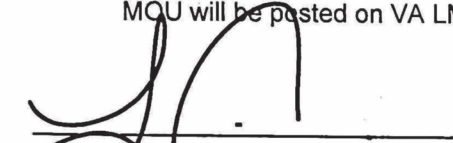


Memorandum of Understanding

The following constitutes an agreement between the Department of Veterans Affairs (VA) and the National Federation of Federal Employees VA Consolidated Locals (NFFE) regarding GovTA.

1. Access to GovTA will be available to each bargaining unit employee via a computer workstation. Intranet access will be made available for ease of access will include icons placed on the desktop of each computer workstation used by bargaining unit employees. The availability of the GOVTA by internet access outside the employers' network is understood as a valuable convenience. However, employees are not required to access GOVTA outside the VA network or their assigned tour of duty.
2. Technological errors in GovTA will not reduce the Department's obligation to submit payroll data in a timely manner, consistent with established pay periods.
3. Bargaining unit employees will not lose accrued leave during the transition to GovTA. Errors identified and reported in the GovTA system of records, by bargaining unit employees, will be investigated and resolved in a timely manner.
4. An employee will be allowed to request cancellation of approved leave through the GovTA System. Leave will be administered in accordance with Department regulations, applicable laws and Article 22 of the Master Agreement.
5. Training on GovTA will be made available to employees prior to deployment. This training will include interactive sessions for more complex roles (e.g., timekeepers and one local designated union representative) and pre-recorded sessions via TMS for other employees. Additional trainings will be provided, as necessary.
6. Training will be provided during duty time, at various times to bargaining unit employees.
7. Station Payroll Offices and VATAS Help Desk will be available to assist employees with time and attendance concerns during customer service hours.
8. User guides, instruction videos, and desktop reference tools will be made available online.
9. Errors specifically related to the new GOVTA system will not be the sole reason for taking disciplinary action against an employee, especially in the first 90 days of implementation. Prior to usage, employees will be afforded warnings related to authorized and unauthorized access; disclosures as required by the Freedom of Information Act and Privacy Act System of Records; and provisions for criminal penalties.

10. Locals will have the opportunity to bargain matters related to the deployment of GOVTA that fall outside this MOU and the NFFE Contract, post-implementation.
11. The term of this agreement will remain in effect for a *minimum of three years* after which either party may reopen it by providing a minimum of 30 days advance notice.
12. Copies of this MOU will be distributed to management and the NFFE local president/or designee at each NFFE local within (10) ten days of the date this MOU is signed. This MOU will be posted on VA LMR website.



Labor Relations Specialist
Department of Veterans Affairs (VA)

Jeffrey J. Shapiro 535490
Digitally signed by Jeffrey J. Shapiro 535490
Date: 2023.05.01 15:32:59 -04'00'

Jeffrey Shapiro
President, NFFE-IAM, VA Council

Date

Date



Labor Consultant
Veterans Health Administration (VHA)

5-1-2023
Date