

## MEMORANDUM OF UNDERSTANDING

The following agreement is between the Department of Veterans Affairs (VA), Veterans Health Administration (VHA) (Employer) and the National Federation of Federal Employees (NFFE), VA Council of Consolidated Locals (Union) regarding VA Handbook 5011 Hours of Duty and Leave Part II Chapter 4 Alternative Workplace Arrangements (Telework and Remote) Work Policy Update

1. Training of bargaining unit employees regarding VA Handbook 5011 Hours of Duty and Leave Telework and Remote Work Policy Update (Part II, Chapter 4) will occur on duty time.
2. Bargaining unit employees working at an Alternate Workstation (AW) will provide notice regarding any changes to an AW. Notice will include any available training or education opportunities related to the policy.
3. Telework, remote work agreements should be reviewed annually but no more than quarterly unless there are specific concerns with the agreement to determine the impact on work operations.
4. Bargaining unit employees requesting or required to Telework or work remotely will, upon request, be provided a copy of the pay schedule that applies to the AW listed on the VA Form 0740 and Standard Form 50.
5. Bargaining unit employees will not be required to use the electronic version of VA Form 0740 at this time. If the electronic version of the VA Form 0740 does become mandatory, the VA will provide appropriate notice and meet its bargaining obligations.
6. Prior to initiating, modifying, or terminating a telework arrangement, that affects bargaining unit employees, The provisions of VA Handbook 5011 Part II Chapter 4 Paragraph 6(j) will be adhered to.
7. Bargaining unit employees may request Ad Hoc telework. Ad Hoc telework agreements will not be arbitrarily denied.
8. Supervisors will not arbitrarily deny a bargaining unit employee telework or remote work. Supervisors will provide upon request objective criteria used to determine telework eligibility and suitability. If telework is denied, the requesting employee will be provided a reason in writing within 20 business days after receipt of the initial request.
9. If a bargaining unit employee is in a position that meets the requirements for telework or remote work the employee may elect not to telework or work remotely unless it is a condition of employment.

10. Either party may re-open bargaining on this MOU.
11. This MOU will expire at the issuance of a successor MOU related VA Handbook 5011 Hours of Duty and Leave Part II Chapter 4 Alternative Workplace Arrangements (Telework and Remote Work) or the termination of or replacement of VA Handbook 5011.
12. This MOU does not prevent the Department from making future changes to VA Handbook 5011.
13. Copies of this MOU will be distributed by appropriate local Management official to the NFFE local president on completion. This MOU will be posted on VA LMR website.

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President, NFFE-IAM, VA Council

10/17/2022  
Date

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Date

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10/17/2022  
Date