

GS 12/13 and Non-supervisory GS 14/15 Staff
Leadership Development Program
Memorandum of Understanding
January 31, 2011

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, Council 238, Local 1003 (the Union). The purpose of this MOU is to set forth the Parties' agreement and understandings with respect to Article 26 of the Master Collective Bargaining Agreement dated August 1, 2007, as it relates to the evaluation/selection process of Region 6 bargaining unit employees for the GS 12/13 and non-supervisory GS 14/15 Staff Leadership Development Program (LDP).

The Parties understand the following:

1. The purpose of the GS 12/13 and non-supervisory GS 14/15 Staff LDP is to enable employees to increase the knowledge, proficiency, ability, skill and quality in the performance of their official duties.
2. The choice of LDP training objectives and subject matter/curriculum will be determined by Management with input from the Union. The program will be administered in accordance with applicable laws, regulations and agency policies.
3. The GS12/13 and non-supervisory GS 14/15 Staff LDP training is voluntary and is recognized as a self-development training program that requires the dedication of a participant's personal time and resources. Participants are expected to be an active participant of the entire GS 12/13 and non-supervisory GS 14/15 Leadership Development Program.
4. The estimated time commitment for the 8-10 month Leadership Development Program is approximately 120 hours. Participants will be expected to adjust their arrival and departure times during each session to receive the full benefits of the program. This time will be spent attending three sessions, with each session ranging from three to four days of classroom activities.
5. A significant number of hours may be required outside the regular working hours for training assignments. Participants will not be entitled to overtime or compensatory time for training outside of regular working hours in accordance with 5 CFR 551.423(2)(i)(ii).
6. EPA Region 6 Management will consider employee requests for variations in their normal work schedules for meeting their routine assignments and class

commitments. The Agency's ability to carry out its activities in a timely fashion will be the primary determinant in the consideration of such requests.

7. The selection process will include the following:

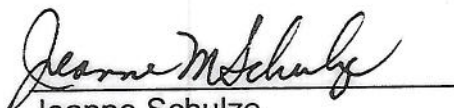
- A. An applicant must be a GS 12 by the final due date for the submission of applications. All applicants' grade level will be verified by the Human Resources Officer.
- B. An applicant must submit an Individual Development Plan (IDP) that includes the GS12/13 and Non-supervisory GS 14/15 Staff Leadership Development Program (LDP) signed by both employee and supervisor.
- C. An applicant must submit a one-page written essay for each of the two leadership questions.
- D. If more than 80 applications for the LDP development program are received, the following criteria will be used to select the 80 candidates:

There will be a minimum of two Management and two Union Executive Board representatives on each essay evaluation panel that will rate and score each applicant's essay to determine selection ranking. Each applicant's essay will have the name redacted.

8. The Parties agree that this MOU may be re-opened at the end of the training period to review and evaluate the program effectiveness and consider changes before the next leadership development class is announced.



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EPA Region 6



Jeanne Schulze
President
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