Addendum: Pilot Program for Rocky Mountain Laboratory and Research Triangle Park, Office of Research Facilities

This is an Addendum to the MOA titled Implementation Memorandum of Agreement (MOA) Article 13-Hours of Work and Article 58-Tobacco Policy that was negotiated and agreed to on August 27, 2013, by the NIH (the Agency) and the AFGE 2419 (Union), hereafter referred to as the Parties. This Addendum only applies to Office of Research Facilities, AFGE 2419 Bargaining Unit employees located at the Research Triangle Park (RTP) and at the Rocky Mountain Laboratory (RML) campuses.

Purpose:

This Addendum is to outline a pilot program that will be effective for up to 120 days. The pilot program is to determine if the Office of Research Facilities, RTP and RML campuses can meet mission requirements if it allows AFGE 2419 Wage Grade bargaining unit (BU) staff to request options between three work schedules: 1) Compressed Work Schedule: 5/4-9, 2) Compressed Work Schedule: 4-10, and 3) Regular Tour: 5-8 hour days per week.

The parties agree to the following:

1. This pilot is not intended to allow staff the flexibility to alternate between work schedules throughout the pilot program. Once a staff member starts a schedule, he or she will remain on that schedule throughout the pilot and will not be allowed to alternate work schedules unless management determines there is an operational need to change the staff members’ tour of duty.
2. Should a staff member not choose a work schedule within 3 business days of being asked, he or she will be assigned a work schedule by management.
3. Management will continually assess the effectiveness of the pilot program and decide whether these work schedules will continue. Management’s review of the program may include 1) metric data 2) an assessment of functional and risk based on employee and resources available, 3) the availability of various crafts on different shifts, including but not limited to, pipefitting, plumbing, electrical, architectural, mechanical and locksmithing and 4) feedback from internal and external customers. Should management determine that it cannot continue to offer these work schedules, for one or both locations, the work schedules that were agreed to on August 27, 2013, will be implemented in accordance with the MOA within 2 pay periods after the pilot program.
ends either due to its expiration or due to management’s determination to discontinue the pilot because of operational needs.

4. The parties agree that if management can offer the three work schedules (regular tour 5/8, 5 4/9, 4/10s) for one or both locations beyond the conclusion of the pilot program, the three schedules (regular tour 5/8, 5 4/9, 4/10) in accordance with the provisions outlined in this agreement, will remain in effect.

5. Operational needs are defined as the ability to meet mission requirements. As outlined above, in making such an assessment as to whether or not operational needs are being met, management normally will take into account 1) metric data 2) an assessment of functional and risk based on employee and resources available, 3) the availability of various crafts, including but not limited to, pipefitting, plumbing, electrical, architectural, mechanical and locksmithing and 4) feedback from internal and external customers.

RTP

a. On April 4, 2014, each Wage Grade BU member of AFGE 2419 located in RTP will submit his or her preferred schedule to his or her supervisor/Leave Approving Official via email or in hard copy form. Staff member schedules will be assigned by the supervisor/LAO and preference will be given to staff based on seniority in the AFGE 2419 bargaining unit. Should there be a tie regarding seniority in the AFGE 2419 bargaining unit, service computation date will be used. Staff may request a regular 5/8 tour of duty, a compressed 4/10 schedule or a compressed 5 4/9 schedule.

b. Core hours:
   i. Staff who are approved for a 4/10 schedule for first shift will start his or her tour of duty at 6:00 am.
   ii. Staff who are approved for a 4/10 schedule for second shift will start his or her tour of duty at 1:00 pm.
   iii. Staff who are approved for a 5-4/9 tour of duty will start his or her tour of duty between 7:00 am and 9:00 am.
   iv. Staff who are approved for a 5/8 tour of duty will start his or her tour of duty between 7:00 am and 9:00 am.

c. Requests for days of regular days off for 4/10 and 5 4/9 schedules will be submitted to the supervisor/LAO at the time each staff member submits his or her requested schedule. Decisions regarding days off will be given to staff based on seniority in the AFGE 2419 bargaining unit. Should there be a tie regarding seniority in the AFGE 2419 bargaining unit, service computation date will be
used. However, the availability of crafts to include, but not limited to, pipefitters, plumbing, electrical, architectural, mechanical and locksmithing must be maintained on each shift and management retains the right to assign days off to ensure this requirement is met.

d. Management retains the right to assign staff to shifts based on operational needs and agrees that any decision to change a shift will be mission related. Should the schedules selected by staff not meet mission needs or coverage standards, management reserves the right to make adjustments, assign tours of duty, and end the pilot program.

RML

a. On April 4, 2014, each Wage Grade BU member of AFGE 2419 located in RML will submit his or her preferred schedule to his or her supervisor/Leave Approving Official via email or in hard copy. Staff member schedules will be assigned by the supervisor/LAO and preference will be given to staff based on seniority in the AFGE 2419 bargaining unit. Should there be a tie regarding seniority in the AFGE 2419 bargaining unit, service computation date will be used. Staff may request a regular 5/8 tour of duty, a compressed 4/10 schedule or a compressed 5 4/9 schedule.

b. Core hours:
   a. Staff who are approved for a 4/10 tour of duty will start his or her tour of duty at 6:00 am.
   b. Staff who are approved for a 5-4/9 schedule will start his or her tour of duty between 7:00 am and 9:00 am.
   c. Staff assigned to the Swing Shift will work 4:00 pm to midnight.
   d. Staff assigned to the Midnight Shift will work midnight to 8:00 am.

c. Requests for days of regular days off for 4/10 and 5 4/9 schedules will be submitted to the supervisor/LAO at the time each staff member submits his or her requested schedule. Decisions regarding days off will be given to staff based on seniority in the AFGE 2419 bargaining unit. Should there be a tie regarding seniority in the AFGE 2419 bargaining unit, service computation date will be used. However, the availability of crafts, to include but not limited to, pipefitters, plumbing, electrical, architectural, mechanical and locksmithing must be maintained on each shift and management retains the right to assign days off to ensure this requirement is met.
d. Management retains the right to assign staff to shifts based on operational needs and agrees that any decision to change a shift will be mission related. Should the schedules selected by staff not meet mission needs or coverage standards, management reserves the right to make adjustments, assign tours of duty, and end the pilot program.

This addendum only alters provision i.c and i.e, RTP and RML schedules, of the MOA. All other terms of the MOA remain in effect.

Signed
Heather Ramiah
For the Agency
3/27/14

Signed
Steven Todd Johnson
For the Union
3-27-14