

**MEMORANDUM OF UNDERSTANDING**  
**RE: 8<sup>TH</sup> FLOOR ALTERNATE WORK AREA (FISHBOWL)**

This Memorandum of Understanding (MOU) is entered into by and between the Environmental Protection Agency Region 6 (the Agency), and the American Federation of Government Employees Local 1003 (the Union). The purpose of this MOU is to set forth the Parties' agreement and understanding with respect to the rules for use of the 8<sup>th</sup> floor alternate work area (Fishbowl) by bargaining unit employees.

The following provisions must be followed in the Fishbowl area:

1. The 8<sup>th</sup> floor Fishbowl is available for Region 6 employees' use for individual and group work projects. It is not intended to be used for social activities or breaks, but rather for collaborative meetings and as an individual work area.
2. The Fishbowl hours of operation are from 6:30 am – 6:30 pm (M-F).
3. EPA staff may NOT use the Fishbowl area to meet with outside individuals/groups.
4. The Fishbowl will not be used as a permanent alternate work station. Use of the area is limited to EPA work.
5. The two side conference rooms should be reserved through the Conference Room System in the Microsoft 365 Global Access List. These conference rooms are not to be reserved more than 24 hours in advance. "Block" reservations shall be limited to no more than half a day (either morning or afternoon, but not both).
6. The two side conference rooms are not intended for frequently-occurring/regular staff meetings.
7. The Fishbowl should be considered a work area, and not a place for dining. Meals should be consumed elsewhere. Light refreshments and drinks are allowed in the Fishbowl. Drinks are not to be placed on the chairs, couches or carpet. All food items should be cleaned up thoroughly before departing the area. Trash/recyclables shall be deposited in the appropriate receptacles provided.
8. White boards shall be erased after use. Permanent markers are not to be used on white boards.
9. Supplies/equipment/furniture shall not be removed from the Fishbowl. Furnishings shall be returned to their original location after use.

10. No outside furniture may be brought into the Fishbowl by employees.
11. All personal calls should be taken outside the Fishbowl.
12. Lengthy business calls, or calls using a speaker, are permitted in the two side conference rooms. Limited business calls are acceptable in other areas of the Fishbowl, provided the speaker function is not used. Users should be respectful of their co-workers and exercise discretion in terms of the length/volume of their business calls.
13. Cell phones are to be silenced upon entering the Fishbowl.
14. The "hoteling" area of the Fishbowl is for individual/independent work only.
15. Earphones are required for all audio functions.
16. Use of any tobacco products (including smokeless tobacco) is prohibited.
17. Items shall not be stored overnight in the Fishbowl.

Following the opening of the Fishbowl to employees, the Union and the Agency shall meet as needed to discuss problems/issues, areas for improvement, etc., at which time this MOU may be modified by mutual agreement.



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