

# MEMORANDUM OF UNDERSTANDING

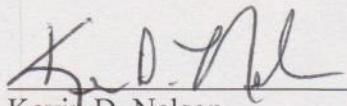
## Workload and Time Reporting System (WATRS)

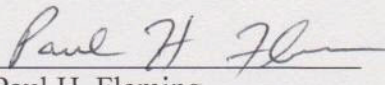
The following constitutes an agreement between the Department of Veterans Affairs, Veterans Benefits Administration (VBA) and the American Federation of Government Employees (AFGE), AFL-CIO National VA Council (NVAC) #53, (Union) regarding the Workload and Time Reporting System (WATRS)

1. All affected employees and their supervisors will be provided training on use of WATRS. This training will be recorded in TMS. No employee will have leave cancelled or denied due to this training. Employees will be on deductible time for this training. The local union will be invited to these trainings.
2. Employees will request deductible time in 15-minute increments. Management will make a decision on the requested deductible time using WATRS.
3. If Management denies deductible time requests placed in WATRS by the employee, WATRS will be annotated on each item and the employee will be notified of the denial, along with the supporting reason.
4. Any leave status granted/approved in VATAS will be approved in WATRS.
5. Employees must request and receive approval to meet with union officials in accordance with the WATRS User Guide.
6. Local AFGE Presidents or their designees may request redacted reports from management for the bargaining unit employees.
7. Prior to the EPR tool or ASPEN being deactivated and performance being monitored and measured in WATRS, all data will be archived for future reference and made available to the employee and the supervisor.
8. To the extent possible, WATRS follows a monthly release schedule and will provide notification of changes to users and AFGE Mid-Term Bargaining Committee. Any retroactive changes to WATRS/EPR will not adversely impact an employee's performance. If a retroactive change benefits an employee's performance, it will be included.
9. Employees will perform work as assigned by their supervisor and may request excluded time for any time spent working on assigned tasks that are not creditable.
10. Management will not hold employees accountable for factors or extenuating circumstances that affect performance that are beyond the employees' control.



11. In accordance with the Master Agreement, appropriate local bargaining shall take place at individual facilities and may include substantive bargaining that does not conflict with negotiated national policy and agreements.
12. After implementation, if 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.
13. 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.

  
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Kevin D. Nelson  
For the Agency

  
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Paul H. Fleming  
For AFGE/NVAC

11/06/18  
Date