

Article 7 – Quality Programs

- This article explains the commitment of both parties to comprehensive quality programs.



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**Article 7, Section 2
General**

- Bargaining unit employees who participate in quality programs initiated by the Department:
 - In a non-representational capacity
 - Duty time
 - In a union representational capacity
 - Official time



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**Article 7, Section 3
Quality Programs Council Charter**

- Facility Quality Councils (FQC) should be established if the facility undertakes quality improvement initiatives.
- Section 3, VII sets forth the responsibilities and procedures for the FQC.
- Union representative participation shall be considered official time.



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Group Activity

Knowledge Check



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Knowledge Check

- John is a union steward. He is representing an employee at a grievance meeting. What kind of time is John using for the meeting?
- Becky is a bargaining unit employee. She is an expert on dietetics computer applications. She has been asked to provide her expertise on a quality initiative for improving how dietetics workers do their job. What kind of time is she on while working on this initiative?

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Article 29 – Safety, Health and Environment

- *****B. The Department will abate recognized hazards that are causing or are likely to cause death or serious harm and protect employees in the interim.**
- **C. Specific procedures for preventing and abating safety and health hazards will be jointly developed with the Union through the National, Intermediate, and Local Safety committees.*****



Article 29, Section 1

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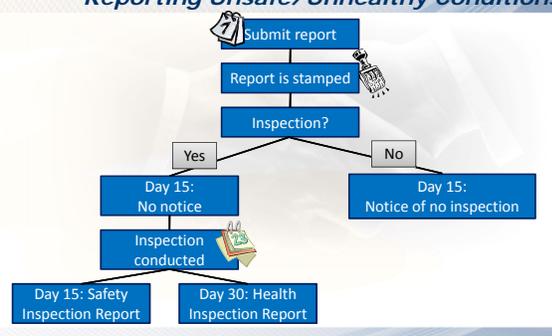
Article 29, Section 3 Union Participation

- Union-designated safety representatives at National, Intermediate and local levels
- Joint safety committee at facilities with more than 25 employees
- Local union will be afforded representatives on the committee



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Article 29, Section 5 Reporting Unsafe/Unhealthy Conditions



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graph TD; A[Submit report] --> B[Report is stamped]; B --> C{Inspection?}; C -- Yes --> D[Day 15: No notice]; C -- No --> E[Day 15: Notice of no inspection]; D --> F[Inspection conducted]; F --> G[Day 15: Safety Inspection Report]; F --> H[Day 30: Health Inspection Report];
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Article 29, Section 8 Training

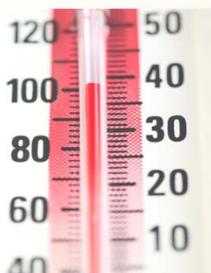
- *****"In accordance with applicable law and regulations, the Department shall provide training for all duties commensurate with the scope of the responsibilities."*****

Article 29, Section 8B



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Article 29, Section 13
Temperature Conditions



- Written plan with appropriate cooling or heating procedures
- Needed if employees are exposed to extreme temperature conditions
- Must account for emergent conditions

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Article 29, Section 15
Mold

- Department will inspect each facility.
- If mold is present, the Department will:
 - Notify the local union
 - Conduct periodic surface and air samplings
 - Notify exposed employees, in writing, within five days
 - Ensure abatement
 - Conduct sampling every three months
 - Provide Union Health and Safety Reps with mold removal training, opportunity to monitor mold removal and a copy of all tests

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Article 29, Section 20
VDTs and Ergonomic Environment



- Certain ergonomic and environmental factors contribute to the health and comfort of VDT (Video Display Terminal) users.
- A VDT is:
 - A computer-like display or television-like screen
 - Not intended to be a specific type of technology

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Article 29, Section 20
VDT Breaks



- One ten-minute VDT break per hour of use:
 - For employees who use them full-time
 - Not intended to be work-free

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Article 29, Section 20
Ergonomic Equipment

- Department will provide ergonomic equipment and workstations.
- Process for purchasing furniture and office equipment to address individual requests for workstation modification:
 - Negotiate using a locally-developed, mutually-agreed upon process
 - Negotiate on a case-by-case basis
 - Use the alternative process in the contract (Section 20, C3)

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Article 29, Section 20
Strategic Placement of VDTs



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**Article 29, Section 20
Ergonomic Environment**

		
Keyboards: Stable Surface allowing for neutral wrist positions	Monitors: Adjusts for brightness and horizontal / vertical alignment	Printers: Utilize noise reducing cover and allow for minimal bending

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**Article 29, Section 25
Equipment, Machinery and Furniture**

- Employees are encouraged to report equipment, machinery and furniture that is causing or has the potential to cause injury.
- Ergonomic assessments and/or recommendations shall be in writing and submitted to the local Safety and Health Committee.



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**Article 29, Section 33
Ergonomic Lifting**

- Department agrees to provide information regarding safe lifting practices.
- Lifting equipment selection must be based on operational and employee needs, physical environment, hazard assessment, injury analysis and Union input.
- Joint committee will review equipment, solicit input and make recommendations.



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**Article 29, Section 21
Vision Program**

- This program is for all AFGE bargaining unit VDT users experiencing eye problems related to their VDT use.
 - If issues exist, employees must first explore options in Section 20.
 - If those options are unsuccessful, then employees may be eligible for having the agency pay for glasses.



