

**Memorandum of Understanding
Between the
National Association of Plant Protection
Employee (NAAE/the Union)
and the
USDA/Animal Plant Health Inspection Service, Plant Protection and
Quarantine (APHIS-PPQ/the Agency)**

Subject: Implementation of the conversion to receiving an Electronic Statement of Earnings and Leave.

Effective Date: June 10, 2007

Coverage: This agreement applies to all NAAE Bargaining Unit Employees.

Background: The Department of Agriculture has determined that electronic distribution of employee bi-weekly Leave and Earnings Statements will significantly reduce overhead costs and still provide employees with access to their leave and earnings statements through a secure and government approved web based system.

Complete Agreement: The following provisions constitute the parties full and complete negotiated agreement for full implementation of conversion to receiving electronic Statements of Earnings and Leave.

Duration: The duration of this agreement is equal to the life span of the electronic Statements of Earnings and Leave, or until the agreement is superseded by subsequent negotiations.

Re-Opener: This agreement may only be "re-opened" by mutual agreement of the Parties, or when negotiable changes in working conditions not covered by this agreement, trigger a bargaining obligation.

The parties agree that:

- The Employer shall permit bargaining unit employees the use of agency computers and printers while on regular duty to access their employee statement of earnings and leave, once a pay period, in accordance with Agency regulations.
- The Employer shall provide all bargaining unit employees an email notice of the signed agreement, along with a list of negotiated exemptions, an exemption form consistent with this agreement, and the deadline date for submitting exemption forms. In addition, the Employer shall provide all bargaining unit employees with a URL to the agency directive once it is finalized.

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- Employees shall be given fair and equitable treatment by the Agency when they submit a request for exemption. Employees who request a waiver for following recognized reasons shall receive an exemption:
 - a) The employee does not have access to a computer at work.
 - b) The employee is a part-time employee whose primary duties do not include computer operation.
 - c) The employee is assigned to a general area where they are limited to multi use computer stations that are used by six or more employees.
 - d) Employees who are currently within 5 years from retirement may apply for a "one time waiver" within 30 calendar days of the date of this signed agreement.
 - e) When the Agency is affected by an unforeseen disruption of service and operations that endure more than two weeks, employees who submit a written request will be granted a temporary waiver. Once operations and services are restored, the waiver will be discontinued.
 - f) The employee works in the field extensively; therefore, he/she spends minimal time in a government office, and he/she does not have regular access to computer equipment.
 - g) Any other reason that is deemed a hardship by the Employer.

Tracey D. Gallaway 6/8/07
(For the Agency) Date
Tracey D. Gallaway
Labor Relations Specialist

M. E. Randall 06.07.07
(For the Union) Date
Michael Randall
President, NAAE