provocative nature are always inappropriate attire for an office.
5. Employees will be notified in advance of expectations.
6. Local Human Resources Managers will, upon receipt, provide a copy of the circular and this MOU to the local union president.
7. Local management shall meet its labor-management obligations at the local level prior to implementation of this circular.
8. Issues relevant to this circular and not specifically addressed in the circular or MOU may be addressed in local bargaining. This does not affect local management's right to declare certain union proposals as non-negotiable.


For Management


For the NVAC

5-17-94
Date