Memorandum of Understanding
VA Handbook 5005 Part IV Staff Reductions

This memorandum of understanding (MOU) sets forth an agreement between National Nurses United (Union and/or NNU) and the Department of Veterans Affairs (VA). This MOU is entered pursuant to the provisions of 5 U.S.C. Chapter 71 and applies to all Registered Nurses (RNs) represented by NNU. The parties in this memorandum enter into this agreement for the purpose of establishing procedures and appropriate arrangements concerning VA Handbook 5005, Part IV, Staff Reductions in the event of a staff adjustment.

1. If a staff adjustment is required, a written plan will be developed and provided to NNU.

2. Upon request, NNU will be provided with current specific functional statements for all RNs affected by the staff adjustment.

3. In the event that a staff adjustment is necessary in conjunction with a decision to restructure, consolidate, integrate or close any facility/unit, the Department will provide reasonable notice (normally 60 days) to NNU and to all RNs affected. In all cases, RNs will be given a minimum of 30 days advance notice. Once notice has been given, NNU will be given a list of affected RNs. The notice will include the reason for the staff adjustment, anticipated scope of impact, time frames, and information concerning the availability of placement and other types of assistance.

4. Functional statements must be used in determining competitive levels (CL) during the implementation of a staff adjustment, but do not form the sole basis for establishing CL. The functional statement must contain all pertinent information (i.e., principal duties, responsibilities and supervisory relationships) related to the position to ensure accurate job related documentation.

5. Prior to the issuance of management's written notice to affected RNs, the Department will give NNU the opportunity to review, comment, and discuss its concerns related to the competitive levels of the affected RN(s). NNU will have 10 business days to complete its review and provide comments. Extension of this time may be made by mutual agreement. Management will be available for discussion during this review period.

6. In the event of a staff adjustment affecting RNs, the Department will act in accordance with law, government-wide rules or regulations and/or VA policy. Management will bargain with NNU at the local and national levels to the extent consistent with the Master Contract and law.

7. The effective date of this agreement will be the date signed by both parties. The appropriate local management official will provide a copy of the signed MOU to the local NNU Director upon their receipt.

For the Department

For the Department VHA

10/10/12
Date

Irma L. Westmoreland, RN
For National Nurses United