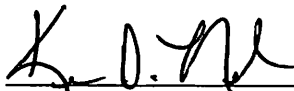


MEMORANDUM OF UNDERSTANDING

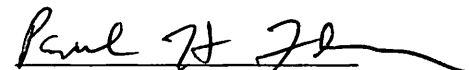
Employee Performance Report (EPR) Tool

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 Employee interface for new VSR standards

1. ASPEN will remain in use until it is replaced by Workload and Time Reporting System (WATRS). Employees can continue to utilize their personal ASPEN reports to review their deductible time and quality reviews.
2. Employee Performance Reports (EPR) will be used to track and calculate output/productivity. This tool is an interim tool until WATRS is fully implemented. EPR calculates each employee's individual output by linking available hours in ASPEN with VBA's national transactional database to show all work completed by each employee. Employees will be able to access their own EPR each day which will include data through their prior day of work. Except in rare circumstances, the supervisor and employee will input or validate overtime, deductible time and credit hours earned/used in ASPEN within two business days.
3. All affected employees and their supervisors will be provided training on the changes to ASPEN and the EPR. No employee will have leave cancelled or denied due to this training. Employees will be on deductible time for this training. Any questions not answered during these training sessions will be compiled and forwarded to the VBA mid term team co-chairs so that clarification can be sort out. The local union will be invited to these trainings.
4. Management will not hold employees accountable for factors or extenuating circumstances which affect performance that are beyond the employees' control in compliance with Article 27.
5. If after implementation either party is made aware of issues that may adversely 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.
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
For the Agency



Paul Fleming
for AFGE/NVAC

04/06/17
Date