

NFFE Memorandum of Understanding

The following constitutes an agreement between the Department of Veteran Affairs (Agency/ Employer and the National Federation of Federal Employees (NFFE), Council of consolidated Veteran Affairs Locals (union) regarding the On-boarding and Off-boarding procedures of VA Handbook 5005, Staffing.

1. In accordance with Article 2, Section 7, of the Master Agreement, Management will provide the Union information on the On and Off Boarding process and peer sponsor volunteer rosters.
2. Employee participation as a peer sponsor will be voluntary and open among all bargaining unit employees. Management agrees to follow the policy for the selection of volunteers.
3. Employees that volunteer to be peer sponsors will be locally trained. Training will be in accordance with Article 36, Training, of the Master Agreement. Local stations will meet all contractual obligations concerning peer sponsor training.
4. The union can encourage employees to become a peer sponsor. Union officials will be permitted to be peer sponsors. When union officials participate in the program as a peer sponsor they will be on duty time.
5. Within the first 30 days of employment bargaining unit employees will update their VA Talent Management System (TMS) profile with their supervisor's name to ensure they receive notification of training requirements to be completed in the first 90 days. Bargaining Unit employees will notify their Supervisor if they need time to complete the required training. The Supervisor will provide the bargaining unit employee the necessary time to complete such training.
6. This agreement upon signing will be distributed by the appropriate management official to the local NFFE President.

Robyn Stanton 5/8/2015
Robyn Stanton, LR Specialist, Date
VACO, Labor Management Relations
For the Department

Jeffrey Shapiro 5/8/2015
Jeffrey Shapiro Date
NFFE, VA Council President
For National Federation of Federal
Employees