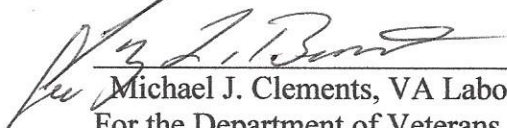


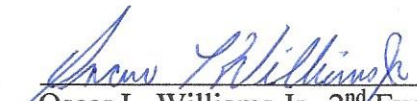
Memorandum of Understanding

The following constitutes an agreement between the Department of Veterans Affairs, Veterans Health Administration (VHA) and the American Federation of Government Employees, (AFL-CIO), National Veterans Affairs Council #53 on VHA Office of Strategic Integration/Veterans Engineering Resource Center (OSI/VERC) General Office Standard Operating Procedures.

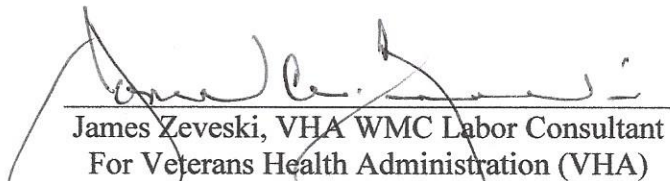
1. OSI/VERC bargaining unit employees will annually take the TMS training on Rules of Behavior.
2. Bargaining unit employees will be grandfathered in their current tour of duty at their current location. Bargaining unit employees can continue to request tour of duty changes and compressed work schedules in accordance with Article 21 – Hours of Work and Overtime.
3. Bargaining unit employees will request all forms of leave in accordance with the current VA Time and Attendance System or the BUE may elect to use an SF-71 under the terms of Article 35 -Time and Leave.
4. Bargaining unit employees should set up an out of office notice, to reflect when they are on leave if in the office or on official travel. Failure to do so should not be the sole reason to take an appropriate action against the employee.
5. For Emergency Contact Cascade, bargaining unit employees will not be required to give their personal cell phone numbers. Emergency contact cascade numbers will not be used for non-emergency situations.
6. NVAC reserves its rights to address any matter related to OSI/VERC General Office Standards SOP as it occurs. Such notice will be provided to the Department's Office of Labor Management Relations Office.
7. Upon their receipt, the appropriate management officials shall provide the affected AFGE Local Presidents with a copy of this MOU.

  
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Michael J. Clements, VA Labor Specialist  
For the Department of Veterans Affairs (VA)

6/6/2017  
Date

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

6/6/2017  
Date

  
\_\_\_\_\_  
James Zeveski, VHA WMC Labor Consultant  
For Veterans Health Administration (VHA)

06/06/2017  
Date