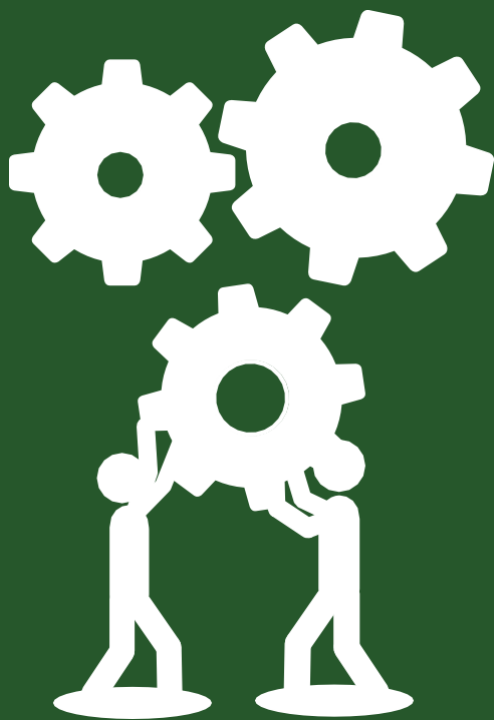


Master Agreement Between FS and NFFE

Effective Date: September 13, 2019

Termination Date: September 13, 2022



Labor Management Relations For Forest Service Employees

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, DC. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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Preamble

Under the policy set forth by the 5 United States Code (USC) 71 regarding Federal Labor-Management Relations, the Articles of this National Master Agreement, together with any and all Supplemental and Subordinate Agreements and/or Amendments which may be agreed to at later dates by the representatives of the Parties at the appropriate level, constitute the total Agreement. The Parties are the United States Department of Agriculture, Forest Service (Management) and the Forest Service Council of the National Federation of Federal Employees, Federal District 1 of the International Association of Machinists and Aerospace Workers, hereafter known throughout the Master Agreement as NFFE-FSC.

This Agreement is entered into pursuant to the Certification of Consolidation of Units, dated July 23, 1979.

The Parties recognize the importance of building a constructive and cooperative bilateral relationship which will aid in achieving the mission of the Forest Service. They are jointly committed to serving the public interest by the development and implementation of modern and progressive work practices to facilitate and improve employee performance and the efficient accomplishment of the operations of the Government. They are committed to working together to achieve the effective conduct of public business.

The Parties recognize that both the well-being of employees and efficient administration of the Government are benefited by providing employees an opportunity to participate in the development and implementation of personnel policies and practices affecting the conditions of their employment. The maintenance of a constructive and cooperative Union-Management relationship at the appropriate levels will encourage this participation. To that end, the Parties agree to engage in effective communication at the appropriate levels to identify and resolve issues.

The Parties agree that the public interest demands the highest standards of performance and accountability. Therefore, the Parties are committed to following both the letter and intent of the Articles contained in this Master Agreement.

VICKI CHRISTIANSEN Chief, USDA Forest Service		MELISSA BAUMANN President, NFFE-FSC
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ARTICLE 1

RECOGNITION AND BARGAINING UNIT DESIGNATION

- 1. Recognition.** Management recognizes that the National Federation of Federal Employees (NFFE), Federal District 1, International Association of Machinists and Aerospace Workers (IAMAW), is the exclusive representative of all employees in the consolidated Bargaining Units.
- 2. Bargaining Units.** This Master Agreement is applicable to a professional consolidated Bargaining Unit and a nonprofessional consolidated Bargaining Unit covering Forest Service employees as described in Appendix A. The Parties further agree that this Master Agreement will apply to additional groups of Forest Service employees for whom NFFE is certified as the exclusive representative. Appendix A is a guide to the Bargaining Units. It is not intended to change the status of units as they exist at the time of this Master Agreement. Upon certification of a new unit or an amendment to an existing unit, the Parties will meet to discuss implementation of this Master Agreement, as it pertains to the new unit.
- 3. Changes**

 - a. Management shall not change the Bargaining Unit status of a Bargaining Unit position without first notifying the Local Lodge in writing with the rationale for the change. The Union will notify Management in writing with the rationale within 30 days if they disagree with the change. If the Parties do not agree, the Union may exercise their right to file a petition or Unfair Labor Practice (ULP) in the event the Management action is disputed by the Union. Any disputed position(s) will remain in the Bargaining Unit until such time as the Federal Labor Relations Authority (FLRA) reaches a decision on the position. Nothing in this subsection will affect Management's right to assign work.
 - b. The Union will notify Management when it believes the Bargaining Unit status of a position should be changed prior to filing a petition with the FLRA. If the Parties are unable to agree, the Union may file a petition.

ARTICLE 2

IMPLEMENTATION OF THE AGREEMENT

1. Implementation of the Agreement

- a. The National Parties have developed and provided an Annotation of the Master Agreement as a tool to assist the parties in understanding and interpreting the intent of contract language.
- b. As soon as practical upon implementation of this agreement, or when a new bargaining unit is certified, jointly developed training by National Parties will be provided to bargaining unit employees, union officials, and management. Any Master Agreement training that includes both bargaining unit employees and management will be conducted jointly. When practical, training will be delivered face-to-face. When face-to-face training is not practical, training can also be provided using other formats that allow for interactive dialogue including, but not limited to, video conferencing, electronic meetings, AgLearn, or other appropriate technology.
- c. Management will print 1,000 copies of this Agreement for Union use. Annotations will be printed on a different color than the contract. Hardcopies will be in ring-binder format so they fit the binders from the previous Agreement. Management will send all hardcopies to the National Federation of Federal Employees (NFFE)-Forest Service Council.
- d. Management shall provide a link to the electronic version of the Agreement and Annotations compliant with Section 508 of the Rehabilitation Act of 1973 as amended (29 U.S.C. 794(d)) through the FSWeb and the Forest Service Internet no later than the effective date of this agreement. Management will post changes to the Agreement or Annotations within 30 days of when the Parties agree to the changes. Management will establish and maintain hyperlinks to underlying laws, regulations, or policy.
- e. The National Parties recognize there may be a need to provide alternative formats of the Master Agreement, assistance, training, or guidance on the interpretation and implementation of the Master Agreement. As appropriate, the National Parties will provide oversight and assistance to meet this need. Language assistance will be provided upon request in accordance with the criteria in Executive Order 13166 on Improving Access to Services for Persons with Limited English Proficiency.

2. In the administration of all matters covered by this Master Agreement, the parties are governed by existing law and governmentwide regulations.

3. The effective date and expiration date of the Master Agreement shall be printed on the cover.

ARTICLE 3

DEFINITIONS

For the purpose of this Master Agreement, the terms listed below are defined as follows:

1. Day: Unless stated otherwise, day means calendar day. If a due date falls on a Saturday, Sunday, or holiday, the next official workday will be considered the due date.

2. Designated Labor Relations Specialist: An individual that management has designated as the labor relations contact. The current list of Labor Relations Specialists designated for each unit is located on the HRM Labor Relations web site.

3. Domestic Partner: Domestic partner means an adult in a committed relationship with another adult, including both same-sex and opposite-sex relationships. Committed relationship means one in which the employee, and the domestic partner of the employee, are each other's sole domestic partner (and are not married to or domestic partners with anyone else), and share responsibility for a significant amount of each other's common welfare and financial obligations. This includes, but is not limited to, any relationship between two individuals of the same or opposite sex that is granted legal recognition by a State or by the District of Columbia as a marriage or analogous relationship (including, but not limited to, a civil union).

4. Emergency Situation: Any situation that is temporary in nature and poses sudden, immediate, or unforeseen work requirements as a result of natural phenomena or other circumstances beyond Management's reasonable control or ability to anticipate.

5. Employee: An individual employed by the Forest Service who is included in a represented unit or otherwise recognized by the Parties during interim situations. Such an employee is also called a Bargaining Unit Employee. 5 USC 7103(a)(2) defines an "employee" as only those individuals currently employed. This definition does not include individuals who are applicants for employment. Temporaries cease to be employees after termination regardless of rehire eligibility.

6. Forest Service Council (FSC or Council): The consolidated Bargaining Units (professional and nonprofessional) comprising all the National Federation of Federal Employees (NFFE) Locals in the Forest Service.

7. Forest Service Council Executive Board: The board consists of 14 officials and includes the NFFE-FSC President, NFFE-FSC Vice Presidents (9 Regional, 1 CCC, 1 R&D, and 1 WO), NFFE-FSC General Vice President and NFFE-FSC Secretary Treasurer.

Article 3

8. In Writing: Email is an acceptable method for all transmittals with reference to the Master Agreement.

9. Local Level: References to “local level” or “Local Level” pertain to activities which occur at the level of an “Organized Unit.”

10. Local Lodge: A unit of NFFE that represents one or more organized units.

11. Local Management: All levels of Management on each individual national forest, Civilian Conservation Center, regional office, research station, Washington Office, technology and development center, or any other Forest Service unit for which NFFE is the exclusive representative.

12. Local Parties – The Union and Local Management at the level of an organized unit. (The level of an organized unit is the same as the local level.)

13. Management: Means all levels of Management to which the Forest Service assigns managerial or supervisory duties. This term is equivalent to employer or agency.

14. Midterm Negotiations: Bargaining changes affecting conditions of employment during the life of this Master Agreement that are not in conflict with the Master Agreement.

15. Notification: All notifications specified in this Master Agreement must be in writing, unless otherwise stated.

16. Organized Unit: An organized unit is a Forest Service unit (for example, National Forest, Research Station, Job Corps Center) for which the Federal Labor Relations Authority has issued a certification for professionals, non-professionals, or both, recognizing NFFE as the exclusive representative. Organized units are part of the consolidated Bargaining Unit(s) certified by the Federal Labor Relations Authority, and this Master Agreement has been negotiated to cover the professional and nonprofessional units as one unit. A list of Organized Units is found in Appendix A, and include, for example, the Lolo National Forest (Local Lodge 60) and the Washington Office (Local Lodge 1919).

17. Parties: Normally, Parties with an upper case “P” indicates the national Management and Union collectively.

18. Service Computation Date: For purposes of seniority in this Master Agreement, service computation date will be computed on the basis of each employee’s leave service computation date, unless specified otherwise.

19. Supervisor: An individual employed by an agency having authority in the interest of the agency to hire, direct, assign, promote, reward, transfer, furlough, layoff, recall, suspend, discipline, or remove employees; to adjust their grievances; or to effectively recommend such action. The exercise of the authority is not merely routine or clerical in nature but requires the consistent exercise of independent judgment. For units that include firefighters or nurses, the term “supervisor” includes only those individuals who devote a preponderance of their employment time to exercising such authority (5 USC 7103(a)(10)).

20. Subordinate Agreements: Any agreement negotiated by the intermediate or Local parties.

21. Supplemental Agreements: Any agreement negotiated by the National Parties, other than this Master Agreement.

22. Threshold Issues: Threshold issues are typically procedural and or legal issues that are of such significance to the proceeding that they must be addressed prior to the other issues in the proceeding.

23. Union: The National Federation of Federal Employees, the FSC, Local Unions, Local officers of the Union, Union stewards, and other authorized representatives designated by any of the above.

24. Union Official and/or Union Representative: A representative or designee of the FSC, any accredited business representative of the NFFE, or the duly elected or appointed Union representative of a Local NFFE Union.

25. Work Unit: A work unit is an entity with a specific mission, with homogenous procedures or technology, and headed by a supervisor or manager authorized to approve time and attendance reports and approve leave.

ARTICLE 4

EMPLOYEE RIGHTS

1. The Parties agree to mutually establish and maintain a safe, positive, and professional work environment that promotes good workmanship; values employees for who they are and what they contribute; ensures fair, equitable, and respectful treatment of employees; and maintains high standards of employee performance.

2. Statutory Rights per 5 U.S.C. 71

Each employee shall have the right to form, join, or assist any labor organization or to refrain from any such activity, freely and without fear of penalty or reprisal. Each employee shall be protected in the exercise of such rights. Except as otherwise provided, such rights include the right to—

- a. Act for the National Federation of Federal Employees (NFFE) in the capacity of a representative and the right in that capacity to present the views of the NFFE to heads of agencies and other officials of the Executive Branch of Government, the Congress, or other appropriate authorities.
- b. Engage in collective bargaining with respect to conditions of employment through representatives chosen by employees.
- c. An employee may be represented by an attorney or other representative other than the NFFE, of the employee's own choosing, in any appeal action not covered under the negotiated grievance procedure. The employee may exercise grievance or appellate rights, which are established by law, rule, or regulation.

