



**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 (MBS) NF (Management) – hereafter referred to collectively as “the Parties” – pertains to the Mount Baker-Snoqualmie NF Supervisors Office (SO) new GSA leased space at 1000 SE Everett Mall Way, Everett, Washington.

This MOU constitutes the complete and entire understanding and agreement on all negotiable MBS SO space matters between the National Federation of Federal Employees (NFFE) Local 642 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:

1. The break/lunchroom will be provided with two (2) fridges, two (2) microwaves, a coffee pot, instant hot water dispenser, and a sink with tables and seating for at least ten (10) employees at a time.
2. The parties will mutually agree as to breakroom design, in accordance and consistent with building and associated space code.
3. Free parking will be provided for all employees. Access to the parking lot will be restricted to employees or other designated users of the lot.
4. The parking lot will be uniformly lit and provide at least 0.5-footcandle. Bargaining Unit Employees (BUE) will not be disadvantaged in comparison to non-BUE in their ability to park close to the building.
5. Signage disclosing security cameras will be posted in fleet parking area. Security cameras will be installed in a manner where they will not capture smoking area.
6. Decor options, in accordance with the management determined budgetary restrictions provided by the Lessor, such as, cabinetry, carpet, wall colors, and wall hangings will be presented and shared with BUE’s and time allowed to review, provide input and vote on. Employee majority vote, managed by both Union and Management, will determine the decor to be used.

7. A Lactation/Parent's room will be provided that will be @ 120sf and will include:
 - a. Two Workstation Interface (WSI) telecommunication/electrical outlets on separate walls.
 - b. An STC of 45 for doors and walls.
 - c. Dimmable lighting.
 - d. Chair will be able to be reclined and able to be wiped down and sanitized.
 - e. Built in counter with small single sink with hot and cold water, cabinetry below, space for a microwave on counter with small refrigerator located underneath, inside cabinet space, appliances GFE.
 - f. Dedicated microwave outlet.
 - g. Exhaust fan on a timer switch
 - h. If there are windows, black out blinds or curtains shall be provided.

8. A Shower/locker room will be provided and will include:
 - a. One gender neutral restroom with shower available to government employees.
 - b. Slip resistant flooring.
 - c. Restroom and shower shall be completely ADA compliant.
 - d. Exhaust shall be continuous during occupancy hours and shall be interfaced with the building automation system for scheduling.
 - e. Door: privacy with deadbolt and occupancy display.

9. The procedures in the 2019 Master Agreement Article 27.11 language will be followed to provide adequate heating, ventilation, and air quality and absence of airborne pathogens, and irritants in accordance with all laws and regulations.

10. Use of low volatile organic compound (VOC) products in new office space to reduce chemical sensitivity impacts to bargaining unit employees in a new office space such as in paint or carpeting.

11. The Union will be invited to provide input into the design details at the DID meetings.

12. The Regional and National COVID Return to Office MOU's will be followed when new SO office is ready for occupancy.

13. The details of having hand-free faucets and soap dispenser in the restrooms will be pursued.

14. Disposable hand towels will be provided in restrooms.

15. Management and Union will jointly share photos of new space for employees by March 2021.

16. An existing covered smoking area 400 ft from the buildings exit door is provided.

17. A BUE may request an ergonomic assessment and improvements for their workspace from their direct supervisor. Management will work with the employee and if needed consult with the safety officer to assist the employee in an ergonomic assessment and improvement request.

18. Management will strive to ensure that all private offices and closed spaces will be designed along building interior so that windows will not be blocked in order to maximize employee access to daylight.

19. Management will strive to ensure that windows as available will be distributed amongst workgroups as equitably as possible.

20. Workstations:

- a. Full-time bargaining unit employees will have 6x8 (48 square foot) workstations.
- b. All permanent seasonal bargaining unit employees will have a minimum 6x6 (36 square foot) workstations.
- c. Temporary seasonal employees will be provided use of touchdown and/or collaborative space.
- d. The process for Décor options agreed to under item 6, including employee voting, will be used to determine the workstation finishes based off the final furniture design and choices available thru the GSA FIT program.
- e. Current Bargaining Unit Employees at the time of implementation will select their preferred workstation furniture setup based off options available from the GSA FIT Program and the final furniture design.

21. Workstation Walls:

- a. Workstation walls, not abutting a window, will have a permanent 54” fabric wall panel with a 12” clear glass panel added for a total of 66” workstation wall height. Some furniture options selected by employee may prevent placement of glass panels. Solid furniture elements of cubicles will not exceed 54” in height.
- b. Workstation walls abutting a window will be no higher than the window ledge.

22. Meeting and Focus Areas:

- a. Meeting areas and focus areas will include:
 - i. Two (2) - 530 sq ft conference rooms
 - ii. One (1) - 180 sq ft meeting room
 - iii. One (1) - 120 sq ft meeting room
 - iv. Seven (7) - 50 sq ft focus rooms
 - v. Four (4) - 24 ft touch down rooms
 - vi. Collaborative areas will be incorporated as space allows.


This MOU and its terms will remain in effect:

- a. for as long as the MBS SO leased space is occupied, and provisions remain applicable; or
- b. until a change in a governmentwide law, regulation, rule; or Master Agreement, cause it to conflict with such higher-level direction; or
- c. either party requests, consistent with Article 11 of the Master Agreement, to terminate, reopen or renegotiate this Agreement.

Agreed to on:

FOR THE AGENCY:

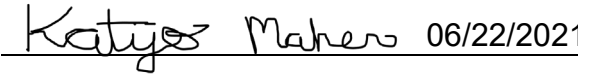
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BRANTON**

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Date: 2021.06.22 11:47:58 -0700'

Nicole Branton

Deputy Forest Supervisor
Mount Baker-Snoqualmie NF

FOR THE UNION:

 Katijo Maher 06/22/2021

Katijo Maher

NFFE Local 34
Mount Baker-Snoqualmie NF