



**Assignment of Workstations in the
White River National Forest
Memorandum of Understanding
07/23/2014**

- I. **Introduction:** The purpose of this document is to put in place procedures regarding the assignment of workstations in a fair, equitable, and consistent manner.
- II. **Principles:** In partnership between the Union and Management, the following principal was used, "we will create a process that will allow Management to assign workstations within the parameters set forth in this Memorandum of Understanding (MOU) The Union recognizes that allowing employees to participate in decisions that affect them daily such as the selection of their workstation will contribute to overall better satisfaction and morale.
- III. **Guidelines:** Workstation assignments may include factors such as the physical security of classified data, procurement-sensitive data, information covered by the Privacy Act, and other needs for confidentiality. All aspects of workstation assignments should be as transparent as possible. This includes the business cases that drive the function-specific assignment and any exceptions.
- IV. **Communication and Transparency:** Management and the Union will collaboratively communicate these procedures on assignment of workstations to the White River National Forest Supervisor's Office Staff and District Office Staff. These will be posted in the appropriate place on our Employee Bulletin Board and distributed periodically to all managers and employees.
- V. **Definitions:**
 - A. Fixed: It is recognized that certain positions will be assigned to a specific workstation due to the nature of the position or the function performed. These locations are designated for the purposes of these procedures as "Fixed." i.e. GIS, LE&I or a reasonable accommodation requiring special needs.
 - B. Open: A workstation that is not designated for a specific function (fixed).
 - C. Seniority: Seniority for Federal employees will be based on the Service Computation Date for Leave (SCD).
 - D. Hosted Employee: Employee from WO, RO or another Forest located in the Supervisor's Office or located in a District office.
 - E. Supervisor's Office: Contains all buildings detached from the Main Office located on Grand Avenue i.e. Shop, Airport, etc. Office Official is Forest Supervisor.
 - F. District Office: Will be one of Five Offices throughout the Forest and any detached buildings associated with respective office. Office Official is the District Ranger.

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VI. Specific Steps:

A. Identification of Specific Functions Tied to Location (Fixed):

1. Each Staff Officer (SO) – Program Manager (District) will collaborate with the Union in determining which positions within their organization that require a specific workstation assignment due to the specific function they perform or other special need. These positions may be filled by Federal Employees or Contractors. Each Staff Officer (SO) – Program Manager (District) will collaborate with the Union in identifying a specific requirement and will document the business case for this requirement. At the conclusion of Management's determinations, the completed business cases will be made available for review.

B. Selection of Remaining Workstations:

Once the "Fixed" workstations have been designated, each staff area will be assigned fixed locations to increase productivity, communication and overall collaboration. . For Federal Employees this process will be a direct reflection of the organizational charts. The employees within the Staff (Bargaining Unit and Non-Bargaining Unit) not designated to a specific fixed workstation will be allowed to choose where they will sit within the area based on the following criteria:

1. Seating by Staff Area: A collaborative effort by leadership and union representatives on seating assignments made, after feedback is gathered from employees on seating / workstation arrangements.
2. Seat Sharing by Staff Area: Extra open workstations in staff areas, are shared with hosted employees, volunteers, contractors, or extra staff from other staff areas.
3. Contractors and hosted employees, will be assigned workstations by the Staff Officer (SO) – Program Manager (District) following the selection by employees.
4. At the request of the Union, Management will prepare a list of the employees, their SCD's, and the order in which they were allowed to choose their assigned workstation.

C. "Bumping":

1. Once a workstation has been selected and assigned to an employee, that will be their workstation and they will not be moved from there if a new employee reporting has more seniority. The employee will retain their workstation until they change jobs, separate from the staff, volunteer to give up the workstation, or some major event creates the need for a large-scale move/realignment.

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D. Vacant "Open" Workstations:

The following situations will be determined by the Staff Officer (SO) – Program Manager (District) with the collaboration from the Union:

If a workstation becomes vacant for any reason, the Staff Officer (SO) – Program Manager (District) will collaborate with the Union in communicating as soon as possible to all the employees if the spot in question is indeed "open" and give a reasonable timeframe for the processing of applying for the workstation.

1. If the workstation is "open," any employee within the staff that wishes to move into that workstation must indicate this desire to the Staff Officer (SO) – Program Manager (District) and through collaboration with the Union. If only one employee indicates the desire to move into the workstation then the Staff Officer (SO) – Program Manager (District) may authorize that change. If more than one employee expresses an interest, then the Schedule Computation Date (SCD) will be used to allocate the workstation.
2. Contractors and hosted employees will be assigned workstations by the Staff Officer (SO) – Program Manager (District) following the selection of workstations by current Federal employees as indicated by the organizational chart.
3. At the request of the Union, Management will prepare a list of the employees by SCD, and the order in which they were allowed to choose their assigned workstation.

E. Changes to Designations of "Fixed" or "Open":

1. When a workstation becomes available, the Staff Officer (SO) – Program Manager (District) may elect to switch the designation from "fixed" to "Open" or vice versa. This must be done in writing with a justification that will be made available for the Union's review.

F. Special Exceptions:

1. A vacant workstation can be designated to an individual by the Staff Officer (SO) – Program Manager (District) under certain circumstances. This must be done in writing with a justification that will be made available for the Union's review.

VII. Resolution Steps:

- A. In the event that an employee disagrees with any of the decisions, actions, or proposals made in Section VI, Specific Steps, they may avail themselves of the appropriate grievance procedures. Bargaining Unit Employees may use the

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Negotiated Grievance Process in Article 9 of the Master Agreement between NFFE and the FS. Other employees may use the USDA Administrative Grievance procedures.

- B. The parties are encouraged to use Alternative Dispute Resolutions procedures and other avenues to attempt to reach resolution at the lowest level possible within the organization.
- C. Exceptions to the above policy may be granted from time to time as a reasonable accommodation for qualified persons with disabilities, and on a very limited basis when justified by an employee's function.

For Union:

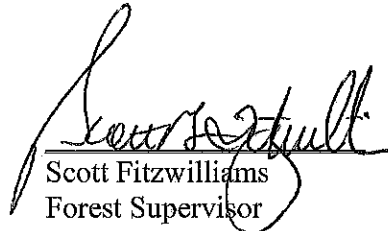


Suzanne E. Layne
Local 102, President

Date:

8/18/14

For Management:



Scott Fitzwilliams
Forest Supervisor

Date:

July 18, 2014