3. Employee Rights During Examinations

- a. Employee Weingarten Right:

Article 4

- (1) An employee has the right (commonly known as the Weingarten Right) to be represented by the Union during any examination of the employee by a representative of the Agency in connection to an investigation, if he or she reasonably believes that the examination may result in disciplinary action against him or her, and he or she requests representation.
 - (2) During the month of June, Management will notify employees of their Weingarten Right. This notice shall be distributed to all employees simultaneously and Management will permanently post the notification on employee information bulletin boards and the Human Resource Management (HRM) Web site.
 - (3) Management will also provide the annual Weingarten notice to new employees within 30 days of their reporting date.
 - (4) Annually, Management will specifically advise, in writing, all special agents and employees empowered to conduct investigative interviews of the current list of Organized Units, the employees' right to request Union representation, and Management's subsequent obligations prior to continuing.
- b. Employees have the right to reasonable confidentiality when they are involved in a management inquiry or investigation. Management will share associated information, including that an examination will occur or has occurred, only with those who have a specific need to know. However, the Union may be informed where and when a representative may be requested in a potential Weingarten situation, for the purpose of allowing a union representative to be readily available.
 - c. If, at any point during an examination, an employee requests representation under the Weingarten provision, the examination shall be either postponed for a reasonable amount of time (no more than 3 days unless both parties mutually agree to an extension in writing) to allow the employee to obtain a Union representative, or it may be canceled.
 - d. The employee has a right to meet with the Union Representative in advance of the interview, and during the examination, the Union Representative may assist the employee.
 - e. Examinations that continue beyond the employee's regular duty hours shall constitute hours of work, and the employee shall be compensated appropriately.
 - f. Absent extenuating circumstances, examinations will be conducted in a setting that is not intended to be intimidating and provides reasonable confidentiality.
 - g. Examinations shall only be audio- or video-recorded in accordance with U.S. Department of Agriculture (USDA) Departmental Regulation (DR) 4070-735-001 (dated October 4, 2007). Before any examination in a noncriminal investigation, the employee will receive timely notification if the examination will be audio- or video-recorded. In the event the Agency records the examination, the employee or the representative may also record the examination.

(1) For a misconduct investigation conducted in accordance with USDA Departmental Personnel Manual (DPM) 751 Subchapter 3, if discipline is subsequently proposed, the employee will be provided a copy of the recording and a transcript, if one is produced, of the Agency's recording consistent with Article 22.4.d(2).

(2) In all other instances, the employee may request a copy of their portion of a recording and transcript, if one is produced, and will receive a copy unless precluded from release by law, rule, or government-wide regulation.

h. If a statement has been taken, Management shall promptly provide the employee with a copy of their signed statement.

i. Employee Notice of an Examination

(1) This subsection regarding employee notice of examinations pertains to examinations conducted as part of an inquiry into misconduct when an Employee Relations Specialist is present or Misconduct Investigations in accordance with USDA DPM 751-3.

When an employee is contacted to schedule an examination that is part of a misconduct investigation the employee will be informed, in writing:

- (a) That the examination is not part of a criminal investigation;
- (b) The nature of the matter under investigation;
- (c) That they are being directed to answer the questions and may be disciplined if they refuse to answer questions;
- (d) Whether the employee is the subject of the investigation or a witness; and
- (e) That the employee has a right to union representation, if they believe they may be disciplined as a result of the examination and they request a representative (Weingarten right).

(2) This subsection pertains to employee examinations as they pertain to management inquiries and Equal Employment Opportunity (EEO) investigations. In these examinations, employees have a right to know, upon request:

- (a) Whether the examination is currently a part of a criminal investigation;
- (b) The subject matter of the investigation;
- (c) That they are being directed to answer the questions and may be disciplined if they refuse to answer questions and will be given a written statement to that effect upon request; and
- (d) Whether the employee is the subject of the investigation or a witness.

(3) Safety Reviews conducted by the Forest Service are addressed in Article 27.24. The employee will be notified that examinations in connection with Safety Reviews are voluntary.

(4) Upon request the investigator will provide the employee with a copy of the letter authorizing the investigation and delegation of authority, if one exists.

4. Employee's Rights in Reference to Background Investigations

- a. Duty time will be granted to employees to complete background investigations. Travel and per diem will be granted, if needed, for travel to the activation station for fingerprinting and/or LincPass activation.
- b. Use of Government equipment, facilities, and transportation will be authorized for the completion of the background investigation.
- c. Costs associated with employee fingerprinting will be paid by the Agency. Employees will not be required to pay for fingerprinting; however, if the employee chooses to pay they will be reimbursed.
- d. Management will make the appropriate forms available for the employee to complete.
- e. Employees shall be provided a secure method for providing personal information.

5. Employees have a right to meet and consult with Union officials concerning working conditions. See Section 7 for release procedures.

6. An employee has the right to be represented by the Union at any meeting in which the employee has a complaint concerning working conditions.

7. Employees will be granted a reasonable amount of duty time in pursuit of rights under this Master Agreement. The employee and the Management official will discuss the amount of time required. An employee will request release as far in advance as practical and will inform their supervisor of the approximate length of time needed and the location where they will be. Normally, workload

will not preclude the release of the employee. If the employee cannot be released immediately due to work-related reasons, the employee will be released as soon as the work requirement is met or appropriate arrangements are made. If the employee cannot be released on the day requested, the denial must be given in writing and include the reason for the denial and when they will be able to be released. If a delay in releasing an employee involves a situation with a contractual time limit, the time limit will be extended equal to the delay.

8. This Master Agreement does not prevent any employee, including Union representatives, from bringing matters of personal concern to the attention of Management. However, if the discussion becomes a formal discussion, then the procedures in Article 5.4 regarding Union notification will apply.
9. Management will not take reprisal actions against employees for the exercise of any appeal right granted by law, rule, regulation, or this Master Agreement.
10. Prior to changing any Performance Evaluations, Travel documents, and Time and Attendance Reports that have been signed by an employee, Management will notify the employee and provide the rationale for the change.
11. Every individual has the right to be treated with the dignity and respect that is normal in an employer-employee relationship.

12. Bullying

- a. Workplace bullying is repeated abusive behavior that is threatening, humiliating, or intimidating. It may be direct or indirect, whether verbal, physical, or otherwise, by one or more persons against another or others, at the place of work and/or in the course of employment.
 - b. All Agency employees are expected to refrain from workplace bullying and adhere to a standard of conduct that is respectful and courteous to others.
 - c. Where appropriate, the affected employee should speak to the alleged bully or bullies to object to the behavior. Each employee is responsible for reporting any incidents to their supervisor or any other management official.
 - d. Upon receipt of a report of workplace bullying, Management will initiate an inquiry, address any inappropriate conduct, assist the affected employee, and act to prevent any retaliation by the bully or bullies. Management will not retaliate against any employee for reporting workplace bullying.
13. Employees shall have the right to engage in outside activities and employment of their own choosing, and otherwise conduct their private lives as they see fit, in accordance with 5 CFR 2635, 5 CFR 735, and 5 CFR 8301.
 - a. Without prior approval, an employee may participate in the activities, not prohibited by law, of national or State political parties and may participate in the affairs of or accept an award for a meritorious public contribution or achievement given by a charitable, religious, professional, social, fraternal, nonprofit educational and recreational, public service, or civic organization. An employee

Article 4

shall not:

- (1) Accept a fee, compensation, gift, payment of expense, or any other thing of monetary value in circumstances in which the acceptance may result in or create the appearance of conflicts of interest.
 - (2) Engage in outside employment that impairs his or her mental or physical capacity to perform his or her job.
 - (3) Receive any salary or anything of monetary value from a private source as compensation for his or her Government services.
- b. Employees who are in positions subject to filing financial disclosure reports (OGE-450) must obtain supervisory approval prior to engaging in outside employment. All employees who engage in outside employment, whether or not prior approval is required, are subject to ethics regulations pertaining to conflict of interest. Employees are encouraged to seek advice from their ethics advisors on potential conflict of interest situations at any time.
 - c. An employee may invest his or her money, donate to charity, and participate in similar types of activities freely and without coercion.

14. Requests for Reassignment

- a. An employee may request, in writing, permanent or temporary reassignment to a different position or a different supervisor at any time.
- b. When the request is due to conflict with his or her work supervisor and the employee has tried to resolve the conflict, the employee may request the assistance of higher level Management.
- c. Management will consider the request and will respond in writing, stating the reasons for the decision, within 28 days.

15. Management shall inform employees of rules, regulations, and policies under which they are obligated to work.

16. Employees shall not be given warnings or statements of disapproval, counseled on conduct or unacceptable performance, or given verbal warnings except in a setting that provides reasonable confidentiality. In special job-related situations involving safety and/or well-being of employees, immediate public admonishment is appropriate (for example, co-worker harassment or safety violations).

17. Records maintained on an employee that are not maintained on a permanent basis will be removed from official files in accordance with the Government's retention schedule, unless otherwise specified in this Master Agreement. Employees have the right to review the contents of their Electronic Official Personnel Folder (eOPF) and

may request a copy of any documents from the OPF through Human

Resources. Upon request, employees will typically receive any documents requested from their OPF within 30 days.

18. Whenever practical, employees will have a profile on the electronic communication system. Employees will be provided duty time to access their official records on Forest Service and other Web sites where their official records are located. No employee will be penalized for the lack of a profile (for example, pay, benefits, training, or advancement opportunities).

- a. Except as stated in Subsection b. below, Management will not, without the employee's knowledge, access an employee's electronic profile or storage media unless such access is required for internal security purposes (for example, for criminal investigations or where Management has reasonable cause to believe an employee is violating regulations in his or her use of the electronic office system).
- b. Management will provide general policy information to the Union on all communication tracking hardware/software that may be used to monitor electronic communication systems for appropriate use or internal purposes as described in Section 18.a. Such policy information will include where and when they are being used or are to be used, how they would be used, the purpose of their use, and the types of employees who will be authorized to use the tracking hardware/software. Bargaining Unit employees will be made aware of the subject policy on an annual basis.

19. Electronic devices, such as GPS-capable units, and software, such as Lync/ instant message sign-in, check in-check out procedures, will not be used to monitor travel, time, and attendance, except when there is reasonable suspicion of misconduct.

20. Collection of Debts Owed to the Government

- a. An employee will be provided due process in accordance with the appropriate debt collection and salary offset regulations, including 5 U.S.C. 5514, 5 CFR 550 Subpart K, and the Debt Collection Improvement Act (1996). These processes constitute the employee's grievance/appeal procedures regarding the existence and amount of the debt and any resulting collection action.

b. Notification of a Debt:

- (1) When Forest Service Management identifies that an employee is likely to owe a debt to the Government, the employee shall be notified as soon as possible. Such notification shall include the reason for the debt; approximate amount of the debt, if known; the date(s) the debt was incurred, if known; and phone number and email contact information

where questions and requests for consideration should be addressed.

Management will provide the employee a “plain English” guide to the Salary Offset, Hearing, and Waiver processes and their rights. The guide will be developed with Union review and input.

- (2) For debts that arise from overpayment of salary, the notification shall normally be given at least 7 days prior to changes to the employee’s record that will cause the debt to be referred to the National Finance Center (NFC).
- (3) Exceptions: The notification requirements in 20.b(1) and (2), above, do not apply when debts are generated through employee changes to their own timesheet or travel vouchers. This notification requirement also does not apply to actions initiated by the NFC.

c. Internal Reconsideration Requests:

- (1) Nothing in this section in any way affects or delays the employee’s timelines for responding to a notice from NFC (e.g., the 15 days in which to request a hearing).
- (2) Reconsideration is an informal review performed to ensure that the Agency has correctly identified that the employee owes a debt to the Government.
- (3) Employees may request a reconsideration in writing. To help with the review and commence an interactive dialogue to address the issue, an employee requesting a reconsideration should immediately provide the designated point of contact any relevant documentation or information.
- (4) If Management determines that the debt is valid, the employee will be notified that the collection process will continue.
- (5) If Management determines that the debt is invalid, then Management will notify the employee and take the appropriate corrective action to resolve the debt claim.
- (6) The request for reconsideration does not indicate an admission of the debt on the part of the employee.

d. Official Debt Notice:

- (1) Once a debt has been referred to the NFC, the employee will receive a notice containing all information required by 5 CFR 550 Subpart K and informing them of the dollar amount of the alleged liability at least 30 days in advance of the collection action being initiated. (This is currently called a Notice of Overpayment of Salary and Demand for Payment or a Demand for Payment.)

