

Memorandum of Understanding Union Use of Agency Facilities

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 the Union's use of the Agency's facilities.

SECTION 1: *Union Office Space*

The Agency agrees to furnish the Union a private office for the purpose of conducting official union business and representational functions. The office designated as room number 12 O 12, located on the 12th floor of the Fountain Place Building, will be assigned to the Union. Union officers and designated representatives, at the discretion of the Local President, will be issued keys to the office.

SECTION 2: *Office Furnishings and Equipment*

The Agency agrees to furnish the Union office with the following:

1 desk	1 4-drawer locking file cabinet
1 executive chair	1 telephone line and instrument with conference capability*
5 side chairs	1 IBM compatible personal computer
1 bookcase or credenza	1 printer

Union officers and designated representatives, at the discretion of the Local President, will be issued keys to the locking file cabinet.

*An "instrument with conference capability" refers to a telephone with a speaker phone. The Agency intends to furnish this item when one becomes available.

SECTION 3: *FAX and Photocopy Equipment*

The Union will be permitted to use available Agency FAX machines and photocopiers for official representational activities. The Union understands that these items should not be used for internal union business. When available, the Agency intends to furnish the Union a fax machine for use in the Union office.

SECTION 4: E-Mail and LAN Access

The Union will be assigned an electronic mail box, and will be allowed access to the Agency's LAN system. The Union understands that the LAN should be used only for representational matters, and not for internal union business.

The Agency agrees that the LAN can be used for broad, general announcements to bargaining unit employees (e.g., date, time and place of an upcoming Union meeting).

SECTION 5: Internal Mail System

The Union will be permitted to use the Agency's internal mail system, including "pouch mail", for appropriate representational matters. An internal mail box drop will be provided and placed at the mail station on the 13th floor.

SECTION 6: Bulletin Boards

The Union will be permitted to use a section of the glassed-in, locked bulletin boards on floors 6, 7, 9, 10, 11, and 13. Names of contact persons for access to those bulletin boards on each floor have been provided to Union representatives.

SECTION 7: Conference Rooms

The Agency agrees that the Union may utilize available conference room space for official Union meetings.

This MOU will be effective upon signing, subject to Agency Head review.

 8/28/97
Linda Thompson, AFGE

 8/28/97
Julie Jensen, EPA Region 6

Date: August 28, 1997