

**Memorandum of Understanding
Between
NFFE Local 2165 and the Chequamegon-Nicolet National Forest
Flexible Work Schedule Guidelines
October 2019**

This Memorandum of Understanding was developed by the National Federation of Federal Employees (NFFE) Local Lodge 2165 and the U.S. Forest Service, Chequamegon-Nicolet National Forest. This document supersedes any previous MOUs.

The purpose of this MOU is to establish the flexible work schedule policy and guidelines for the Chequamegon-Nicolet National Forest relative to Maxiflex, and to clarify how the policy will be applied to bargaining unit employees, represented by NFFE Local Lodge 2165. Employees will follow the negotiated rules, terms, and conditions, as laid out in Article 18 of the 2019 Master Agreement. Below is the established core time, which were negotiated at the Local Level in accordance with Article 18.3.d (4).

Core Time

Core Time are 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 Chequamegon-Nicolet National Forest 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 Chequamegon-Nicolet National Forest 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 parties 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 Chequamegon-Nicolet National Forest and posted on the intranet.

For the Union: _____
President, NFFE Local 2165

For Management: _____
Forest Supervisor, Chequamegon-Nicolet National Forest