- (2) The notice will inform the employee of their rights to due process under 5 U.S.C. 5514 and 5 CFR 550 Subpart K, including instructions for how to request a hearing and a waiver with associated timeframes and a phone number where questions should be addressed.

e. This Section does not apply to the following, which may be grieved under Article 9:

- (1) Alleged debts to the Forest Service of less than \$100; or
- (2) Disciplinary actions related to failure to pay just debts originating outside the Government covered under 5 CFR 581 or 582.

21. Employees who are required to work, as part of an emergency or continuity of operations plan (COOP), shall be notified annually. The Union at the appropriate level shall be provided a list of all emergency employees annually and upon request.
22. Positions that are advertised and filled as virtual positions shall be identified as virtual on the applicable organizational chart, and “virtual position” shall be noted on the employee’s SF-50.

23. Travel Associated with Alternate Worksites Within the Duty Station

- a. For purposes of this section an employee’s “regular place of work” is determined by Management and can be described by a specific physical address or coordinates.

(1) An employee’s “regular place of work” is defined as the office or building where the employee spends the greatest part of their work time during the year, based on the preponderance of their duties.

(2) For field-going employees, the regular place of work is the experimental station, forest office, district office, or other facility out of which their work is performed.

- b. An employee’s regular place of work or official duty station shall not be changed seasonally for the purpose of avoiding payment of travel associated with the employee reaching the location where work is to be performed temporarily.

- c. Agency may authorize local travel within the duty station if an employee is required to report to a location other than their regular place of work.

(1) If authorized, the employee normally will use a Government-owned vehicle (GOV) for this local travel; however, if a privately-owned vehicle (POV) is used the employee will be reimbursed at the appropriate rate in accordance with General Services Administration (GSA) mileage rates.

(2) When the employee elects to drive directly from home to a location other than their regular place of work but within their duty station, this will be considered their normal commute and as such is not compensable.

d. The Parties at the appropriate level may negotiate alternate arrangements related to travel associated with changes in the regular place of work, consistent with applicable law, governmentwide rule or regulation, and this Master Agreement.

e. This section does not apply for positions that are advertised and accepted with two or more official duty stations or regular places of work.

ARTICLE 5

UNION RIGHTS AND REPRESENTATION

1. Representation: The National Federation of Federal Employees (NFFE) is the exclusive representative of the employees in the Bargaining Unit and is entitled to act for these employees. The Union is responsible for representing the interests of all employees in the Bargaining Unit without discrimination and without regard to Union membership. The Union retains the right to designate its representatives on all matters.

- a. Employees who serve as Union representatives shall spend the majority of their paid time performing agency business or attending necessary training in order that they develop and maintain the skills necessary to perform their assigned Agency duties at a successful performance level.
- b. The designated officers or representatives of the National Federation of Federal Employees, Forest Service Council (NFFE-FSC) have the right to represent the employees within the entire Bargaining Unit in the Forest Service. Vice Presidents (or their designees) of the NFFE-FSC have the right to represent employees within the Management Units to which they are assigned (that is, the Regions, the CCC, Research, and WO/WO-Detached).
- c. If and when the Forest Service establishes new organization structures, the National Parties will discuss appropriate representational arrangements.
- d. Local Lodge officers and representatives have the right to represent employees within the organized units that their Local Lodge represents.
- e. For the purpose of administration of this Master Agreement, Management agrees to recognize representatives of the NFFE-IAMAW National Office and the NFFE-FSC in lieu of or in addition to Local Lodge officials.
- f. Designation of Union Representatives:

- (1) National: The designated officials at the national level are the President, General Vice-President, and Secretary-Treasurer, NFFE-FSC.
 - (2) Intermediate: The NFFE-FSC Vice Presidents are the designated officials at the respective intermediate level (for example: Region, Research, CCC, WO). When there is no NFFE-FSC Vice President, the NFFE-FSC President is the designated official.
 - (3) NFFE-FSC officials at the National and Intermediate level may designate other union officials to act on their behalf, in accordance with 1.e.(5) below.
 - (4) Local: The Local Lodge President is the designated official for each Local Lodge. When there is no Local Lodge President, the NFFE-FSC Vice President to which that Local Lodge is assigned will be the designated official.
 - (a) The Local Lodge President may designate a Primary Point of Contact (PPOC) as the designated official for each organized unit represented by the Local Lodge. PPOC designations will include a description of their authority.
 - (b) The Local Lodge President and PPOCs may designate additional representatives for specific matters, for each line organization, and for different shifts or duty stations. When there are any questions concerning the authority of the parties to make a binding decision, the parties are strongly encouraged to immediately resolve the issue.
 - (5) The Union will inform Management and the designated Labor Relations Specialist in writing of its designated representatives and will provide Management and the designated Labor Relations Specialist with a written notice of any change of a designated official or representative within 14 days of the change.
2. The Union has the right to represent an employee or group of employees in presenting a grievance or other appeal or when raising matters of concern. The Union has the exclusive right to represent employees under the negotiated grievance procedure in this Master Agreement. The Union has the exclusive right to invoke arbitration on behalf of itself or the employees.
 3. In providing effective representation, Union representatives will use the most economical and efficient efforts to resolve representational matters including use of current communication technologies whenever practical in accordance with Article 7.
 4. **Formal Discussions:** The Union will be given reasonable notice, the opportunity to attend, and the opportunity to participate in formal discussions. Notification of formal discussions shall be sent to the Local Lodge President or PPOC, if designated. A formal discussion is any meeting between one or more representatives of the Forest Service and one or more Bargaining Unit employees concerning any grievance, personnel policy or practice, or other general condition

of employment.

5. Official Time:

- a. Purpose of Official Time: Consistent with 5 U.S.C. 71 and this Agreement, designated union representatives who are employees may use limited amounts of official time under the conditions described in this Article. The actual amount of official time to be used may vary in each situation.
 - (1) Prepare for negotiations and negotiate.
 - (2) Participate in proceedings before the FLRA in accordance with 7131(c).
 - (3) Review Management's changes in policies, practices that may affect conditions of employment.
 - (4) Prepare and present grievances, evaluate management responses to grievances, and prepare for and attend arbitrations.
 - (5) Perform other representational duties under the Statute and contract administration functions, such as:
 - meeting and conferring with management;
 - representing the labor organization in investigations pursuant to 5 USC 7114(a)(2)(B) (commonly referred to as Weingarten);
 - representing the labor organization in formal discussions;
 - representing employees concerning informal EEO complaints;
 - communicating to resolve potential grievances or regarding negotiations and negotiated agreements;
 - training for the purpose of improving union representational skills; and
 - performing other representational functions where official time is allocated as specified in this Agreement.
- b. Limits on use of official time
 - (1) Union Bank of Hours: Total available hours of union time per fiscal year nationally for activities covered by 5 U.S.C. 7131(d) is calculated by 1.5 hours per bargaining unit employee (e.g. 2,000 bargaining unit employees = 3000 hours available) as of June 30 for the activities identified in Section 5.5.a(2) through (5). Unused union bank hours do not carry over into the next fiscal year.
 - (2) Designated Local Union representatives may request official time hours to perform representational duties covered by 5 U.S.C. 7131(d) as described in Section 5.5.a(2) through (5), on a fiscal year basis, not to exceed 25% of their established annual tour of duty.
 - (3) Designated NFFE-FSC Vice-Presidents and Secretary-Treasurer may request official time hours to perform representational duties covered by 5 U.S.C. 7131(d) as described in Section 5.5.a(2) through (5), on a fiscal year basis, not to exceed 35% of their established annual tour of duty.
 - (4) The NFFE-FSC President and General Vice-President may perform functions as described in Section 5.5.a (2) through (5), on a fiscal year basis, not to exceed 45% of their established annual tour of duty.
 - (5) Each pay period, the Agency will provide the Union at the national level with a list of all union officials who used official time that pay period, including the employee name, organizational codes to LV5, number of hours under each type of time used, total hours under each code, and year to date usage.

- c. Official Time Exclusions. It is not appropriate for union officials to use official time in the following circumstances
- (1) When teleworking on an approved telework agreement.
 - (2) When a union representative is placed on a Demonstration Opportunity Plan (DOP) in accordance with Article 15.
 - (3) To conduct internal union business, as described in 5 U.S.C. 7131(b), including participating in membership drives and soliciting membership.
 - (4) Training on internal Union administrative items
 - (5) To conduct lobbying or political activities.

d. Accounting for Union Official Time

- (1) Union representatives are responsible for ensuring the appropriate time codes and amount of official time used is accurately recorded on their timesheet, using the following codes:
 - (a) 35 – Term Negotiations, including preparation
 - (b) 36 – Mid-Term Negotiations, including preparation (national, regional, local)
 - (c) 37 – General Labor Management Relations (all contract administration and representational activities except negotiations and grievances/appeals/complaints)
 - (d) 38 – Grievances/Appeals/Complaints, including preparing and presenting.
- (2) Union officials who are on Flexible Work Schedules may elect to earn credit hours for official time granted for performance of representational functions.
- (3) When the Parties agree, Permanent Seasonal employees in off-duty status who are needed to effectively resolve complaints and Labor-Management issues will be paid appropriately as mandated by applicable law or case law for the time spent administering this Master Agreement.
- (4) When a Union official has been granted official time, pay rates applied to the official time will include any shift differentials otherwise applicable to the representative's agency-assigned work during that shift.
- (5) Union officials are not entitled to compensatory time for travel for representational functions. However, Management will make a reasonable attempt to schedule meetings and other events which require a Union Official to travel at such times that the Union Official may be compensated. Use of or a temporary change to flexible work schedules may be appropriate to allow compensation for official time for travel.
- (6) Official time, including travel to and from meetings or Union sponsored training, will be excludable for Administratively Uncontrollable Overtime (AUO) calculation purposes when it is all or part of an aggregate 8 hour block of excludable activities in a day.

6. Travel and Per Diem:

Travel and per diem are not entitlements under 5 USC 71 or automatically authorized when release on official time is granted. The following provisions for authorization and payment of travel and per diem apply.

Article 5

- a. Travel will be requested and approved prior to its commencement pursuant to applicable governing requirements (that is, Federal Travel Regulations). Use of Government-owned or -leased vehicles for Union representatives will be in accordance with the provisions of Article 7.
 - b. Employees who are performing representational functions as specified in Section 5.a and are the designated Union representatives under Section 1 above may be authorized travel and per diem, when appropriate to provide effective representation (see Section 5.3 above).
 - c. Authorization of travel and per diem for Union representatives who are not the normal designated Union official, as defined in Section 1, or the locally available representative will be determined by whether the travel is necessary and promotes the efficient and proper administration of this Master Agreement.
- 7. Release Procedures for Use of Official Time:** The decision to approve, delay, or deny a request for release for official time will be made by Management. Procedures for release are as follows:
- a. Request: The Union official will request release as far in advance as practical, normally two days in advance. The Union official will request release for use of official time from their immediate supervisor. Unless the supervisor and union official mutually agree, the request will be in writing and will contain the following information:
 - (1) The type of representation matter(s) (See 5.a),
 - (2) The date and approximate time
 - (3) The approximate length of time needed,
 - (4) Location, and
 - (5) A way to contact when away from their normal duty station.

Union and Management Officials are expected to communicate about the request for release. This is not intended to be a barrier to releasing a Union official.

Union and Management officials may mutually agree on alternate arrangements for release procedures of a continuing nature, as long as the arrangement meets the requirements above. At a minimum, Union and Management officials will develop alternate arrangements for urgent matters that arise, such as Weingarten interviews, formal discussions on short notice, or urgent unexpected employee issues.

b. Responses to Requests

- (1) Management will respond to requests for release for the use of official time in a timely manner. Delays or denials shall be made in writing, including the reason, normally no more than 24 hours after the request for release.
- (2) Normally, ordinary workload will not preclude release. If the Union official cannot be released at the requested time due to work requirements or because of an emergency or staff safety situation, the official will be released when the workload requirements have been met or other arrangements have been made.
- (3) If the Union official cannot be released the day of the request, they will be informed of the reason for the delay and when the Union official will be released (normally within 24 hours).

