

MEMORANDUM OF UNDERSTANDING

This Agreement is between the Department of Veterans Affairs (VA) and the National Federation of Federal Employees, VA Council of Consolidated Locals (NFFE). It addresses how counseling and warning sessions are to be handled by local facilities.

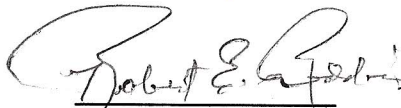
1. It is agreed that counseling and warning sessions are an important part of employees' professional development and are a management right. In an effort to ensure uniformity with the process, counselings and warning sessions involving bargaining unit employees will be conducted privately and in such a manner so as to avoid embarrassment of the bargaining unit employee.
2. The parties recognize two forms of counseling will be permitted, oral and written.
3. When it is determined that oral counseling is necessary, the counseling will be accomplished during a private interview with the concerned bargaining unit employee and a Union representative, if requested and appropriate. If there is to be more than one management official involved in a counseling session with a bargaining unit employee, the employee will be so notified in advance and the employee may have a union representative at the session.
4. Bargaining unit employees have a right to address a written counseling and may respond to a written counseling with a written statement that will be retained with the written counseling for as long as VA keeps the counseling, but not longer than a year from the issuance.

This Agreement shall remain in full force and affect until re-negotiation of the VA/NFFE 2010 Master Agreement.



DOUG KATCHER
for the Agency

8/18/10
DATE



ROBERT REDDING
for the Union

8/20/10
DATE