

MEMORANDUM OF UNDERSTANDING

Local Flexi-Place Supplement Between Cleveland VA Regional Office And AFGE-Local 2823

September 15, 2014

The following constitutes an agreement between the Department of Veterans Affairs Cleveland Regional Office (Agency) and American Federation of Government Employees, Local 2823 (Union) for the purpose of supplementing the National Flexi-Place Program; more specifically, this local supplement provides clarification for the Authorization Quality Review Specialist (hereinafter referred to as AQRS).

1. Eligibility

- Only AQRS's meeting all elements of the applicable performance standard are eligible for a Flexi-place agreement;
- If AQRS's has an existing flexi-place agreement and performance falls below the successful level for 60 days or more, management may withdraw the flexi-place agreement;
- Management may withdraw this agreement for conduct resulting in an adverse or disciplinary action;
- Only full-time AQRS's are eligible for a flexi-place agreement.

2. Claims Folder Management

- Claims folders must be traceable via COVERS, consequently, AQRS's are responsible for the accurate updating of COVERS when claims folders are removed from the Cleveland Regional Office to their AWS and vice-versa. Failure to accurately update COVERS to reflect the AWS may result in termination of the flexi-place agreement;
- Claims folders may not remain at the AQRS AWS for more than five consecutive workdays without being returned to the Cleveland Regional Office. Once a claims folder is returned to the Cleveland Regional Office, it must be scanned via COVERS to its appropriate location by the AQRS.

3. Official Work-Site (Cleveland Regional Office)

- The AQRS is required to report to the Cleveland Regional Office, at least 1 days a week; and
- The AQRS must report to the Cleveland Regional Office, upon request from a supervisor (Coach) or manager for meetings, impromptu training, or performance & conduct related-issues; however, 24 hours advance notice may be required. The 24

Cleveland Regional Quality Review Team MOU

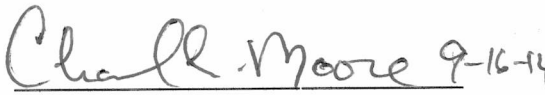
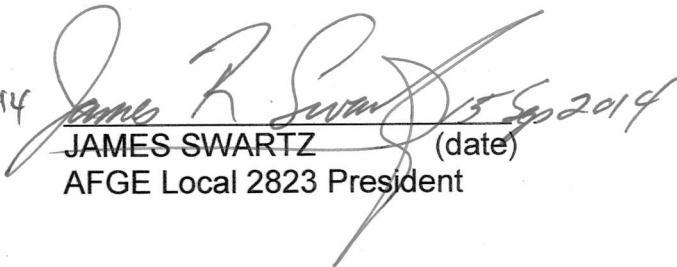
hour notice does not apply to regularly scheduled training outlined on the monthly training calendar.

4. DURATION

This Agreement is effective upon the signature of both parties below. It shall remain in effect for twelve-months and is automatically renewed for six-month increments, unless either party requests to reopen the Agreement.

For the Agency:

For the Union:

	
<u>CHARLES L. MOORE</u> (date)	<u>JAMES SWARTZ</u> (date)
Veterans Service Center Manager	AFGE Local 2823 President