



Columbia River Gorge National Scenic Area Lease Move/Construction Procedures
Memorandum of Understanding
Between
US Forest Service and NFFE FL-1968, IAMAW



This Memorandum of Understanding (MOU) made by and between the National Federation of Federal Employees (NFFE), Local FL-1968, (Union) and the USDA Forest Service, Columbia River Gorge National Scenic Area (Management) collectively “the parties”.

The purpose of this MOU is to document the final agreement between the National Federation of Federal Employees (NFFE) FL-1968 (Union) and the Forest Service on negotiable matters for the Columbia River Gorge National Scenic Area Office Lease Move/Construction Procedures.

The parties agree:

1. Employees will be given a 60-day notice prior to the start of construction.
2. Employees will be provided packing supplies and may request assistance to pack up their workspaces and prepare for construction. Management will provide a moving service for all heavy and oversized furnishings, files, boxes etc. Employees are responsible for taking personal belongings with them during the interim stage.
3. During construction employees will be given a week notice by email for construction activities that will impact their work, including construction debris, noise, individuals working in areas employees work, parking, closures of restrooms/ break areas/ or other amenities employees used.
4. Construction details including date, time, type of construction to be performed, and what areas, will be posted; employees will be informed where the information will be posted.
5. Management will allow sufficient paid duty time to complete the move. Credit and comp time may be incurred and used in accordance with current policies and procedures and supervisor approval, if applicable.
6. Employees will be provided the opportunity for maximum telework until they can move into their new office location.
7. During construction disruptions to employee’s work, employees may request an alternate work location or be allowed to telework. If management cannot provide an alternate work location or provide work to be done via telework employees will be given administrative leave.
8. Following the completion of the office design, setup, and/or remodel, but prior to occupying the workspaces, in accordance with Article 27.3, management and the Union shall conduct a walk-through inspection of the office space. The Union will be provided a two week notice to arrange availability for the walk through.
9. This MOU is a Subordinate Agreement under Article 11 of the Master Agreement between the Forest Service and the Forest Service Council of the National Federation of Federal Employees and must comply with all applicable statutes, regulations, and the Master Agreement between NFFE and the Forest Service.
10. Either Party may request, consistent with Article 11 of the Master Agreement, to reopen or

renegotiate this Agreement.

11. This MOU becomes effective on the date that the last person listed below signs and dates this Agreement and will remain in effect unless it is renegotiated in accordance with Article 11 procedures, or the agreement conflicts with law, government-wide rule or regulation, or the Master Agreement.
12. This MOU will terminate once construction and move into new office space has been accomplished and or all its provisions have been completed.
13. A copy of this MOU will be posted to the FS intranet.

The parties stipulate that the signatories below have the authority to bind their respective party to the terms and conditions as agreed herein.

FOR THE UNION:

FOR THE AGENCY:

Erin Kidwell
NFFE Local FL-1968
NFFE-FSC R6 CVP

Christy Cheyne
Forest Service
Acting Forest Supervisor

Date

Date