



Columbia River Gorge National Scenic Area Lease and Space Design
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 new lease and space design.

1. Workstation sizes:
 - a. All permanent full-time employees who telework less than 6 days a pay period, individual workstations will be at least 56 sq ft.
 - b. All permanent full-time and permanent seasonal employees, who telework 6 or more days a pay period may request an assigned shared workstation of 56 sq ft or assigned individual workstation of 36 sq ft. A combination of workstation sizes (56 sq ft shared and/or 36 sq ft individual) may be available as unassigned workstations.
 - i. The number of total workstations in this section should equal the number telework employees by applying a workstation equivalent of 56 sq ft workstation= 2 telework employees, 36 sq ft workstation = 1 telework employee.
 - ii. If employees telework status changes to telework less than 6 days a pay period, they will be provided a workstation as described in section 1.a. of this MOU.
 - c. Temporary employees will be provided with a 400 sq ft area designed with seating for 15, tabletop workspace, 15 internet ports, and 30 electric outlets.
 - d. An additional 10 unassigned touch down stations of 24 sq ft will be provided.
2. The total height of the workstation walls, plus the frosted panels, will be at least 60 inches. Each workstation will be surrounded by walls on at least 3 sides. Modification may be made if agreed to by surrounding workstation employees. Other modifications due to the design of the building may be made if mutually agreed to by the parties.
3. If new workstation and general office furniture is purchased, Management will choose a modular furniture provider that has sit stand options. If options are available for the finishes (color, fabric, tabletop) of modular furniture the parties will use a collaborative process to incorporate employees’ preferences.
4. Employees will be allowed to choose their option for set up of their workstation. Workstation set up options for tabletop, overhead storage and cabinets will be allowed within the design of the overall space and furniture capabilities and limitations.
5. Shared workspaces will be designed after furniture options and employee preferences are known in a collaborative process as agreed to by the parties.

6. Lighting will be well-distributed rows of diffuse lights parallel to the line of sight, for uniform lighting throughout the workstations. Supplemental task and desk lighting that fits with furniture design will be provided, if requested
7. The individual workstation assignment process will be developed collaboratively and agreed to by both parties.
8. Employees will be provided opportunity to select art, décor, photos, murals, and/or paintings through a collaborative process agreed to by the parties.
9. Employees will be provided opportunity to select from the lessors' options for wall color and flooring through a collaborative process agreed to by the parties.
10. Front desk reception area will be designed to meet agency security standards for counter height, as an effective barrier to protect receptionist and an emergency escape route.
11. The break/lunchroom will be provided with one (1) or two (2) fridges with ice makers, two (2) microwaves, a coffee pot, instant hot water dispenser, sink, cabinets and drawers for supplies and dishes, and tables and seating for at least ten (10) employees at a time.
12. An outdoor eating will be provided and furnished that can accommodate at least eight (8) employees. It will be protected from weather if lease design allows.
13. Lactation/Parent's room will be provided and will include:
 - a. Dimmable lighting.
 - b. Chair will be able to be reclined and able to be wiped down and sanitized.
 - c. Small single sink with hot and cold water, microwave, small refrigerator.
 - d. Two electrical outlets on separate walls including dedicated microwave outlet.
 - e. Exhaust fan on a timer switch
 - f. If there are windows, black out blinds or curtains shall be provided.
14. 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.
15. Collaborative areas will be incorporated as space allows.
16. Area will be provided to store employees field gear and will include:
 - a. heated dry room/area to dry field gear
 - b. Wash area for gear (utility sink or hose and drain area)
 - c. Racks to hang gear
 - d. 8 outlets for boot dryers
17. 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.
18. Exterior parking areas, vehicle driveways, pedestrian walks, and the Building perimeter lighting levels shall be designed per illuminating Engineering Society (IES) standards. Provide 5 foot-candles for doorway areas, 3 foot-candles for transition areas and at least 1 foot-candle at the surface throughout the parking lot. Parking lot fixtures shall provide a maximum to minimum uniformity ratio of 15:1 and a maximum to average uniformity ratio of 4:1. Fixtures and lighting shall be maintained in good working order by the Facility Manager and management will ensure initiation and coordination of repairs/replacements. This parking area lighting requirement applies from 5am to 11pm.

19. At least 50 parking spaces will be provided for employees' personal vehicles. BUEs will not be disadvantaged in comparison to non BUEs in ability to park close to the building.
20. Bike rack protected from weather will be provided. Bike storage area will be designed for weather protection in the DID meeting.
21. Outdoor smoking accommodations (in accordance with USDA Policy) which provide, reasonably close and easy access for the employees, protection from weather, and reasonable security.
22. A wellness/exercise room will be provided. The Union will be engaged in the details of the design and equipment selection.
23. Two individual gender-neutral shower rooms with a single toilet, each with locking door shall be provided.
24. A full site wireless deployment, in order to achieve a wireless triangulation design for optimum seamless connectivity and full coverage throughout the building to support field unit devices (not to replace the existing wired infrastructure).
25. Security cameras will not be installed in smoking areas, break areas, mothers/wellness room, workout areas, or other areas employees can expect privacy. Prior to installation of security cameras management will provide the Union with a proposal of location and purpose of use to allow the Union the option to negotiate additional impacts.
26. The Union will be engaged in the design details (at the DID) of the furniture plan and parking lot design prior to final design approval.
27. 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.
28. Either Party may request, consistent with Article 11 of the Master Agreement, to reopen or renegotiate this Agreement.
29. 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.
30. 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
 Deputy Forest Supervisor

Date

Date