

**Memorandum of Understanding
Between
NFFE Local 2165 and Eastern Region, Regional Office Management
Flexible Work Schedule Guidelines
October 2019**

The purpose of this MOU is to establish the flexible work schedule policy and guidelines for the Eastern Region, Regional Office relative to Maxiflex, and to clarify how the policy will be applied to bargaining unit employees, represented by NFFE Local Lodge 2165. This document supersedes any previous MOUs.

The Eastern Region Regional Office will be adequately staffed during business hours that run from 7:30 a.m. until 4:00 p.m., Monday through Friday. Employees will follow the negotiated rules, terms, and conditions, as laid out in Article 18 of the 2019 Master Agreement. Below are the established core hours, which were negotiated at the Local Level in accordance with Article 18.3.d (4).

Core Time

Core time is the days and hours during the workday and workweek during which an employee on a Maxiflex schedule must be present for work or otherwise account for their time.

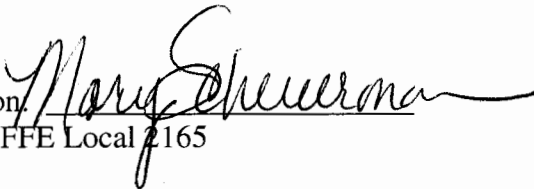
Core Days: The Eastern Region, Regional Office has established core days to be any three workdays per week, between Monday and Friday, of an employee's weekly tour of duty.

Core Hours: The Eastern Region, Regional Office has established core hours to be the default core hours, as prescribed in the Master Agreement, which are 10 a.m. to 2 p.m., excluding a meal break.

This agreement will remain in effect and run concurrently with the dates of the current 2019 NFFE-FS Master Agreement unless extended by mutual consent of both parties. Prior to expiration, either party may request to re-open or re-negotiate this agreement utilizing the procedures in Article 11 of the Master Agreement.

A copy of this MOU will be provided to all employees of the Eastern Region, Regional Office and posted on the intranet.

For the Union,
President, NFFE Local 2165



For Management,
Regional Forester