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**Article 29, Section 21
Vision Program**

- To be eligible, your supervisor must certify that:
 - You use a computer as part of your job.
 - Section 20 efforts did not sufficiently address the issues.
- Based on this certification, you can request reimbursement.
 - "Eyeglasses/contacts of employee's choice" means the employee has the choice of either glasses or contacts, not a particular style of glasses.
 - Eyewear remains government property.
- You are ineligible if you are on Office of Workers Compensation Program (OWCP), Leave Without Pay (LWOP) or extended sick leave.

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**Article 29, Section 34
Temporary Work Restriction**

- *****"Under the Health Insurance Portability and Accountability Act (HIPAA), the Department cannot contact the employee's personal health care provider without a signed release from the employee."****

Article 29, Section 34



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 **Article 29 – Safety, Health and Environment**

- 14 • Asbestos
- 17 • On-Site Security
- 19 • Smoking Cessation Program
- 22 • Indoor Air Quality
- 24 • Wellness Program

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 **Group Activity**

Knowledge Check



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 **Knowledge Check**

- Larry's daily duties involve using a computer for most of the day. His eyes have been bothering him for a while. Larry mentions the problem to his supervisor. What should the supervisor do?

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Article 30 – Occupational Health

- The purpose of this article is to describe how the Union and the Department aid in:
 - Protecting employees from communicable diseases
 - Maintaining a healthful working environment
 - Providing health measures



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Article 30, Section 2 General

Provided occupational health services:

-  Emergency diagnosis and first aid treatment
-  In-service occupational examinations
-  Administering treatments and medications
-  Referrals

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Article 30, Section 3 Service Requirements

- Occupational health unit will:
 - Provide post-exposure exams and medical surveillance
 - Cooperate with local public health organizations in providing measures against significant public health diseases
 - Provide or make arrangements for health maintenance examinations for all eligible Department employees



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**Article 30, Section 4
Occupational Health Services**

- Occupational health services (OHS) unit:
 - Where there are 300 or more employees with no existing health services, arrangements shall be made for a Department OHS unit unless services can be furnished by a nearby OHS servicing other federal employees
 - May be established for locations with fewer than 300 or offered via private/public source, whichever is more feasible
- Employees must notify supervisor when seeking treatment.
- Employee medical records must be kept separate and distinct from other medical records.
- Occupational health services will be provided under the direction of a licensed independent practitioner.

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**Article 30, Section 5
Immunizations**

- There is usually no charge for basic vaccines and immunizations.
- If there is a charge, you will be notified in advance.



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**Article 30, Section 7
Pandemics**

- In the event of a pandemic, immunizations will be provided at no cost to the employees.
- Employees will not be forced to participate if:
 - They have a medical condition that would be adversely affected.
 - They submit a written statement that the immunization conflicts with their religious beliefs.

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*Article 30, Section 7
Pandemics*

- Employees will be issued PPE as needed.
- Employees who are ill as a result of a pandemic will be granted sick leave or leave without pay upon request.
- There will be no charge to leave for employees who are sent home on suspicion of illness.
- Temporary Telework arrangements are appropriate for employees who cannot report to work due to illness.

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Group Activity

Knowledge Check



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Knowledge Check

- Ricky works as an administrative assistant at the Portland office. Due to an unusually virulent flu outbreak, Management has decided everyone is to get a flu shot. Ricky refuses. What are two reasons Ricky can use to refuse the vaccination?

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Article 32 – Staff Lounges

- The purpose of this article is to define Management and Union responsibilities pertaining to staff lounges.



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Article 32 Responsibilities

- **Management and the union are both responsible for local bargaining:**
 - Local agreements must be consistent with authorized use of appropriated funds
 - Current local CBAs remain in effect unless changed through new bargaining
- **Management is also responsible for:**
 - Locating staff lounges in areas with reasonable access
 - Providing adequate size to accommodate employees

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Article 38 – Uniforms

- This article establishes policies, procedures and responsibilities for the acquiring, wearing, maintaining and exchanging of official Department uniforms.



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Article 38
Management Responsibilities

- Issue full-time uniformed employees at least seven uniforms
- Repair or alter government-issued uniforms
- Replace unserviceable uniforms
- Inform Union of uniform changes at the bargaining level of the proposed change



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Article 38, Sections 3 & 4
Police & Firefighter Uniforms

- Management will provide to police items in accordance with Handbook 730.
- Management will provide to police and firefighters an allowance for articles not furnished by Department.
- No officer or firefighter will be required to use personal funds for mandated uniform items.



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Article 38, Section 6
Lab Coats



- All full-time employees who wear lab coats shall be issued a minimum of seven lab coats.
- Pathology and laboratory employees will receive a non-permeable lab coat.

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Article 66 – Technology for VBA Work

- The purpose of this article is to explain the application of the technology that may be used to administer, track and/or measure the work of VBA bargaining unit employees.



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Article 66 Key Points

- Technology is not a mandatory subject of bargaining, but the **application of technology** is appropriate for bargaining at the local level.
- Technology used to administer, track and/or measure work shall be applied in a manner that ensures validity, reliability and attainability.
- Employees who are unhappy with the record obtained through this technology may seek corrective action in accordance with Article 43 – Grievance Procedure.

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Group Activity

Section Match Up



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 **Section Match Up**

1. Pandemic	1.
2. Non-Permeable	2.
3. Vision Program	3.
4. Immunizations	4.
5. Facility Quality Council	5.
6. Ergonomic Environment	6.
7. Duty Time	7.

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 **Questions**



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 **What's Next?**

Workplace Restructuring



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