- (4) If a delay in releasing a Union official involves a situation with a contractual time limit, the time limit will be extended equal to the delay.
 - (5) Release may be denied if management determines that the matter is not appropriate for official time under this Article, the request does not include the elements required in 5.7a, if the Union's bank of hours has been exceeded, or if the Union rep is on a Demonstration Opportunity Plan.
- 8. When performing representational functions at other worksites, the Union official will notify the unit head before arriving. If the visit would unduly interfere with work requirements, the unit head shall establish another time at which the Union official can visit the site.
 - 9. **Membership Drives:** Upon request and subject to normal security limitations, the Union shall be granted authority to conduct up to two membership drives at any location within a 1-year period, up to 45-days duration each, before and after duty hours, and at break periods and lunch periods. Upon request, Management shall provide the Union with available, reasonable, and visible space, tables, bulletin boards, and easels for use in drives. Uses of communications systems for Union membership drives must be requested in advance and agreed to by the parties at the appropriate level. Those employees who are representing the Union at the drive will not be on official time.
 - 10. **Restraint:** There shall be no restraint, coercion, or discrimination against any Union official because of the performance of duties in accordance with this Master Agreement and the Act, or against any employee for filing a complaint or acting as a witness under this Master Agreement, the Act or applicable regulations.
 - 11. The Union will be invited to present their rights and responsibilities to the law enforcement community at any regional annual law enforcement meeting. The Union may also advise all Bargaining Unit employees of their right to Union representation at any other times they determine necessary.

ARTICLE 6

MANAGEMENT RIGHTS

- 1. The following Management rights are identified in 5 U.S.C. 7106
"Management Rights 5 U.S.C. 7106:
 - a. Subject to subsection (b) of this section, nothing in this chapter shall affect the authority of any management official of any agency--
 - (1) to determine the mission, budget, organization, number of employees, and internal security practices of the agency; and
 - (2) in accordance with applicable laws--
 - (a) to hire, assign, direct, layoff, and retain employees in the agency, or to suspend, remove, reduce in grade or pay, or take other disciplinary action against such employees;
 - (b) to assign work, to make determinations with respect to contracting out,

and to determine the personnel by which agency operations shall be conducted;

(c) with respect to filling positions, to make selections for appointments from--

i. among properly ranked and certified candidates for promotion; or

ii. any other appropriate source.

(d) to take whatever actions may be necessary to carry out the agency mission during emergencies.

b. Nothing in this section shall preclude any agency and any labor organization from negotiating--

(3) at the election of the agency, on the numbers, types, and grades of employees or positions assigned to any organizational subdivision, work project, or tour of duty, or on the technology, methods, and means of performing work;

(4) procedures which management officials of the agency will observe in exercising any authority under this section; or

(5) appropriate arrangements for employees adversely affected by the exercise of any authority under this section by such management officials.”

2. The Parties may continue to address Management-rights issues when mutually agreed.

ARTICLE 7

UNION USE OF OFFICIAL FACILITIES AND SERVICES

1. Office Space and Equipment:

a. Government equipment will not be provided to employees for the purpose of conducting union business. However, in cases where a Union official already has been provided government equipment for conducting agency business for their position of record and normal work activities, such equipment may be used for Union representational activities as defined in 5.5.a., provided there is minimal cost to the Agency from such use.

b. The Union will not be provided office space. However, in cases where a Union official already has an assigned space for their position of record and normal work activities, such space may be used for Union representational activities, as defined in 5.5.a., provided there is minimal cost from such use to the Agency.

c. Management will provide private space, as available, for confidential discussions between a bargaining unit member and a designated Union representative, when the meeting is held in accordance with the terms and procedures articulated in this Agreement.

d. Union officials are not authorized the use of any Agency space, equipment, communication systems, or other resources for organizational drives or lobbying.

e. Upon request, the union at each organized unit may be provided up to two filing

cabinets.

- f. The Union shall be responsible for the proper use and care of the facilities, services, and equipment provided in this Article.

2. Union Use of Electronic Communication Systems:

- a. Electronic Communications systems are defined as the computer system, video teleconferencing (if available), fax, and land-line phone system.
- b. Union officials employed by the Forest Service will be allowed to use agency equipment to communicate with Management, Union officials, and members of the Bargaining Unit as provided for in Section 1 above. Use of communications systems will be consistent with applicable laws and regulations, and Agency policies, and may not interfere with the mission or operation of the Forest Service.
- c. The Parties agree that communications between Management and the Union over electronic communications will be professional.
- d. Union officials will be authorized to use communications systems for representational purposes as defined in Article 5.5.a. Such use will be permitted on official time.
- e. Communications profiles or directories used by Union officials shall be confidential. Management will not initiate access of any Union profiles except for an internal security investigation or to delete the profile. Prior to deletion, the Union will be notified and given an opportunity to be present.
- f. The Union agrees to effectively utilize and manage its communications space through coordination of mailings and archiving or deleting unnecessary files.

3. Posting of Information:

- a. Bulletin board space of at least 24 by 36 inches for posting notices and literature, limited to NFFE Local Lodge use only, will be available at each location where there is an employee information bulletin board.
- b. Additional bulletin boards and/or space on a bulletin board may be negotiated at the local level.
- c. Management will provide space on the Agency intranet for the Union to post and maintain information, subject of the approval of the content by management.

4. List of Employees: Upon request, Management agrees to furnish to the Union, at the appropriate level:

- a. usually not more than quarterly, an up-to-date list of employees in the organizational unit showing name, position, title, grade, step, Bargaining Unit Status (BUS) code, Fair Labor Standards Act code, official duty station, and position type.
- b. usually not more than bi-annually, the list of employees and other information in a. will be provided with the addition of bargaining unit employee Agency email addresses.

5. **Publications:** Management agrees to provide to Union representatives and employees internet access to information such as the Forest Service Manuals (FSM), Position Classification Standards, and other publications. When the availability of the above information changes, it is an appropriate subject for impact and implementation bargaining under Article 11. Access to other reference materials may be negotiated at the appropriate level unless prohibited by law, rule, or regulation.
6. **Government-Owned or -Leased Transportation:** A Union representative performing union representational functions on official time may be approved to use Government-owned or -leased transportation provided:
 - a. Transportation is available or a seat is available at no additional cost and
 - b. The Union representative has made reasonable efforts to resolve the matter through the use of current communication technologies.
 - c. Management has determined that such use is reasonable and necessary for a representational function as described in Article 5.5.

ARTICLE 8

LABOR-MANAGEMENT RELATIONSHIP

1. The Parties agree to work together to enhance the principles of mutual: trust, accountability, understanding, and respect.
2. The National Parties may meet semi-annually to discuss labor-management relations and other topics of interest to the Parties. Each Party may designate no more than three individuals to attend the meetings. The meetings will be held virtually, unless otherwise agreed. The Parties shall agree to the meeting agenda in advance of each meeting. If the Parties cannot reach an agreement on any agenda items, the Parties will not discuss these items at the meeting. Each Party shall bear its own costs related to attendance at meetings.
3. The Parties agree to engage in informal and formal processes to identify problems and craft solutions to better serve the Agency's employees, mission, and the public. Local parties are encouraged to engage in similar processes when doing so will bring benefit to the Agency's mission.
4. The Parties will notify one another of emerging topics or initiatives that may affect conditions of employment as soon as practical unless mitigating circumstances prevail.
5. The Parties see value and share a mutual interest in conducting jointly sponsored training on topics relevant to the efficient and effective administration of the Master Agreement or to develop a common understanding of the Master Agreement.

ARTICLE 9

GRIEVANCES

1. Common Goal: The purpose of this article is to provide a mutually acceptable

method for the expeditious resolution of workplace issues raised by the parties and/or employees pursuant to 5 USC 7121. The Parties agree that grievances should be resolved in an orderly, efficient, and equitable manner that will maintain the self-respect of the employee and be consistent with the principles of good management and the public interest. The Parties are committed to making every effort at resolving issues at the lowest level possible. The parties are encouraged to use technologies that reduce the need for travel.

2. **Grievance Prevention:** Most grievances arise from misunderstandings or disputes that can be resolved promptly and satisfactorily on an informal basis. To resolve issues that may result in grievances, potential grievants are encouraged to contact and discuss their concerns with the other party. However, such discussions prior to the start of the grievance process do not extend any time frames unless mutually agreed to in writing.

3. **Definitions:** Grievance means **any complaint by any—**

- a. Employee concerning any matter relating to his or her employment.
- b. Labor organization concerning any matter relating to the employment of any employee.
- c. Employee, Labor organization, or Agency concerning—
 - (1) The effect or interpretation, or a claim of breach, of a collective bargaining agreement.
 - (2) Any claimed violation, misinterpretation, or misapplication of any law, rule, or regulation affecting conditions of employment.

4. **Application:**

- a. A grievance may be filed by an employee or a group of employees, by the Union, or by Management.
- b. Only the Union, or a representative designated by the Union, may represent employees in such grievances. Designations may be done electronically.
- c. Any employee or group of employees may personally present a grievance and have it resolved without representation by the Local Lodge provided that the Local Lodge will be given an opportunity to be present and participate on behalf of the bargaining unit at all formal discussions between the grievant(s) and management pertaining to the grievance.
- d. All transmittals in this article shall be done by electronic means, unless electronic means are impractical.
- e. **Grievance Resolution Meetings:** Meetings to resolve grievances filed under the negotiated grievance procedure are formal discussions to which Union representatives must be invited. The Parties will follow Article 5 as it applies to Union representation in these meetings. The parties will inform one another of whom the Union and Management representatives and participants will be prior to the meeting. No more than one Union representative will be granted official time for a grievance meeting; however, this provision in no way restricts the parties' right to invite additional participants at their own cost.

5. Exclusions:

The following items are excluded from the grievance procedure to the extent provided by statutes and case law:

- a. Any claimed violation of 5 USC 73, Subchapter III relating to prohibited political activities (Hatch Act).
- b. Retirement, life insurance, or health insurance.
- c. A suspension or removal under 5 USC 7532 (national security reasons).
- d. Any examination, certification, or appointment.
- e. The classification of any position that does not result in the reduction in grade or pay of an employee.

The following additional items are excluded from the grievance procedure:

- f. Reduction-in-Force or furloughs of more than 30 days.
- g. Separations during a probationary or trial period. Grievance rights of probationary or trial employees will be consistent with their appellant rights before the Merit Systems Protection Board (MSPB).
- h. Separation or a reduction-in-grade taken against specific employees who have no statutory right to appeal those adverse personnel actions to the MSPB. (This exclusion shall be null and void should a decision by mutual agreement of the Parties or by a third party be rendered that a precedential change in case law occurred that approves or provides for grievances of this nature.)
- i. Non-disciplinary letters pertaining to cautionary situations (Article 22.4).
- j. The assignment of ratings of record, when those rating are fully successful or above.
- k. The award of any form of incentive pay, including cash awards, quality step increases, or recruitment, retention, or relocation payments, except in cases of administrative error.
- l. Bills of Collection for \$100 or more issued to employees, which are covered by special process in Article 4.
- m. Collections from accountable officers (unless case law makes it grievable).

6. Election of Forum:

- a. Filing a grievance constitutes an election of forum. If the grievance forum is selected, then generally a complaint may not be filed on the same issue/same theory in the forums identified in 6.b below. Conversely, a complaint filed in one of the forums in 6.b below will bar a grievance over the same issue/same theory.
- b. For those matters that are grievable, this procedure shall be the exclusive procedure for the parties and employees. However, nothing in this section shall prevent employees from electing instead to exercise their statutory rights to:
 - (1) File a formal Equal Employment Opportunity complaint.
 - (2) Appeal adverse actions (5 USC 7512) or actions for unacceptable performance (5 USC 4303) to the MSPB.

- (3) File an unfair labor practice charge with the Federal Labor Relations Authority.
- (4) File complaints for corrective action from the Office of Special Counsel.
- c. If an agency listed above determines that they have jurisdiction to hear an appeal or complaint of an employee who filed a grievance in writing on the same issue, the grievance will be cancelled.
- d. Nothing in this article shall prevent an employee from filing a complaint with Office of Special Counsel.

