

LOCAL MEMORANDUM OF UNDERSTANDING
between the
U.S. ENVIRONMENTAL PROTECTION AGENCY REGION 3
and
AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES, LOCAL 3631

RE: REGION 3 OFFICE WORKSPACE ASSIGNMENTS

I. Parties: This Local Memorandum of Understanding (“Agreement” or “LMOU”) is entered into between the Region 3 Environmental Protection Agency (“EPA” or “the Agency”) and the American Federation of Government Employees, Local 3631 (“AFGE” or “the Union”). Its purpose is to establish an agreement with respect to office workspace assignments for EPA AFGE Local 3631 Bargaining Unit Employees (“BUEs” or “employees”) in EPA Region 3. This agreement supersedes any existing agreements, understandings or past practices between the parties that apply to work space assignments for EPA AFGE Local 3631 bargaining unit employees entered into prior to the signing of this Agreement.

II. Scope of the Agreement: This agreement is applicable to all Region 3 AFGE 3631 Bargaining Unit Employees (BUEs) assigned to any of the Region 3 offices. Nothing in this agreement changes any provision in the current Collective Bargaining Agreement Between the U.S. Environmental Protection Agency and the American Federation of Government Employees.

III. Agreement

1. Employees with documented medical conditions requiring reasonable accommodation relative to workspace assignment locations or features will meet with their supervisors to discuss their individual needs, under the Agency’s reasonable accommodation process.
2. Management will identify footprints (boundaries) for work areas by **division/floor**. Bargaining unit staff will have assigned workspaces located within the designated **division and floor** footprint.
3. Management may assign work space for specific bargaining unit positions based on organizational efficiency, business needs, reasonable accommodation agreements, etc., **including positions with shipping and receiving, administrative support and/or reception duties**.
4. Within an established **division/floor footprint, eligible bargaining unit staff** may choose (“select” or “bid on”) vacant designated BUE workspaces released by management based on their individual seniority ranking, as follows:
 - a. Total federal agency service, as shown in the Leave Service Computation Date, if a tie then by:
 - b. Total continuous EPA career service, if a tie then by:
 - c. Lowest to highest in numerical order of the last 3 digits of the employee’s agency-assigned Employee Identification Number (EID), also known as Employee Common Identifier (ECI)

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5. **Designated Windowed BUE cubicle/workstation** vacancies created through permanent bargaining unit employee departures will be posted **division-wide by floor** for bid by all eligible bargaining unit employees **within the division by floor**, within **forty-five (45)** days after vacancy.
6. On a **quarterly basis** all **Non-Windowed BUE workstation vacancies** created through permanent bargaining unit employee departures will be posted **division-wide by floor** for bid by all eligible bargaining unit employees **within the division by floor**.
7. **BUEs will be limited to two (2) voluntary Non-Windowed moves, by successful bid, within a division, by floor, per calendar year.**
8. New bargaining unit employees assigned to the **division/floor** may be immediately assigned by the Agency to an available vacant **Non-Windowed BUE workspace** and will thereafter enter the hierarchy described in item #4 for future BUE workspace moves.
9. Subject to availability, EPA Region 3 AFGE Local 3631 **BUE Attorneys at the 4 Penn Center location** will be assigned **BUE-designated enclosed offices**, consistent with the procedures for selection contained herein.
10. This agreement will become effective upon Agency head review or on the thirty-first (31st) day after execution, whichever is first. The agreement shall have duration concurrent with the present Collective Bargaining Agreement between the U.S. Environmental Protection Agency and the American Federation of Government Employees in effect on the date of signing of this LMOU.
11. In signing this agreement, the EPA and AFGE signatories represent that they have full authority to execute the agreement.

Signatures:

For the Union:

For the Agency:

Marie Owens Powell Date
President
AFGE Local 3631

Catharine McManus Date
Mission Support Division Director
EPA Region 3