

This Memorandum of Understanding (MOU) is between USDA, Forest Service (Management) and National Federation of Federal Employees (Union) – Job Corps Civilian Conservation Centers (CCC) henceforth referred to as the “parties.”

The purpose of the MOU is to describe the agreement of the parties regarding the impact to bargaining unit employees assigned to observe the self-administration of prescribed medication by students to include having medications for students readily available in Medical Lockboxes at Job Corps CCC’s represented by Union.

In regards to Job Corps CCC’s using medical lockboxes; the parties agree to the following medication management procedures:

1. Management at each center will provide Center Operating Procedures (COPs)/Standard Operating Procedures (SOPs) for bargaining unit employees to review as necessary while they perform the functions of observing students self-administration of prescribed medication through the medical lockbox system. Management will provide printed copies of relative guidance material and place material in the Health and Wellness Clinic (HWC). Upon request, Management will provide copies of relative guidance material to the Local Lodge President. The Local Lodge President will be provided a copy of the BUE designations initially and as updated.
2. Management and the Union agree that safety and security are a major concern in relationship to the use of the medical lockboxes with prescription medications. Management will ensure the medical lock boxes are in a safe and secure location. Management will ensure adequate security measures are in place for BUEs. A list of all lockboxes and students assigned to each box will be maintained. A copy of this list will be kept updated in the medication log book for safety and security of staff observing medications.
3. Management will determine if any certifications are required by the state, where the Center is located, and provided any necessary training or re-certifications if needed. In accordance with Master Agreement Employee Training provisions, Management will provide training to affected BUEs prior to the assignment of the observation duties and refresher training as needed.
4. A copy of this MOU will be posted to the Human Resources Management (HRM) Forest Service (FS) Web Site.
5. The Parties stipulated that the signatories below have the authority to bind the respective party to the terms and conditions as agreed herein.
6. The MOU becomes effective upon the date of signing. Either party may request, consistent with midterm negotiations under Article 11 of the Master Agreement, to re-open or re-negotiate the Agreement.


JIMMY COPELAND
Management Designated Lead Negotiator


H. GEORGE CHRISTENSEN
Union Designated Lead Negotiator