



Memorandum of Understanding

The following constitutes a National Agreement "between" the Department of Veterans Affairs and the National Association of Government Employees/SEIU (NAGE/SEIU) regarding the Final Conversion of Paper Personnel Records to Electronic (e-OPF).

1. Employees will be given the opportunity to review and/or receive copies of documents in their OPFs prior to the conversion. Local management will provide computer access and an appropriate amount of duty time to allow employees to access their e-OPF after the conversion. Management will provide the name and number of the contact person who will answer questions regarding this conversion.
2. Access to the e-OPF will be subject to local bargaining prior to rollout to employees. For example, number of computers, locations, and time frames, etc.
3. Local union officials will be provided an opportunity to be participants in the e-OPF kick-off campaign and meetings that relate to the e-OPF process.
4. Local union officials will be provided the opportunity to attend all training on the application and conversion of eOPF except training that is specifically for human resources staff.
5. Employees will be provided an appropriate amount of time to review their e-OPF upon completion of the conversion process.
6. Employees who are on extended periods of leave will be notified of the conversion of their OPF and will be provided the appropriate contact persons' name and number who will address any and all questions and concerns. The means of notification to employees will be determined by the local facility.
7. Management will adhere to VA Directive 6609 regarding the shipping of records and will notify NAGE and the local union of any problems with the shipping of the OPFs. If bargaining unit files are lost or damaged in anyway during the shipment process, the local union and the affected employees will be notified immediately.
8. In accordance with Article 42 of the Master Agreement, employees will be informed upon the completion of the conversion of the e-OPF. Additionally, employees and the local union will be provided advance written notification regarding any decision to destroy the paper OPF files at that time.
9. Upon receipt, the appropriate management official at each facility shall provide a copy of this MOU to the local union president(s).
10. NAGE will also receive this signed MOU electronically.



Department of Veterans Affairs
2/27/08
Date



NAGE/SEIU
3/3/08
Date