7. Step 1 Grievance Procedure:

- a. A Step 1 Grievance must be filed prior to filing a Step 2 Grievance except for grievances regarding:
 - (1) Union release for official time under Article 5,
 - (2) Actions under 5 USC 7512 (Adverse Actions) or 5 USC 4303 (Unacceptable Performance), or
- (3) Violation of Article 16 procedures, which are grieved directly at the Step 2 level.
- b. For all other grievances, the grievant and/or representative must file the Step 1 Grievance with the appropriate Step 1 Receiving Official in writing with a carbon copy to the designated Labor Relations Specialist within 30 days of the incident resulting in the complaint or the date the grievant first became aware of the matter.
- c. Step 1 Grievance notification: When submitting a Step 1 Grievance, the grievant or his or her representative shall:
 - (1) Identify that this is a “Step 1 Grievance.” Grievants shall state this identification in the subject of e-mail or hard-copy document.
 - (2) Identify the incident resulting in the complaint.
 - (3) Identify the date of the incident.
 - (4) Include to the fullest extent possible information on the alleged violation(s) of the Master Agreement, supplemental or subordinate agreements, or any law, rule, regulation or policy incident.
 - (5) Identify relief requested.
 - (6) Optional—Provide suggested alternative dispute resolution techniques for resolving grievances.
- d. The parties may resolve the grievance using an alternative dispute resolution technique acceptable to both parties (see Section 12 on Settlements). If no settlement is reached, the Step 1 Deciding Official will transmit a written decision to the grievant and the Union within 30 days after transmittal of the Step 1 Grievance.
 - (1) For Local Lodge and employee grievances, Management will carbon copy the appropriate Council Vice President.
 - (2) For Management grievances, the Union will carbon copy the designated Labor Relations Specialist.

(3) Included within such decision shall be a statement indicating the grievant's right to submit a Step 2 Grievance.

8. Step 2 Grievance Procedure:

- a. If the grievant is dissatisfied with the Step 1 Decision, the grievant may file a Step 2 Grievance with the appropriate Step 2 Receiving Official within 30 days of receiving the Step 1 Grievance Decision. If a Decision is not received within 30 days of the transmittal of the Step 1 Grievance, the grievant may file a Step 2 Grievance within 30 days of when the Step 1 Decision was due.
- b. In the case of grievances filed over disputes regarding release for official time under Article 5, no Step 1 grievance is required. The Union must file a Step 2 Grievance with the appropriate Step 2 official within 30 days of the notification.
- c. In the case of grievances filed in response to a written decision letter notifying the employee of an action under 5 USC 7512 (Adverse Actions) or 5 USC 4303 (Unacceptable Performance), no Step 1 grievance is required. An employee must file a Step 2 grievance within 30 days of the effective date of the action or within 30 days after receipt of the Agency's decision, whichever is later.
- d. In the case of grievances filed over disputes regarding violations of Article 16, no Step 1 grievance is required. In these instances, a Step 2 Grievance must be filed with the appropriate Step 2 official within 30 days of the incident resulting in the complaint or the date the grievant first became aware of the matter.
- e. A Step 2 Grievance will contain the following:
 - (1) Subject identifying that this is a "Step 2 Grievance." Grievants shall state this identification in the subject of the e-mail or hard-copy document.
 - (2) A copy of the Step 1 Grievance and supporting documents, if applicable.
 - (3) A copy of the Step 1 Grievance Decision (if one was received).
 - (4) The issue(s) being grieved at this Step.
 - (5) Any additional supporting evidence available at the time. (Note: If additional information comes to hand after submittal, provide information and continue to attempt to resolve.)
 - (6) The relief requested.
- f. The grievant/representative is encouraged to include citations of the alleged violation, misinterpretation, or misapplication of the Master Agreement, supplemental agreements, subordinate agreements, or any law, rule, regulation or policy affecting conditions of employment, if applicable.
- g. The grievant shall file the Step 2 Grievance with the appropriate Step 2 Receiving Official with a carbon copy to the designated Labor Relations Specialist.
- h. The parties may resolve the grievance using an alternative dispute resolution technique that is acceptable to both parties (see Section 12). If no settlement is reached, the Step 2 Deciding Official will transmit a written decision to the grievant and Union within 30 days after transmittal of the Step 2 Grievance. The written decision letter will identify the right to arbitration, supporting documents, and appropriate citations, if applicable. The

Parties encourage including supporting rationale in the decision letter.

(1) For Local Lodge and employee grievances, Management will carbon copy the appropriate Council Vice President.

(2) For Management grievances, the Union will carbon copy the designated Labor Relations specialist.

- i. This response shall be the final Agency or Union decision on the grievance.
- j. If the grievance is not resolved, the matter may be referred to arbitration in accordance with Article 10.
- k. If mediation has not been used previously, the parties are strongly encouraged to engage in mediation prior to arbitration. This does not affect time limits for invoking arbitration.

9. Grievance Receiving Officials:

- a. Local Lodge or employee(s) file grievances with the respective individual(s) listed.

Organization	Step 1	Step 2
JCCC Center	Center Director	Appropriate National JCCCC Assistant Director (AD)
JCCCC National Office	Appropriate National JCCCC AD	JCCCC National Director
National Forests	Forest Supervisor	Deputy Regional Forester (DRF)
Regional Office	Staff Director (if there is one) or DRF	DRF or Regional Forester if Step 1 filed with DRF
Research Station, IITF, or FPL	Assistant Station Director or Program Manager	Assistant Station Director, Deputy Station Director, or Director
National Technology and Development Program	Director	WO Engineering Staff Director
Washington Office	Staff Director (if there is one) or the Associate Deputy Chief (ADC)	Appropriate Deputy Chief
Law Enforcement & Investigations (LE&I) Field	Special Agent in Charge	Deputy Director
LE&I and Local Lodge grievance that affects more than one Region	Deputy Director	National Director
Chief Information Office (CIO)	Deputy Director of CIO	Director of CIO
Budget and Finance (B&F)	Deputy Director of B&F	Director of B&F
Enterprise Teams	Director	ADC for Business Operations
Other WO-detached (for example CAT)	Appropriate Staff Director	Appropriate ADC
Human Resource Management (HRM)	Assistant Director	Director of HRM
Unit not identified above	Designated Labor Relations Specialist	Designated Labor Relations Specialist

- b. Intermediate or National Union officials or their designees file grievances with the respective individual(s) listed.

Organization	Step 1	Step 2
JCCCC Vice President (VP)	Chief of Staff of JCCCC	National Director of JCCCC
National Forest System VP	Deputy Regional Forester	Regional Forester
WO and WO-detached VP	Appropriate Staff Director	Appropriate Associate Deputy Chief (ADC)
Research VP	ADC, Research	Deputy Chief, Research
NFFE-FSC President	ADC, Business Operations	Deputy Chief, Business Operations

- c. Management officials or their designees file grievances with the respective individual(s) listed at the right:

Organization	Step 1	Step 2
Local Manager	Local Lodge President or PPOC	Appropriate NFFE-FSC Vice President
Intermediate Manager	Appropriate NFFE-FSC Vice President	NFFE-FSC President
National Manager	NFFE-FSC Grievance Chair	NFFE-FSC President

10. Authority:

- The party receiving the grievance will forward the grievance to the Deciding Official who will act upon the grievance. If different from the Receiving Official, the name of the Deciding Official will be communicated to the grievant as soon as practical, normally within ten (10) days of receipt of the grievance. For Union or employee grievances, a copy will be sent to the Union Official designated to handle the grievance or the Local Lodge President/PPOC if no Union Official has been designated.
- The Deciding Official must have full authority to resolve all issues being grieved.
- The Step 2 Deciding Official shall not be the same as or subordinate to the Step 1 Deciding Official.
- In the case of a grievance involving disciplinary action, it is not appropriate for the grievance Deciding Official to be the same individual as or subordinate to the Deciding Official for the disciplinary action.

11. Time Limits:

- Time limits for this article start with “Day One” on the day following occurrence of the incident being grieved or when the grievant became aware of the issue, transmittal of the grievance to the Receiving Official, or the transmittal of the decision to the grieving party.
- The intent of the National Parties is for all participants to act within the time limits allowed within this article. However, time limits in this article may be extended by mutual written consent of the parties involved in the grievance.
- When information needed by Management to process a grievance is requested from a grievant or the Union, the time limits will be extended equal to the amount of time required to receive the requested information but not more than 15 days. If the information is not received during that time period, Management will render a decision based on the information they have at the time.

- d. When information needed by the Union to process a grievance or to determine whether a grievance exists is requested from Management, any applicable time limits will be automatically extended equal to the number of days it takes to either receive the information or a written statement that the information does not exist or its release is barred by statute.
- e. Failure by the grieving party to meet time limits, or to request and receive an extension of time, shall automatically terminate the grievance, unless mitigating circumstances prevail.
- f. Failure of the deciding official to meet time limits on grievances, or to request and receive an extension of time, shall result in the deciding party's liability for the arbitrator's fees and expenses, unless mitigating circumstances prevail.

12. Settlement of Grievances:

- a. Any grievance that is jointly agreed to be resolved will be documented in a written settlement agreement using the settlement agreement template (Appendix D), which the grievant, Union, and the Deciding Official will sign and date.
- b. Any settlement agreement constitutes a full and final resolution of any and all alleged issues raised in the grievance thereby terminating the grievance.
- c. If a party believes that another party has failed to comply with the terms of the agreement, the party may:

(1) File a new Step 1 grievance requesting that the terms of the settlement agreement be specifically implemented,

OR

(2) Reinstate the grievance at the next step from where the settlement occurred, if applicable.

Either 1 or 2 above must be done within 30 days following the date on which the grievant knew or should have known of alleged noncompliance.

- d. Any settlement must be consistent with the terms of this Master Agreement and applicable Supplemental Agreements.
- e. Regardless of whether the Union is representing an employee in a grievance, the Union will be given the opportunity to be present in all grievance settlement discussions. The Union will be given a copy of all grievance settlement agreements, within 14 days of signing, redacted as necessary to comply with the Privacy Act.

13. Grievance Termination: A grievance will terminate—

- a. At the grievant's request.
- b. Upon termination of employment with the Agency, unless personal relief to the employee may be granted after termination of employment.
- c. Upon the death of the employee, unless the grievance involves a question of pay.
- d. Upon failure by the grieving party to meet time limits, or to request and receive an extension of time, unless mitigating circumstances prevail.

ARTICLE 10

ARBITRATION

- 1. Introduction.** If the decision on a grievance processed under the negotiated grievance procedure is not acceptable, the issue may be submitted to arbitration. For simple, nonprecedential cases in which the facts are not in dispute, the parties may agree to use an expedited process as described in Section 10 of this Article.

The invoking party is encouraged to discuss using expedited arbitration with the responding party prior to invoking arbitration, so that an appropriate list of arbitrators can be obtained.

2. Process for Invoking Arbitration of a Grievance

- a. Prior to invoking arbitration, the invoking party will submit a request to the Federal Mediation and Conciliation Service (FMCS) or the American Arbitration Association (AAA) for a list of seven impartial persons qualified to act as arbitrator.
- b. The notice invoking arbitration must be in writing, signed by an Officer of the NFFE-FSC or the Local Lodge President, or the appropriate Management official, and submitted to the other party within 28 days following issuance of the final grievance decision. If a final grievance decision is not received within the established timeframe per Article 9, then the 28-day timeframe to invoke arbitration begins the day after the final grievance decision was due.

An invocation-of-arbitration notice will include a copy of the list, or a copy of the request for a list, of FMCS- or AAA-certified arbitrators. Failure to invoke arbitration within the 28 days will result in termination of the grievance.

- c. After arbitration is invoked, the parties may mutually agree to use a dispute resolution process. Use of the dispute resolution process does not suspend any of the timeframes in this article unless mutually agreed by the parties.
 - d. The party invoking arbitration may opt to postpone the arbitration hearing date, if that party has filed an Unfair Labor Practice charge alleging information relevant to the case has been withheld, until the Federal Labor Relations Authority (FLRA) has rendered its decision.
- 3.** Where there are a number of grievances concerning the same issue, the parties will review the issue and may mutually agree to combine the grievances for a single decision on all the cases by the arbitrator.
 - 4. Selecting the Arbitrator.** Unless otherwise agreed, the following process will be used:
 - a. Within 21 days after receipt of the list of arbitrators, Management and the Union shall confer to select an arbitrator. If either party fails to participate in the selection process, the other party will make a selection of the arbitrator from the list.

- b. If the parties cannot agree on an arbitrator from the list, each party shall strike one name in turn from the list. The determination of which party shall strike first from the list will be determined by the flip of a coin. After each party has struck three names from the list, the remaining person shall serve as the arbitrator.

5. Submissions

- a. The parties are encouraged to jointly frame the issue(s) prior to the start of the arbitration hearing.
- b. If the parties cannot agree on a joint statement of the issues, they will submit separate statements to each other and to the arbitrator. The arbitrator will decide the issues to be heard on this basis.

