**Local Change Bargaining Notification**

*§7102(2) of the Federal Service Labor-Management Relations Statute grants employees the right to engage in collective bargaining over conditions of employment through their chosen representatives. When management determines a need to change a condition of employment for bargaining unit employees, it may trigger a duty to bargain under a master agreement and the Statute. Management must provide* ***reasonable advance notice*** *and* ***an opportunity to bargain*** *before effecting that change.*

*Note: Ground rules for local bargaining (contained in a Local Supplemental Agreement, Memorandum of Understanding, or established past practice) may contain additional requirements that must be followed. This template ensures compliance with each of the national master collective bargaining agreements.*

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| ***Suggested format:*** | ***Guidance:*** |
| [*Name and Union position title*][*Union and Local number*] | *This template is appropriate when proposing to change conditions of employment for bargaining unit employees represented by any of VA’s labor partners.**Master agreement require specific notice to the following individuals:**AFGE: Local president**NAGE: Representative designated by the Local**NFFE: Local president**NNU: Local director and a second designated local representative* |
| Subject: Union Notification – [e.g., Change in Hours of Operation for Pharmacy Service] |  |
| 1. This serves as notification of management’s intent to [e.g., change the hours of operation for Pharmacy Service from 8:00 am – 4:30 pm to 7:00 am – 7:00 pm.]
 | *Briefly describe the change management is making. The notice of an intended change must be sufficiently specific to enable the union to determine whether it wishes to request bargaining.*  |
| 1. This change will impact bargaining unit employees in the following ways: [e.g., Employees will be given the option of selecting from three tours of duty, including the option of remaining on their current tour of duty. Management will solicit volunteers for the new tours of duty and will use seniority as the basis for granting or denying requests. Supervisory assignments may change, as employees will report to a supervisor on the same tour of duty.]
 | *Describe the anticipated changes to conditions of employment and working conditions for bargaining unit employees. Be thorough and transparent; anticipate the questions the union may have and answer them ahead of time.*  |
| 1. This change is necessary to [e.g., better serve the needs of a growing patient population and expanded clinic hours. Patient satisfaction surveys have consistently revealed dissatisfaction with limited pharmacy hours.]
 | *Provide justification for the change.*  |
| 1. The following documents are attached for your review:
* Excel spreadsheet containing the new tours of duty and the number of employees that will be assigned to each.
* Patient satisfaction surveys related to Pharmacy hours of operation.
 | *Provide additional information, as necessary and appropriate. Bargaining in good faith includes the obligation to share information with the union. Transparency during the notification stage often speeds up the bargaining process overall.*  |
| 1. Management intends to implement this change on [DATE]. Should you require additional information or a briefing, please notify me and I will assist.

*Alternate language for NAGE only:* Management intends to implement this change on [DATE]. Should you require a briefing, management is available at the following times: * Option one
* Option two
* Option three
 | *Management is obligated to provide reasonable advance notice of a change. Written ground rules may contain specific deadlines by which a briefing must be requested, a demand to bargain must be submitted, union proposals must be submitted, and/or bargaining must begin. Ensure the proposed implementation date allows for bargaining obligations to be met.*  |
| *Signature of designated management official* |  |