



MEMORANDUM OF UNDERSTANDING (MOU)
Mount Baker Snoqualmie SO Space
2021

This Memorandum of Understanding (MOU), made by and between the National Federation of Federal Employees, Local 0034 (NFFE), (Union) and the United States Forest Service, Region 6, Mount Baker Snoqualmie NF (Management) – hereafter referred to collectively as “the Parties” – pertains to the transition/move to the Mount Baker-Snoqualmie NF Supervisors Office new GSA leased space at 1000 SE Everett Mall Way, Everett, Washington.

This MOU constitutes the complete and entire understanding and agreement between the National Federation of Federal Employees (NFFE) Local 0034 (“Union”) and the Forest Service.

The Parties stipulate that the signatories to this MOU have the authority to bind their respective party and agree to the following:

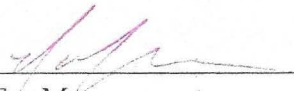
- Flexible arrangements such as expanded telework or allowance of work from another office (within reasonable distance) if the office moving process is disruptive or to accommodate employees with chemical sensitivities such as paint fumes, carpet glues and off gassing of new furniture.
- Reasonable notification of proposed move dates, but not less than 30-day notice.
- Clearly defined expectations for employees on their responsibilities of what needs to be done for move preparation.
- Accommodation of employees who may have difficulty in preparing items for the move.
- Consideration of allowing employees who may find another office location less impactful to work from including driving distance and other factors.
- A moving service and boxes sufficient to move supplies and equipment to the new location.
- Employees will be responsible to move personal items, but may request assistance, if needed.
- Sufficient paid work time during normal schedule work hours and agree on procedures and a schedule for the employee to prepare for the move and to settle into the new SO location that allows for productivity maintenance. Requests for overtime will be made in

accordance with current policies and procedures and must be pre-approved by the employee's supervisor.

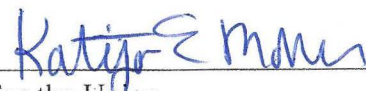
- Consideration will be given for employees who request to do their packing on weekends, evenings, or other unusual hours.
- Management and the Union will mutually agree on how to schedule to work through preparation/packing/records management in a phased manner, as required by the USDA Playbook and Covid phases, as well as the Regional and National COVID Return to Work MOUs, that allows social distancing throughout the spring/summer/fall of 2021.

This MOU shall become effective on the date that this document is signed by the representative of each party and may be re-opened by mutual agreement.

The MOU shall remain in effect for as long as the transition/move provisions are applicable and will terminate when the move is complete or three years after the effective date, whichever comes sooner.

 1/28/2021

For Management
Nicole Branton, Deputy Forest Supervisor



For the Union
Katijo Maher, Local 0034 Steward