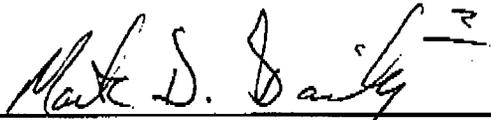


MEMORANDUM OF UNDERSTANDING (MOU)

The following constitutes an agreement between the Department of Veterans Affairs (VA) and the National Association of Government Employees (SEIU/NAGE) regarding the implementation of revisions made to VA Handbook 5011, Part II, Chapter 4 – Alternative Workplace Arrangements (Telework).

1. Bargaining unit employees shall receive a written decision concerning their telework request normally within 10 business days but no later than 20 business days after the employer receives a completed telework request/agreement form (Appendix C of VA Handbook 5011, Part II, Chapter 4).
2. In accordance with the Master Agreement, Locals will be notified in writing when employees enter into Telework Agreements and when such agreements are terminated, normally within 10 business days.
3. All requests for telework will be submitted in writing using "Appendix C" of VA Handbook 5011, Part II, Chapter 4. If after review, the request is denied, an explanation will be provided in writing to the employee in accordance with this MOU paragraph 1.
4. For informational purposes, Union officials are bargaining unit employees. Such bargaining unit employees may apply for telework in accordance with the Master Agreement.
5. Employees who request telework for medical conditions or for reasonable accommodations shall abide by all appropriate and applicable procedures. This type of telework agreement is identified by the employee completing Section VI- Appendix C of VA Handbook 5011, Part II, Chapter 4.
6. Employees requesting to telework shall be provided the web-links to VA Handbook 5011, Part II, Chapter 4 (<http://vaww.va.gov/OHRM/HRLibrary/Dir-Policy.htm>), NAGE Master Agreement Article 14 "Telework" (http://www.va.gov/LMR/docs/Agreements/NAGE/NAGE_Contract_Nov2003.pdf), and Public Law 111-292 dated December 9, 2010 (<http://www.gpo.gov/fdsys/pkg/PLAW-111publ292/pdf/PLAW-111publ292.pdf>). In rare and unusual circumstances employees may request a hardcopy of the VA Handbook and the Public Law.
7. NAGE Locals will be provided the web-link to the telework coordinator listing and information on the Worklife and Benefits and Service Intranet website.
8. Upon request, NAGE National will be provided with a cumulative, PAID or like listing of all approved Telework codes, broken down by Administration and duty station.

9. The Department will fulfill its bargaining obligations concerning changes to the telework program that affect NAGE bargaining unit employees' conditions of employment that are not already covered by the Master Agreement and this MOU.
10. NAGE National and Local union presidents shall be provided a copy of this signed MOU within 10 calendar days of signing.
11. A signed copy of this MOU shall be posted on the Office of Labor Management Relations website within (14) calendar days of signing this agreement.



Mark D. Bailey, Sr., National Representative
For the National Association of Government Employees

6-12-13

Date



Edson Morales, VA LMR Consultant
For the Department of Veterans Affairs

6-13-13

Date