

MEMORANDUM OF UNDERSTANDING

ASC – HCM ISSUE RESOLUTION TEAM PROCESS FOR PRE-GRIEVANCES AND GRIEVANCES

This Memorandum of Understanding (MOU) is between the USDA – Forest Service (Management) and the National Federation of Federal Employees (Union), hereafter referred to as the “Parties”.

The purpose of this MOU is to document the agreed upon procedures and arrangements for the Issue Resolution Team to follow in resolving issues that have been raised through the Master Agreement Article 9 - Negotiated Grievance procedure. This MOU is only for issues that may be resolved at the ASC – HCM. Examples of these issues are the setting of pay, processing of actions, review of position descriptions, information in vacancy announcements, etc.

The Parties agree:

- 1) When Labor Relation Advisors/Specialists (LRA/LRS) receive pre-grievances or grievances for issues that can only be resolved at the ASC – HCM, they will contact the bargaining unit employee’s union representative who filed the pre-grievance or grievance and ask if the Team may contact the Bargaining Unit Employee (BUE) directly to gather more information about the issue, if needed. It will be made clear to the union representative what types of information the team may need to solicit from the BUE to resolve the issue.
- 2) If the Union representative agrees that the BUE may be contacted directly, they will send an e-mail to the LRA/LRS documenting this agreement. The LRA/LRS will give a copy of this documentation to the IR Team.
- 3) If the Union representative wants the team to contact the union representative regarding the issue on behalf of the employee, then the LRA/LRS will document this information and give it to the team.
- 4) If the team needs to enter into discussions with the BUE that negotiates resolution of the pre-grievance or grievance, the union will be given the opportunity to be involved/and or present.

This MOU becomes effective upon the signature of the last Party below and will only be in effect during the temporary existence of the IR Team. The process documented in this MOU will be reviewed on or around February 25, 2008.

/s/ Roy Roosevelt
Roy Roosevelt, Asst Director, Operations

/s/ R Thatcher
Ron Thatcher, NFFE President

Date: 1/4/08

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