

## **Memorandum of Understanding**

The following constitutes an agreement between the VA Northern Indiana Health Care System (agency), AFGE NVAC and AFGE Locals 1384 and 1020, AFL-CIO (union) concerning changes in working conditions for current Material Handlers.

### **Existing Changes:**

1. All current VA Northern Indiana Healthcare System (VANIHCS) Material Handlers have been promoted to WG-6907-06 as a means to appropriately provide adequate compensation for all elements of the WG-6 position description.

### **The Parties Agree to the Following Changes:**

1. The Supply Chain Management (SCM) Freight Truck and its responsibilities will be rotated every six weeks between the Fort Wayne and Marion Material Handlers. This assignment will primarily be limited to daily deliveries between Fort Wayne to Marion and a weekly run to Saint Joseph County (SJC) Veterans Administration (VA) Clinic.
2. The NX Supervisor will be the deciding management official for all aspects of receiving and deliveries. In the absences of the NX Supervisor the Deputy Chief Supply Chain Officer or the Chief Supply Chain Officer will make the needed determination.
3. The SJC Material Handlers will continue to operate as a regional hub for Veterans Health Administration (VHA) and VA agencies. This will include but is not limited to the VHA Goshen Community Based Outpatient Clinic (CBOC), VANIHCS South Bend Mental Health Annex and the VA South Bend Veterans Center. All deliveries that originate from SJC to the Goshen COBC and all other VHA and VA agencies will be made by the SJC Material Handlers.
4. Occasionally, larger items may be picked up and/or delivered via the freight truck by Marion or Fort Wayne Handlers to the locations listed in #3 above. In this event, the SJC Material Handlers may aid in delivery for safety.
5. Marion Material Handlers will maintain the established routes to Peru and Muncie, CBOC's despite the Shuttle Truck rotation. The Marion Material Handlers will continue to make daily deliveries to all sites on the Marion campus.
6. The Ft. Wayne Material Handlers will assume and maintain all pick-ups and deliveries for the Huntington and Defiance CBOCs as well as the Fort Wayne Mental Health Annex, despite Shuttle Truck rotation.
7. The parties agree that occasionally the Material Handlers from any VANIHCS facility may be assigned delivery duties that deviate from the above-mentioned terms. An example of such is, pickups from Wal-Mart and Meijers as well as other civilian, federal, state, and local governmental agencies. These pickups are a result of donations to VANIHCS in support of our Veterans.
8. During the six-week rotation when the Fort Wayne Material Handlers are driving the freight truck, an Additional freight truck will be requested for the daily deliveries on the

Marion campus by the Marion Material Handlers. This is a needed measure to ensure the consistent delivery of needed supplies in support of daily operations. This request is only needed when the Fort Wayne Material Handlers are driving.

9. An additional van will be requested to support of the Fort Wayne Material Handlers driving to the Defiance and Huntington CBOC's as well as the Fort Wayne Mental Health Annex. This will be a permanent request.
10. It is agreed upon that both parties may request to meet at any time to address urgent issues as they arise within a six month timeframe that is set for an evaluation assessment.

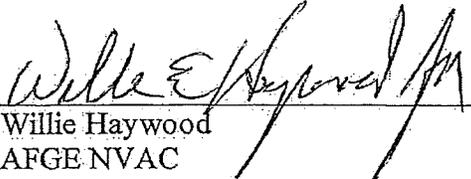
William T. Overbey

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William T. Overbey  
Northern Indiana Health Care System

10/20/2021

Date

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Willie Haywood  
AFGE NVAC

9/1/2021  
Date

## **Memorandum of Understanding**

The following Constitutes an Addendum to the Memorandum of Understanding between the VA Northern Indiana Health Care System (agency), AFGE NVAC and AFGE Local 1384 and Local 1020 AFL-CIO (union) concerning changes in working conditions for current Material Handlers signed October 20, 2021

### **SUPPLY CHAIN MANAGEMENT DELIVERY SCHEDULE AS OF 22 MARCH 2022**

We are now rotating the driving of the box trucks between both campuses on a 6-week basis. As we are making some changes to the Supply Chain Management (SCM) delivery schedule.

The following is the proposed new schedule that will begin on 18 April 2022:

#### **Monday's**

1. The box truck (or a transit van) will leave the campus (depending upon 6-week schedule) and go to the other campus.
2. They will depart NLT 10:00 a.m.

#### **Tuesday's**

1. The box truck (or a transit van) will leave the campus (depending upon 6-week schedule) and go to the other campus.
2. They will depart NLT 1:00 p.m.
3. They will make sure that they are at the opposite campus at 2:00 p.m. This will enable each campus to provide the necessary medical supplies to Saint Joseph VA Clinic (SJC) on each Wednesday.
4. There will be a truck from Marion to the Hoosier CBOC
5. Once the Defiance CBOC opens a box truck or van will make weekly deliveries from Fort Wayne
6. Pharmaceutical supplies will be picked up at 9:00 a.m. from each respective Pharmacy
  - a. Pharmaceutical supplies that are destined for SJC on Wednesday will be ready by Tuesday's at 9:00 a.m.
  - b. Pharmaceutical supplies that are destined for the Hoosier CBOC (on Tuesday's) will be ready for pick up by 9:00 a.m.
  - c. If there is a pharmaceutical supply that needs to be refrigerated, then the Pharmacy Supervisor will coordinate with the SCM NX Supervisor.
7. The Marion Material Handlers will pick up from the CFU and deliver to the following:
  - a. Items that are addressed to Prosthetics will be delivered to Bldg. 138 room 347
8. EMS
  - a. The Marion Material Handlers will pick up and deliver EMS supplies to the basement of Bldg. 172 for palletized supplies and Bldg. 16 for non-palletized supplies.
  - b. In Fort Wayne EMS will place all linens that need to go to Saint Joseph County VA Clinic (SJC) for Wednesday delivery to SJC on the dock by Tuesday's 11:00 a.m. This will insure

that regardless of who is driving the box-truck the needed linens will make their way to SJC each Wednesday.