6. Arbitration Process

- a. If the parties do not agree to expedited arbitration, a formal hearing shall be held.
- b. The parties agree that Union and Management representatives for each arbitration will be limited to two representatives: a lead representative and a technical representative for each party, unless otherwise agreed. The representatives will be identified as soon as possible to each other prior to the hearing.
- c. The parties agree to exchange witness lists and/or information that is germane to the case with each other prior to the arbitration through a designated official. This period of exchanging witness lists and requesting information will end 14 days prior to the arbitration date. Information germane to the case will be furnished to the parties no later than 10 days prior to the arbitration hearing. Questions raised as to whether a witness is necessary or information is germane will be resolved by the arbitrator.
- d. Upon selection of the arbitrator in a particular case, the respective representatives for the parties will communicate jointly with the arbitrator and each other in order to select a mutually agreeable date for the arbitration hearing. The parties will endeavor to schedule the hearing within 90 days after arbitration is invoked. If the parties are unable to mutually agree and schedule a hearing date within 90 days, the arbitrator will select a date.
- e. If the arbitrator is not available within the timeframe, the parties shall agree either to extend the timeframe or select a different arbitrator.
- f. All communications with the arbitrator will include the other party unless otherwise mutually agreed.
- g. The arbitrator will be requested to render the decision and remedy to the parties as quickly as possible, but, in any event, no later than 30 days after the conclusion of the process as described above, unless the parties otherwise agree.
- h. The arbitrator's decision shall be final and binding, unless an exception is filed with the FLRA or judicial review is sought. If no exception/review is filed, the arbitrator's decision and remedy will be implemented.
- i. The intent of the parties is for all participants to act within the time limits allowed within this article. However, time limits in this article may be extended by mutual consent.

7. Authority

- a. The arbitrator's authority is limited to the adjudication of issues that were raised in the grievance procedure or pursuant to Section 9. The arbitrator shall not have authority to add to, subtract from, or modify any of the terms of this Master Agreement, or any supplement thereto.
- b. In considering grievances concerning actions based on unacceptable performance and adverse actions appealable to the Merit Systems Protection Board (MSPB), the arbitrator shall be governed by 5 U.S.C. 7701(c)(1) and, to the extent applicable, by the precedential decisions of MSPB.
- c. The arbitrator shall have the authority to require the parties to produce information to the extent allowed by statute, law, and/or regulation.

8. Fees and Expenses

- a. The cost of arbitration, including panel request fees and arbitrator's fees and expenses, shall be borne by the losing party. When a decision does not clearly favor one party's position over the other, the arbitrator may specify that all costs should be borne equally by the parties.
- b. The cost of arbitration expenses for threshold or enforcement issues will be paid by the losing party in each proceeding.
- c. If a clarification of an arbitrator's decision is necessary, the requesting party will pay for the additional arbitration fees and expenses. The arbitrator will be requested to complete the clarification within 30 days. If jointly requested, the costs will be shared.
- d. An employee who is found to have been affected by an unjustified or unwarranted personnel action that has resulted in the withdrawal or reduction of all or part of the pay, allowances, or differentials of the employee is entitled, on correction of the personnel action, to receive reasonable attorney fees related to the personnel action, awarded in accordance with standards established under 5 U.S.C. 7701(g).
- e. The arbitration hearing will be held, if possible, on Management's premises and during the regular day-shift hours, unless mutually agreed otherwise.
- f. Absent an emergency or other special circumstance, the grievant and any employee called as a witness, under subsection 6.c, will be released from duty to the extent necessary to participate in the scheduled official proceedings. Their participation will be on official time and with travel expenses as authorized in agency travel regulations. If Management determines that the grievant or an employee called as a necessary witness cannot be released to participate at the scheduled time, Management will notify the Arbitrator and the Union as soon as practical and explain why the employee(s) must be withheld from participating and when Management expects to be able to make the employee(s) available.

The parties shall defer to any ruling by the Arbitrator as to how to resolve the issue. If Management determines that the grievant or an employee called as a witness cannot be released at the scheduled time, Management will be considered to have raised the issue, and subsection 8.i, below, will apply.

- g. Those Union representatives employed by the Forest Service will be entitled to

official time, travel, and per diem expenses.

- h. Employee participants on shifts other than the regular day shift will be temporarily placed on the regular day shift for the pay period(s) of the hearing in which they are involved.
- i. If threshold or other issues are raised later than the arbitrator's cancellation date, then the party raising the issue shall be responsible for the costs incurred to reschedule the arbitration on the merits of the grievance unless mutually agreed otherwise by the parties.
- j. Transcripts: The cost of a transcript, requested by one party for its exclusive use and not shared, shall be borne by the requesting party. If it is mutually agreed to request a transcript, the cost will be borne equally.

9. Grievability/Arbitrability/Timeliness Threshold Determinations

- a. The Parties agree that threshold issues should be raised as soon as possible, preferably during the grievance process. If not previously raised during the grievance process, the parties will raise threshold issues by submission of a written statement of the issue, including any supporting documentation, to the other party. If the parties are unable to resolve the issue, the party raising the issue may submit it to arbitration. The arbitrator to whom the issue is submitted shall have the authority to settle the threshold issue.
- b. Threshold questions shall be resolved and decided by a separate arbitration prior to the hearing on the merits of the grievance. If requested by either party, the threshold issue will be decided by an arbitrator different from the one selected to hear the merits of the case.

10. Expedited Arbitration. In an effort to reduce time and expenses of some grievance arbitrations, the parties may agree to expedited procedures that may be appropriate in certain nonprecedential cases or those that do not involve complex or unique issues. Expedited arbitration is intended to be a mutually agreed upon process whereby arbitrator appointments, hearings, and awards are acted upon quickly by the parties and the arbitrators. The process is streamlined by mandating short deadlines and eliminating requirements for transcripts, briefs, and lengthy opinions.

The parties may elect to use the expedited processes of FMCS, AAA, or any of the procedures described below:

- a. A stipulation of facts to the arbitrator can be used when both parties agree to the facts at issue and a hearing would serve no purpose. In this case, data, documentation, etc., are jointly submitted to the arbitrator with a request for a decision based upon the facts presented.
- b. An arbitrator inquiry may be used to expedite the resolution of the grievance. In this case, the arbitrator would make such inquiries as he or she deemed necessary, prepare a brief summary of the facts, and render an on-the-spot decision with a summary opinion. The parties may mutually agree to eliminate the summary opinion.
- c. Mini-arbitration: In this case, an oral hearing will be held. The arbitrator will prepare a brief summary of the facts and render a decision with a summary opinion.

The parties may mutually agree to eliminate the summary opinion.

- d. Mediation-Arbitration: The parties may mutually agree to a certified AAA or FMCS arbitrator who will use a mediation-arbitration process to determine the outcome of the case.

11. Exceptions and Appeals

- a. An exception to the arbitrator's decision may be filed in accordance with FLRA regulations.
- b. For arbitration cases related to actions taken under 5 U.S.C. 4303 (unacceptable performance) and 5 U.S.C. 7512 (suspension of greater than 14 days, demotions, removals, etc.), either party may request judicial review during the 30-day period beginning on the date the Award is served on the party for cases in which discrimination covered by 5 U.S.C. 7702 is alleged as a basis for the appeal and 60 days for nondiscrimination cases.

- 12. Implementation of Arbitration Awards.** To facilitate implementation of the Award, the arbitrator who heard the threshold issues and/or merits of the case will retain jurisdiction until the Award is implemented. Arbitration Awards will be implemented as soon as possible following the final decision. A decision is not considered final until all exceptions, if any, are resolved.

ARTICLE 11

MIDTERM NEGOTIATIONS

- 1. Purpose:** The purpose of this article is to provide a process for negotiations during the term of this Master Agreement.

2. General Provisions:

- a. The Master Agreement is controlling, and neither the Union nor Management may negotiate nor implement any change that conflicts with this Master Agreement. Only the National Parties may reopen the Master Agreement, in whole or in part, during its term and only upon mutual agreement subject to Article 45 Section 2.
- b. The Parties agree that changing conditions may create a need for either Management or the Union to propose midterm negotiations. Either party may propose changes in conditions of employment not in conflict with this Master Agreement during its term. The procedures in this Article will be used when such changes in conditions of employment are proposed and are not covered by this Agreement.
- c. The parties at all levels are advised to consider Article 8 when contemplating changes in conditions of employment. If issues are not fully resolved through informal discussion, and there is a bargaining obligation, Management will notify the Union and negotiate as appropriate in accordance with the provisions of this article and law.
- d. Management agrees that it will not unilaterally implement changes in personnel policy or practices that affect conditions of employment, including those originating from terms of dispute settlement agreements, unless there is an emergency or the date of implementation is required by law. In these situations, post-implementation issue resolution or negotiations

may be appropriate.

- e. Management may implement changes in personnel policy or practices that affect conditions of employment that are not in conflict with this Master Agreement. When the changes create a bargaining obligation, Management will notify, in writing, the appropriate Union officials of the proposed changes and provide the opportunity to negotiate, including conclusion of mediation and impasse procedures if the services of either the Federal Mediation & Conciliation Service (FMCS) or the Federal Service Impasses Panel (FSIP) are invoked by either Party.
- f. If negotiations are invoked, the parties at the level proposing the change are obligated to meet or otherwise communicate in a timely manner and bargain in good faith, which may include mediation and impasse procedures.
- g. At the completion of negotiations, the parties agree to support the negotiated agreement.
- h. Nothing in this article shall be construed to limit either party's statutory rights.
- i. Parties may address alleged violations of this Article through either the grievance/arbitration process or through filing an Unfair Labor Practice (ULP), but not both.

3. Negotiation Procedures:

- a. The parties agree to use the Article 11 Proposal, Response to Proposal, and Ground Rules checklists (Appendix E).
- b. Notifications and response timelines. The designated official of the proposing party will provide written notice delineating proposed changes to the designated official of the responding party, utilizing the Article 11 Proposal checklist. After receipt of the notice and proposal, the responding party will respond as quickly as possible, but no later than 14 days.
 - (1) If negotiation is invoked, the responding party will have an additional 14 days to use the Article 11 Response to Proposal checklist to submit specific proposals for negotiation and submit proposed ground rules as per the checklist. The Parties will schedule a time and begin negotiating within 10 days after Management's receipt of the Union's Article 11 Response, unless the parties mutually agree to extend timeframes.
 - (2) If the responding party does not wish to invoke negotiations, they will respond to the other party in writing as soon as possible, but no later than 14 days after receipt of the original Article 11 Notice.
 - (3) On a Management-initiated proposal, if response is not received within 14 days, Management will deem the Union's request to negotiate waived and closed and may proceed with implementation of the proposal, unless there is a mutually agreed-upon extension in writing. In situations where management did not notify both of the appropriate union officials identified in d. below, the union has 28 days to respond before management may proceed with implementation.
- c. Negotiation Ground Rules:
 - (1) The parties will establish a ground rules agreement (as per checklist) for each negotiation. The National Parties encourage the use of facilitated negotiation, and the use of technologies that reduce the need for travel, but the conducting of a specific negotiation may be by any method and means agreed to by the parties.

Regardless of the negotiation method used, the parties are encouraged to work expeditiously.

(2) Facilitation expenses for Article 11 negotiations:

- (a) Any expenses incurred for external facilitation will be fully borne by the party issuing the Article 11 notice.
- (b) Travel and per diem expenses incurred for internal facilitation will be borne by the party issuing the Article 11 notice.

d. Designated Officials and Points of Contact:

- (1) For the National level: Designated official for the Union is the NFFE-Forest Service Council (NFFE-FSC) President, and copy the NFFE-FSC Negotiations Committee Chairperson. Designated officials for Management are listed in the Forest Service Manual (FSM) 6100 Delegations of Authority Manual Supplement for negotiations, as amended and copy the Designated Labor Relations Specialist.
- (2) For the Intermediate level: Designated official for the Union is the NFFE-FSC Vice President, and copy the NFFE-FSC Negotiations Committee Chairperson. Designated officials for Management are listed in the FSM 6100 Delegations of Authority Manual Supplement for negotiations, as amended and copy the Designated Labor Relations Specialist.
- (3) For the Local level: Designated official for the Union is the primary point of contact (PPOC) for the organized unit as designated per Article 5, or the Local Lodge President, if no PPOC has been designated, and copy the appropriate NFFE-FSC Vice President.
- (4) Designated officials for Management are listed in the FSM 6100 Delegations of Authority Manual Supplement for negotiations, as amended and copy the Designated Labor Relations Specialist.

If the proposing party is unclear who the designated official is for a particular organization, the NFFE-FSC Secretary-Treasurer, for the Union, or the National Labor Relations Officer, for the Agency, may be contacted and will provide the name and contact information of the designated official.

e. Delegation of Authority:

- (1) When the lead negotiator, for either party, is other than the designated official, their delegation of authority shall be in writing.
- (2) The National Party or intermediate-level parties may delegate their authority in writing to negotiate specific issues, otherwise negotiable at their level, to parties at subordinate levels in order to promote more effective and efficient resolution of issues that more directly affect those parties.

f. Information requests: The Parties agree that information requests must articulate a particularized need necessary to respond to the proposal/issue. When information is requested from the other party, any applicable time limits will be automatically extended equal to the number of days it takes to either receive the information or a written statement that the information does not exist or its release is barred by statutes. Information requests must be submitted to the designated Management official and the Designated Labor

Relations Specialist.

- g. Memoranda of Understanding: Unless mutually agreed otherwise by the negotiating parties, final negotiated agreements will be documented in a Memorandum of Understanding (MOU) and identify the parties to the MOU and its terms. If applicable, the MOU will state whether or not further negotiations may take place at the lower organizational level(s) and state any known conditions that need to be met prior to implementation of the changes giving rise to the negotiations and agreement. The MOU will state any conditions for reopening and/or the duration of the agreement.
- h. Printing and distribution: The timely printing and distribution of negotiated agreements will be the responsibility of Management, unless otherwise agreed. Posted agreements will be in compliance with Section 508 of the Rehabilitation Act of 1973 as amended (29 USC 794(d)).

4. Supplemental Agreements:

- a. Supplemental Agreements are agreements negotiated at the national level during the term of the Master Agreement.
- b. Normally, the subject addressed in a supplemental agreement will be addressed and incorporated into the Master Agreement in term negotiations.
- c. Existing supplemental agreements, not incorporated into the Master Agreement during term negotiations, remain in effect in accordance with their terms.

5. Subordinate Agreements:

- a. Subordinate agreements are agreements negotiated at the Local and intermediate levels during the term of this Master Agreement.
- b. The intermediate- or Local-level parties may bargain subjects that are not specifically covered by this Master Agreement, or which have been identified in higher-level agreements for further negotiations. Negotiated agreements between the Local and intermediate parties shall not duplicate, conflict with, or otherwise be inconsistent with the Master Agreement or supplemental agreements and may be subject to review by the National Parties. All Memoranda of Understanding should be posted on the FSweb.
- c. When subordinate negotiated agreements later come into conflict with subsequent higher level negotiated agreements, the higher level negotiated agreement will prevail. Subordinate-negotiated agreements will be modified to reflect changes necessitated by the higher level negotiated agreement.
- d. Existing subordinate negotiated agreements not in conflict with the Master Agreement remain in effect in accordance with their terms.
- e. Any question of validity or noncompliance of a subordinate negotiated to the Master Agreement or any supplemental agreements shall be submitted by either party to the National Parties for resolution. Questions and issues not addressed in any national agreements, as related to its contents, and whether such issues may be negotiated locally should be raised to the National Parties for resolution. A decision will be made by the National Parties within 30 days. If the Parties are unable to agree as to compliance or validity, either Party may submit the issue to arbitration.

6. Negotiability Disputes and Impasses:

- a. **Negotiability Disputes:** If Management believes a written Union proposal is nonnegotiable under 5 U.S.C. Chapter 71, they will raise the issue of negotiability in a timely fashion, at the early stages of the negotiation process, so that attempts can be made to cure any negotiability problems. If the negotiability issue cannot be resolved, the Union will be provided, upon written request, with a written statement of the rationale for a claim of nonnegotiability. The Union may submit a negotiability appeal to the Federal Labor Relations Authority (FLRA) in accordance with applicable regulations.
- b. **Impasses:** In the event the parties cannot reach agreement, either party may request assistance from the FMCS. If the matter remains unresolved, either party may request impasse resolution assistance from the FSIP.

7. Past Practices:

- a. Privileges of employees that by custom, tradition, and known past practice have become a condition of employment shall remain in effect unless modified pursuant to negotiations or such practices conflict with the Master Agreement, government-wide regulation, and/or statutory provision(s). When past practices are inconsistent with a government-wide regulation or law that requires an immediate change on or by a specified date, negotiations may occur post-implementation.
- b. The question of whether or not a particular set of circumstances rises to the level of a condition of employment, the change of which by Management would trigger a bargaining obligation, is a complex legal question. The parties at the intermediate and Local levels are advised to seek advice from the National level.

ARTICLE 12

PRENOTIFICATION FOR UNFAIR LABOR PRACTICE CHARGE

1. The Parties agree that prior to filing an Unfair Labor Practice (ULP) charge, the charging party will serve written notice of the alleged ULP charge on the other party. The charging party may file a ULP charge any time after providing the prenotification.
2. If the charged party requests the opportunity to discuss the issue(s), the parties will begin discussions as soon as possible but no later than 14 days after the charge is filed, unless more time is mutually agreed to. The parties are encouraged to resolve the issue in the prenotification stage.
3. The parties will have full authority to mutually agree to any procedures necessary for resolution.
4. Amendment of the ULP charges on the same issue will not necessitate a new prenotification of said charges. However, the parties are encouraged to discuss and try to resolve the issues(s) that gave rise to the amendment.
5. Neither party has the authority to waive or extend the 6-month statutory filing requirement.

6. If a ULP charge is filed with the Federal Labor Relations Authority (FLRA), the charging party may request the FLRA to allow the parties additional time to attempt resolution before proceeding.

ARTICLE 13

ORIENTATION OF EMPLOYEES

1. Management shall inform all new employees that the Union is the exclusive representative of employees in the Bargaining Unit and provide a copy of the written designation of Union officials (see Article 5.1.f). When the Union supplies Management with a Union packet, Management will provide it to new employees during their first 30 days.

All applicable subordinate agreements that apply to the Bargaining Unit may be included in the packets.

2. The national online New Employee Orientation shall include an item in the supervisor/employee checklist related to discussing labor organizations. The linked material will include:

- a. General information about Labor rights in the Federal sector;
- b. Information about the Bargaining Units in the Forest Service;
- c. Links to the Albuquerque Service Center, Human Resource Management Web site, the Master Agreement, the National Federation of Federal Employees-Forest Service Council Web site, and the SF-1187 payroll deduction form.

3. Upon request, Management will give the appropriate level of the Union a list of all employees added to the Bargaining Unit for the period requested.

4. Where practical to do so, supervisors will arrange to introduce new employees to a local Union official.

5. Discussions held with new Bargaining Unit employees where working conditions are discussed may constitute formal discussions (see Article 5.4).

6. The Union will be granted a period of time to speak at group orientation sessions that are held for employees. Such time will normally not exceed 1 hour, although additional amounts may be negotiated at the appropriate level. The Union will receive a reasonable notice at least 7 days prior to local sessions and at least 30 days prior to regional or national sessions.

7. Further details of Union participation in the orientation process may be negotiated at the appropriate level.

ARTICLE 14

POSITION DESCRIPTION AND CLASSIFICATION

1. Policy. Each employee shall have a position description (PD) that is accurate as to title, pay plan, series, and grade, and clearly states major duties that serve as the basis for establishing performance standards.

a. A PD is deemed to be accurate when the principal duties, knowledge requirements, and supervisory relationships are described, and it covers 80 percent or more of the work situation.

b. All major duties must be covered in the PD. "Major duty" is defined as a grouping of tasks that is series- or grade-controlling if they (1) are a regular and continuing part of the job; (2) are performed 25 percent or more of the time; and (1) involve a higher level of knowledge and skill.

c. Duties that require special training, performance, or credentials that are necessary to perform the job should be reflected in the PD, even if they are less than 25 percent of the employee's time.

d. Employee PDs or PD cover sheets, when created, updated, modified, or upon request, will identify:

(1) Any security clearance or background-check requirements; and

(2) Telework eligibility of the position.

e. The PD shall be reviewed annually by the employee and worksupervisor, normally during the performance evaluation process.

2. New or Revised Position Descriptions

a. When an employee is assigned additional major, regular, and recurring duties that are likely to exceed 12 months and are not reflected in their position description, Management will revise the PD to reflect the changes, in accordance with this Article.

b. For new employees, or when a new PD has been approved and classified, the supervisor and the employee will review and discuss the PD and how it relates to performance expectations under Article 15. With concurrence of the supervisor, the employee may have a Union representative present.

3. Position Description Review/Classification Procedure

a. Employee request for PD review (excluding research scientist positions): Any employee who feels that they are performing duties outside the scope of their PD, or that the PD is otherwise inaccurate, may make a written request to their immediate supervisor that the position be reviewed. The total aggregate timeframe for the process in (1)–(3) below will not exceed 45 days, unless mutually agreed in writing.

(1) Employee submits request for a PD review, along with a summary of inaccuracies and/or additional duties not described to their immediate supervisor. The employee and supervisor will discuss whether or not to submit a new PD.

(2) If the supervisor agrees that the PD is inaccurate, a proposed PD will be prepared, and the employee will be promptly provided with copies of all other documents the employee must complete. In preparing the proposed PD, the supervisor will consider the employee's written and oral comments, if applicable. If further modifications of the proposed PD occur prior to classification, the supervisor will discuss the changes with the employee.

Agency documents to be completed by employees as part of the PD review will be clear, concise, understandable, and similar for all employees and posted on the Classification section of the Human Resource Management (HRM) Web site.

(3) After the proposed PD and required documents are completed, the PD review package will be submitted to HRM by the supervisor for classification. A copy of the review package will be given to the employee.

b. Management-initiated PD Review: When a PD review is initiated by Management (for example, new classification standards or supervisor perceives a change in duties), the supervisor will discuss proposed changes to the PD and will consider feedback from the employee prior to submitting the PD review package to HRM for classification. The employee and supervisor will complete the applicable documents required to provide a complete PD Review Package.

c. If the employee and supervisor do not agree on the accuracy of the PD, the employee may grieve the accuracy of the PD in accordance with Article 9.

d. For all PD reviews, Management will communicate the classification determination to the employee within 60 days from the time the completed PD review package was submitted for classification. The employee will be given a copy of the reclassified PD, cover sheet, and, if applicable, the classifier's evaluation statement.

e. The employee may have Union representation during any discussions between the employee and supervisor or Management related to the review and classification. The role of the representative is to help the employee understand the process and articulate their duties. The representative will not be disruptive in the meeting.

f. Management shall refrain from temporarily reassigning an employee's work during the PD review if the sole purpose for reassigning the work is to avoid reclassification of the employee's position.

g. Panel Requests for Research Scientist Positions:

(1) The position review process for employees occupying research scientist positions is set out in the current Forest Service Guide for Preparing Research Scientist Position Descriptions.

(2) The employee shall initiate the review process by submitting to their immediate supervisor a panel package in accordance with the Guide. The supervisor shall review and suggest changes to the employee's package, and provide initial feedback to the employee within 30 days. Subsequent revisions will be completed in a timely manner.

(3) Normally within 90 days after HRM receives a complete panel package as described in the Guide, the panel will be scheduled and the employee will be notified of the panel date as soon as possible, so that they may notify their references.

(4) For panel decisions that recommend a grade of GS-14 and below, Management shall communicate the panel decision to the employee within 45 days from the panel date. Panel results for the GS-15 level will be communicated to the employee by Management within 30 days of receipt by HRM of the approval by the Deputy Chief of Research & Development. Recommendations for Scientific Technical level will be communicated to the employee after approval by the Deputy Chief and will include the date forwarded to the Department. The employee shall be given a copy of the panel evaluation report.

4. Position Classification Review/Appeal Procedure. The classification of any position that does not result in the reduction in grade and pay of the employee is not subject to the negotiated grievance procedure. However, when the accuracy of a PD has been established under Section 3, but the employee believes their position is not properly classified as to title, pay plan, series, and/or grade, the employee may:

a. Request a Forest Service position classification review:

(1) Research scientist positions. The process is addressed in the current FSH 6109.15, Chapter 30.

