

MEMORANDUM OF UNDERSTANDING

Reasonable Accommodation Centralized Program (RACP) Process

The following constitutes an agreement between the Department of Veterans Affairs, Veterans Benefits Administration (VBA) and the American Federation of Government Employees (AFGE), AFL-CIO National VA Council (NVAC) #53 (Union) regarding the Reasonable Accommodation Centralized Program (RACP) Process.

1. Employee's medical information will be secured. Management will comply with all HIPPA requirements regarding receipt of any medical documentation.
2. The Agency will post the procedures employees must use to request a reasonable accommodation (RA) in a prominent location, either in the Human Resources area or on their local intranet website. Additional processes will not be required of employees, unless the information is clearly posted in writing.
3. Employees will receive formal written notification of the decision on their RA request including the applicable appeal rights. If an employee is not satisfied with the Deciding Management Official's (DMO) decision, the employee or their union representative may appeal the decision.
4. Local bargaining shall take place at individual facilities and may include substantive bargaining that does not conflict with negotiated national policy and agreements.
5. After implementation, if either party is made aware of issues that may affect employees, both parties agree to discuss the issues and work to mutually resolve the issues for the employees. Should discussions not resolve the issues, the parties will implement the negotiating process to the extent required by the statute.
6. Management shall provide a copy of this MOU to the local president and/or designee at each AFGE local within 10 days of the date this MOU is signed.

Kevin D. Nelson

Kevin D. Nelson
For the Agency

Paul Harvey Fleming

Paul H. Fleming
For AFGE/NVAC

10/31/19

Date