9. The Marion Mail clerks will drop off the SJC Mail Bag at 4:00 p.m. each Monday. This Mail bag will be picked up by the Fort Wayne Material Handlers on Tuesday when they are driving. If the Marion Material Handlers are driving, then the mail bag will be staged on Tuesday along with other items going to SJC on Wednesday's.

## **Wednesday's**

1. The box truck will leave from the campus (depending upon 6-week schedule) and go St. Joseph County VA Clinic.
2. They will depart NLT 10:00 a.m.
3. In the future when a replacement for the Goshen CBOC is brought online (most likely a Warsaw CBOC) the box truck will stop at the CBOC first (if needed) and then proceed to SJC.
4. The box truck will drop off items at SJC and then return to the respective campus.
5. SJC Material Handlers will deliver equipment and supplies that come from either Fort Wayne or Marion to South Bend Veteran Center, the Goshen CBOC and the NIHCS South Bend Mental Health Annex on a as needed basis.

## **Thursday's**

1. The box truck (or a transit van) will leave the campus (depending upon 6-week schedule) and go to the other campus.
2. They will depart NLT 10:00 a.m.
3. There will be a box truck or transit van from Marion to the Muncie CBOC
4. Once the Huntington CBOC is open a box truck or transit van will make weekly deliveries from Fort Wayne.
5. Pharmacy supplies will be picked up at 9:00 a.m. from each respective Pharmacy.
  - a. If there is a pharmaceutical supply that needs to be refrigerated, then the Pharmacy Supervisor will coordinate with the SCM NX Supervisor
  - b. Pharmaceutical supplies that are destined to the Muncie CBOC will be ready for pick up by 9:00 a.m.
6. The Marion Material Handlers will pick up from the CFU and deliver to the following:
  - a. Items that are addressed to Prosthetics will be delivered to Bldg. 138 Room 347
7. There will be a box truck or transit van that makes deliveries to the Huntington CBOC.

## **Friday's**

1. The box truck (or a transit van) will leave the campus (depending upon 6-week schedule) and go to the other campus.
2. They will depart NLT 10:00 a.m.

## **Daily Occurrences**

1. At all campuses the respective Material Handlers will collect all items needed for transport and bring to Bldg. 55 in Marion, Bldg. 1 in Fort Wayne and the SJC warehouse. Please have items in

their respective locations NLT 9:00 a.m. each workday. This is applicable for the following services:

- a. EMS
- b. N&FS
- c. Voluntary Services
- d. Engineering
- e. Prosthetics

2. Pharmacy presents a unique challenge due to the chain of custody. Aside from Tuesday's (and Thursday's (see the above scheduled for getting pharmaceutical items to the CBOC's) any time that Pharmacy has a need to transport an item to any site the Pharmacy Supervisor will coordinate with the SCM NX Supervisor at 73969.

This would result in whichever site having the rotation for box truck to go to the Pharmacy that is requesting transportation and pick up the items. This would enable SCM to maintain on the chain of custody.

We realize this is an infrequent occurrence (usually only happens a couple of times each year), but we wanted to capture it on the daily occurrences.

3. Medical Surgical Prime Vendor will be handled by the Material Handlers from the respective campus and delivered by NLT 1:00 p.m.
4. Equipment delivery will be coordinated with Bio-Med. Once Bio-Med has completed their inspections and tests the Material Handlers will deliver the product to the requesting service.
5. Equipment turn ins (excess) will be picked up and handled by the respective Material Handlers
6. In Marion the Office Supplies will be delivered on the first and third Thursday of each week. This will be handled by the Material Handlers from the respective campus and delivered NLT 2:00 p.m.
7. The Fort Wayne off-site warehouse is a new site. On a as needed basis items will need to be delivered to and pick up from this location. If the item(s) can fit into the van that the Fort Wayne Material Handlers, have they will deliver to and pick from the off-site warehouse. If the items are too big for the van that the Fort Wayne Material Handlers have, which ever campus has the box truck will deliver to and pick up from the off-site warehouse.

## **Special Occurrences**

1. The first Monday of the Month the Marion Material Handlers will pick up from the Wal-Mart distribution center in Gas City, IN at 2:00 p.m. These pick ups are a result of Wal-Mart making donations to the VA in support of Veterans.
2. The first Monday of the month the Fort Wayne Material Handlers will pick up from "Out of a Jam" (this is an organization that donates frozen dinners for Veterans) around 11:00 a.m.
3. Occasionally Meijer's will donate items in Support of Veterans. This will be handled by the Material Handler team the is in current possession of the 6-week rotation.
4. Fort Wayne Annex.
  - a. If a piece of equipment (that has been cleared by Bio-Med) is too big to fit in the van when the Fort Wayne Material Handlers do not have the box truck, then the Marion Material

Handlers will deliver. If the need occurs during a time when the Fort Wayne Material Handlers have the box truck, then they will deliver to the Fort Wayne Annex.

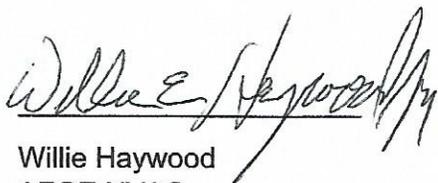
\*Schedule is subject to change due to weather conditions.

JAMES D. QUEENER 194747  
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5/12/22

James Queener  
Chief Supply Chain Officer  
VA Northern Indiana Health Care System

Date

  
Willie Haywood  
AFGE NVAC

5/12/2022  
Date