

## Memorandum of Understanding

The following constitutes an agreement between the Department of Veterans Affairs, Veterans Health Administration, Member Services (Station 702), American Federation of Government Employees, AFL-CIO, National Veterans Affairs Council #53 on how bargaining unit employees within Station 702 will reenter facilities and transition off maximum telework.

1) Station 702 currently consists of the following on-site locations for the purpose of this MOU:

- Atlanta, Georgia
- Canandaigua, New York
- Ft. Riley, Kansas
- Hot Springs, South Dakota
- Topeka, Kansas
- Waco, Texas

2) The parties agree to the following:

- A) Reentering facilities and transitioning off maximum telework will begin after bargaining unit employees receive a thirty (30) day advanced notice or on August 15, 2022.
- B) Employees working in VHA office space will follow VHA policy applicable to their vaccination status to include testing, masking and social distancing and any/other additional safeguards as outlined within their current policy.
- C) Bargaining unit employees whose position descriptions are identified as "telework eligible" may include the following options:
  - i) 100% Remote: Staff will be required to reside within a 50 mile radius of Veterans Affairs Medical Center (VAMC) along w/ current Member Service locations within the continental United States if selecting "Remote" work. VA Form 0740, Telework Agreement, will need to be completed to confirm the employees "official duty station". Employees eligible for reimbursements, for travel from their official duty station, will be completed in accordance with current VA Financial Policy Volume XIV. Upon completion of VA Form 0740 "official duty station" will be updated accordingly. Appropriate updates will be provided to current AFGE locals.
  - ii) Telework: Staff will be required to work a minimum of two (2) days a pay-period at their official duty station as outlined on their current VA Form 50. Any appropriate updates will need to occur on VA Form 0740, Telework Agreement, if applicable.

- 3) Current employees electing or otherwise required to work on-site within the offices identified above (1) will still be eligible to work on-site. Any appropriate updates will need to occur on VA Form 0740, Telework Agreement, if applicable.
- 4) VHA Member Services will maintain adequate office space for those employees required to work on-site.
- 5) Upon receipt of this signed MOU, the appropriate management officials shall provide a copy of this MOU to any applicable AFGE Local Union Presidents.

---

Ryan Heiman  
Acting Deputy Executive Director  
Veterans' Health Administration, MS



Oscar L. Williams Jr.,  
2<sup>nd</sup>. Executive Vice President  
AFGE National Veterans Affairs Council #53

APPROVED  
By vha/rcheimer at 9:16 am, Aug 02, 2022

Date

8/2/2022  
Date