



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 6
1445 ROSS AVENUE, SUITE 1200
DALLAS TX 75202-2733

MEMORANDUM

SUBJECT: Region 6 Job Swap Program

FROM: James McDonald *James McDonald*
Assistant Regional Administrator
for Management

TO: All EPA Region 6 Employees

One of Region 6 Management's continuing goals is to provide opportunities for employees to gain experience and learn more about our programs and the Agency's mission. One of the ways to reach this goal is through the Job Swap Program.

The Job Swap Program (JSP) is an alternative approach for all employees (non supervisory and supervisory) to gain experience in other programs. If you are an employee who would like the opportunity to cross train and learn something new, the JSP can assist you in developing a career path that fits your interests and skills. This kind of cross training program experience can add to your career by building and developing new skills.

JSP is not a substitute for filling vacant positions. Instead, two permanent Region 6 employees, in similar jobs, swap positions via a detail or reassignment. There are no promotion actions through the JSP. Swapped actions can be temporary or permanent.

The Job Swap Coordinator (JSC) will arrange a meeting between interested employees to discuss a swap. The employees will provide information regarding their current work load, special training, certification requirements, travel requirements and their work environment. After the discussion, the interested employees will decide if they would like to proceed with the job swap. The JSC will follow-up to facilitate the swap if it is a compatible match. Job Swaps can take up to 45 days to process depending on verification of qualifications and education of the applicants by a Human Resources Specialist. The JSP requires you to work closely with the JSC to discuss your interests, skills, current job and desired job swap.

Additional information regarding the JSP such as the Memorandum of Understanding and JSP Q&As are attached. These documents outline the process and procedures to participate in the JSP. For more information regarding JSP, please contact Terry Roundtree, Job Swap Coordinator in the Human Resources Branch at extension 5-6518.

Attachments



**Job Swap Program
Memorandum of Understanding
EPA Region 6**

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).

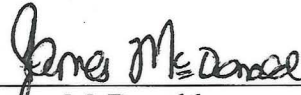
The parties hereby acknowledge that the attached document, EPA Region 6 Job Swap Program Guidance, accurately reflects the parties' agreement and understandings with respect to the Job Swap Program. The provisions in the MOU will be implemented for AFGE bargaining unit employees. On the initiative of either party this MOU may be reopened for renegotiation.

This MOU will be effective upon signing.



Jeanne Schulze
Chief Negotiator
AFGE Local 1003

Date: 8/18/14



James McDonald
Assistant Regional Administrator
EPA Region 6

Date: