

DORATHY SECRET
FYI

**Memorandum of Understanding
Floor Space Consolidation
March 27, 2008**

Purpose: The following is an agreement between EPA (Region) 6 and AFGE Local 1003 (Union) regarding information sharing and the decision-making process in matters dealing with the relocation of Bargaining Unit (BU) Employees because of floor space consolidation. The parties agree that working within an atmosphere of pre-decisional input, collaboration, and consensus will result in an improved and approved work product, balancing the needs and desires of our employees with the needs of the Agency. While this agreement is intended to minimize the need for traditional bargaining, and the parties agree to work toward that end, both the Region and the Union retain their fundamental rights under the Labor Relations Statue (5 USC, Chapter 71).

1. Management will adhere to the regional cubicle principles currently in place for Region 6. That principle recognizes grade and seniority (service date) collectively when making decisions regarding space and cubicle allocations. In addition, decisions on employee's cubical locations will take into consideration the following guiding principles: co-location of work units, efficiency, functional integrity, and job classification equity.
2. The Union agrees that it will monitor the participation and level of engagement of each bargaining unit member and consult with management on any concerns it deems necessary to assure that the interests of the BU members and the Local are being served.
3. Management will include the Union in any Management relocation meetings. Management will inform the Union in advance of a scheduled meeting. This notification (Phone call or e-mail) will permit the Union to exercise its right to be present.
4. The spaces available for consideration will be identified on the official floor diagrams presented for the purposes of seat selection. Branch/Section management and BU employees will collaboratively determine the seating arrangements based on the selection process below. The deadline for initial seat selection is April 11, 2008.
 - a. In preparation, two exceptions will be resolved and seating locations identified prior to application of the selection process.
 - Employees, regardless of bargaining unit status, who are administrative or clerical support for an organizational unit will meet with their supervisor to select a mutually agreed upon seating location commensurate with the duties and responsibilities of their position.
 - Employees with physical conditions requiring their location nearer to emergency exits for ease of egress will meet with their supervisor to determine their appropriate seating location.

b. For BU employees, the order of precedence will be as follows:

- Highest GS Grade with steps; if a tie then by,
- Service Computation date; if a tie then by,
- EPA total service; if a tie then by.
- Coin flip.

c. During the collaborative process, the supervisor will have available the order of precedence ranking for their employees. If there is a dispute among BU employees regarding seating, the employee on the top of list will select their preferred seating. The supervisor will notate the name of the employee as being assigned to that location. If disputes continue, this process will repeat itself in precedence order until all employees have selected their seating. Federal employees will complete their seating selection prior to the placement of any SEEs.

d. The deadline for final assignment of seating is April 25, 2008. This is necessary for assuring phone, computer, and cubicle configuration. The Region and the Union will meet no later than May 2, 2008, to review the seating selection and identify any changes requiring a reevaluation.

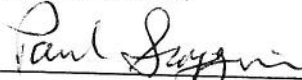
5. In recognition of the expedience required by the overall move process, nothing in this agreement shall be construed as dealing with post-move seating changes due to employee additions or losses.

6. Floor plans of the space consolidation will be displayed on easels on those affected respective floors for all regional employees to view.

7. Any Union requests for information will be directed to Ms. Dorothy Swift, HR Management.

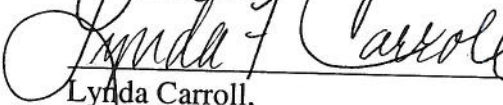
This agreement entered into this 27th day of March, 2008.

For the Union:



Paul Scoggins, President
AFGE Local 1003
EPA Region 6

For the Region:



Lynda Carroll,
Assistant Regional Administrator
EPA Region 6