(2) All other positions. To initiate a classification review, the employee may submit such a request, through their supervisor, to a Forest Service classifier to have the classification of the position reviewed by a different Forest Service classifier. The classifier will consider the employee's written and oral comments. The employee may have Union representation during any discussions related to the review. The findings, including the reviewer's evaluation statement, will be reported in writing to the employee no later than 90 days from the date of the employee's request to the Forest Service classifier.

b. Appeal directly to the U.S. Department of Agriculture (USDA) or the U.S. Office of Personnel Management (OPM): The employee may use the USDA or the OPM Classification Appeal procedures directly, or upon completion of the Forest Service Position Classification Review in Subsection 4.a, above. Employees may request information on the classification appeal rights and process from Management.

5. Actions Following Reclassification at a Higher Grade. In accordance with 5 U.S.C. 7106, Management has the right to assign work. As such, if a review of a position or PD reveals that there has been an accretion of duties, one of the following actions will be taken:

a. If Management decides to promote the employee, they will be promoted at the beginning of the second pay period after the position has been classified at the higher level, in accordance with Article 16. In the event the promotion is delayed, Management will inform the employee of the reason for the delay and the pay period that the promotion will take effect.

b. If Management decides to eliminate and/or redistribute the grade-controlling duties, the employee will be advised in writing of this decision within 14 days of the completion of the review, including a summary of the duties that are being removed.

c. If Management temporarily needs the employee to perform these higher-graded duties, the employee will receive a noncompetitive temporary promotion, if otherwise eligible. Such temporary promotion will be effective at the beginning of the second pay period after the position has been classified.

ARTICLE 15

TEMPORARY PROMOTIONS AND DETAILS

- 1. Temporary Promotions:** A qualified employee placed in a higher graded position or assigned to a group of duties that have been properly classified at a higher grade, for 30 consecutive days or more, will be temporarily promoted into that position and paid accordingly. As with a detail, the employee returns to their regular duties and position at the end of the assignment.
 - a. Supervisors will refrain from rotating or scheduling assignments of employees to avoid compensation of a particular employee at the higher level.
 - b. Temporary promotions of over 120 days will be filled through competitive procedures unless filled with a noncompetitive-eligible employee.
 - c. An employee will not be deterred or prohibited from competing for or accepting a temporary promotion.
 - e. An employee cannot be noncompetitively promoted for more than 120 days in a 12-month period, unless they are eligible for non-competitive promotion.
 - f. The initial time period of a competitive temporary promotion shall be listed in the vacancy announcement. Any extensions to the initial period will be documented on an SF-50.
- 2. Details:** A detail is the temporary assignment of an employee, with no change in pay, to a different position or to a different set of duties for a specific period, with the employee returning to his or her regular or similar duties at the end of the detail. The employee continues to be the incumbent of the position from which they are detailed.
 - a. Employees may be detailed at any time or location to meet emergencies.
 - b. Details within an employee's commuting area may be voluntary or involuntary.
 - c. For details outside an employee's commuting area, Management of the sending unit will:
 - (1) Seek qualified volunteers for the assignment before directing an employee to an involuntary assignment;
 - (2) Except for emergencies, provide an employee at least 10 days' notice prior to the reporting date;
 - (3) Consider requests for relief under Article 42 from an employee for whom a detail assignment would create an undue hardship.
 - d. When Management determines the need for a detailer for more than 120 days, chooses to fill the position noncompetitively, and has determined through an open outreach process that there are two or more qualified lateral candidate employees within the competitive area of the detail position, Management shall rotate assignments at least every 120 days unless legitimate job-related reasons or travel/per diem costs require otherwise.
 - e. Additional procedures and arrangements may be negotiated at the appropriate level.

- f. Supervisors are encouraged to support employees on detail opportunities that assist employees to gain experience in other occupational series, especially when employees have educational qualifications for professional series when currently employed in a technical or administrative series.
- 3. Advertising Temp Promotion and Detail Opportunities.** If outreach is used to seek candidates from outside the organization for details and noncompetitive temporary promotions, then outreach notices should be posted, for at least 7 days, and the Outreach Notice will be posted using the procedures in Article 16.3.
- 4. Details in excess of 30 days and all temporary promotions require a completed SF-52 personnel action approved by the employment officer of the sending unit, and will be documented in the employees Official Personnel Folder (OPF) with copies of the record forwarded to the employee.
 - 5. See Article 19.3(c) for per diem and travel provisions related to temporary promotions and details outside the employee's commuting area.

ARTICLE 16

PROMOTIONS

- 1. All promotion and staffing procedures will be performed in accordance with applicable laws and regulations, government wide rule and regulation, as well as Departmental Regulation, 4030-335-002 - Merit Promotion and Internal Placement Plan dated July 22, 2015 (Merit Promotion DR) and, for bargaining unit positions, this Article.

The intent is to recruit highly qualified, diverse individuals; to give employees an opportunity to receive fair, equitable, and appropriate consideration for higher level jobs and develop their knowledge skills and abilities; and to provide career opportunities. Promotions, temporary promotions, and detail assignments are effective ways to increase employee retention, improve employee morale, encourage employee innovation, and encourage wise use of agency investments in current employees.

2. Definitions

- a. Advertise: The term "advertise" means that a vacancy announcement, also known as a Job Opportunity Announcement, is opened on USAJobs.
- b. Hiring Official: Management official who receives the referral list for evaluation.

3. Outreach - When outreach is conducted the following provisions apply:

- a. Outreach notices shall be posted in the Forest Service Outreach database, and they shall be accessible to all permanent employees through the Forest Service intranet and available on the Forest Service internet website.
- b. Employees are encouraged to develop profiles in both USAJobs and the Outreach database to facilitate receiving notices on jobs for which they may be interested.
- c. Outreach notices, at a minimum, will include the following information:
 - (1) Title, series, grade;
 - (2) Location(s);

- (3) Point of contact information;
- (4) Response timeframe(s);
- (5) If used for details and temporary promotions, the anticipated starting and ending dates of the assignment and whether travel expenses will be authorized;
- (6) Positions in the Outreach notice will be described at least as broadly (in both series and grade) as how the position is actually filled or advertised.

4. Exceptions to Competition. The exceptions to competitive procedures include all items outlined in the Merit Promotion DR, Appendix G, and other applicable hiring authorities.

5. When Management fills vacancies in the bargaining unit by using Pathways Recent Graduate and Indefinite Appointments, the following procedures will be followed:

- (1) For conversion of Pathways Indefinite Interns to career or career-conditional positions when the target grade of the position is higher than GS-9 for Professional Positions, Management will advertise through Merit promotion.
- (2) For Pathways Recent Graduate vacancies, a companion Merit Promotion vacancy announcement will be advertised.

6. Merit Promotion Procedures When Management uses Merit Promotion announcements, the following procedures will apply:

a. Notifications to Applicants and Appeals

- (1) Applicants will be notified of the status of their application within 2 days after issuance of the referral list. At a minimum, applicants shall be notified:
 - (a) They were not referred: not eligible
 - (b) They were not referred: not qualified
 - (c) Referred to the hiring official.
- (2) In accordance with the USDA DR for Merit Promotion and Internal Placement employees may request a review of their application within 7 days of the notification that they are not referred to the hiring official. The employee will request a review by contacting HRM and opening a case. Management has 7 days to review the determination and render a final determination.
- (3) If there is a dispute over whether the employee has met the positive education requirement, management will seek the assistance of a subject matter expert to determine whether the employee meets the Basic Qualifications.
- (4) If an employee believes that they were not referred in error, management shall review the employee's entire application to determine whether the employee should have been referred.
- (5) If an employee's request for review was timely and it is determined that the employee should have been included among the candidates referred to the hiring official, if the position has not been filled, the employee will be added to the list of candidates and considered.
- (6) If the position was filled, and reconstruction of a promotion action shows that the employee should have been referred to the hiring official, the individual shall

receive priority consideration for one year for the next appropriate vacancy at the same series, grade, and promotion potential and geographic location. The individual eligible for priority consideration must be considered by the hiring official(s) before other applicants are ranked or referred for selection.

b. Release Dates under Merit Promotion. In accordance with the Merit Promotion DR:

- (1) An employee selected for promotion must be released within a full pay period, or a later date if agreed to by the employee and gaining unit.
- (2) For a selection other than promotion, the employee must be released no more than two full pay periods from date of selection. Exceptions may be made by management with input from the employee.

c. Release of Information While the Vacancy is Open: In accordance with the Merit System Principles, only applicant numbers and diversity of applicant pool are available during the open period of a vacancy announcement.

7. Career Ladder Promotions:

- a. Except as provided below, employees within a career ladder will be promoted to the next performance level as soon as they have:
 - (1) Met the time-in-grade requirements, AND
 - (2) Have successfully met the requirements of the current and the next higher grade in the areas in which they have been provided an opportunity to perform.
- b. If a supervisor's review leads to the conclusion that the employee's performance does not warrant a promotion or that other factors exist that may delay a promotion, the supervisor will provide a notice to the employee in writing 60 days before the employee is eligible for the promotion. If the decision not to promote was based on performance:
 - (1) The written notice will explain where the employee's performance is lacking and advise what the employee must do to qualify for the promotion. The employee will be given 60 days to improve to a level warranting promotion
 - (2) If, at the end of 60 days, performance has improved to an acceptable level, the employee will be promoted to the higher grade.
 - (3) However, if 60-day advance notice requirements are not met and performance is found to be acceptable at the end of the 60-day period, the promotion will be made retroactive to the date the employee met time-in-grade requirements.

8. Repromotion Rights:

- a. This section applies for up to 2 years from the date of involuntary demotion (see Appendix F). It does not apply to involuntary demotions due to performance or misconduct.
 - (1) Upon request, Management will provide the Union with a current list of employees, maintained by the Agency, with re-promotion rights. If the Union is designated to represent an employee on the list, upon request, the Union will be provided all information regarding the potential matches and the outcomes related to the potential matches for that employee.
 - (2) Candidates with repromotion rights will be given appropriate consideration, prior to

filling of vacancies.

- (3) When more than one employee has repromotion rights and both are qualified for a position, the employee with the earliest service computation date will be offered repromotion first.
- (4) Offers of positions outside the commuting area to employees whose positions have been downgraded, and who are entitled to saved-grade/saved-pay protections may be declined by the employee and shall not affect the entitlement to saved grade or saved pay. The distance involved in the commuting area shall be in accordance with the same definition as put forth in Article 35, Section 8d, of the Master Agreement.

b. After the two-year period covered above, the employee is still eligible for priority consideration to be repromoted to the highest grade previously held on a permanent basis (or intervening grade), if they apply for a position. In order to assert this eligibility, the employee must include the employee's repromotion letter or SF-50 showing their involuntary downgrade indicating that they have repromotion priority consideration when they apply for a vacant position.

9. Accretion of Duties: An accretion occurs when a qualified employee has been performing grade-controlling duties classified at a higher grade level for an extended period of time (normally 12 months) and will continue to perform the grade-controlling duties on a regular and recurring basis. If the action is supported by a classification determination, in accordance with Article 14 Section 5, Management may elect to noncompetitively promote the employee into the reclassified position if the conditions for accretion of duty in the USDA Merit Promotion DR have been met.

For the purpose of accretion of duties organizational unit means a "supervisory unit," which is typically the lowest level of an organizational unit where like work is performed.

10. Union Rights to Information

- a. Upon request to the designated Labor Relations specialist, Management will provide the union with the following information, if it exists, related to positions being advertised or filled in the bargaining unit in accordance with the Privacy Act:
 - (1) A copy of the vacancy announcement(s) issued for the vacancy;
 - (2) Justification for the use of selective factor(s) for a specific position; and
 - (3) Organizational chart, dated and signed by the appropriate Forest Service official that reflects the bargaining unit positions being filled.
 - (4) If the position was advertised through Merit Promotion, and the number of applicants on the Merit Promotion certificate regardless of whether a selection was made from the Merit Promotion certificate.
 - (5) If a selection has been made, the name of the selectee and the authority that was used to fill the position. Management will provide a response within 14 days of the union's request.
- b. Upon request, and with written designation of the Union to represent an employee who applied for a MPP vacancy for a permanent bargaining unit position and was not selected, the Union will receive the following documents pertaining to the vacancy (unless disclosure is barred by applicable law), within 14 days, if it exists:

- (1) Name of Person Hired
 - (2) The qualifications required for a position.
 - (3) Cut-off score for inclusion in the quality group
 - (4) A redacted list of applicants to the vacancy showing:
 - (a) Whether they were basically qualified
 - (b) Whether they were rated among the quality group
 - (c) Whether they were interviewed
 - (d) How they were evaluated by the merit promotion panel or human resources specialist, including the applicant's score on the occupational questionnaire and explanation of their qualification rating determination.
- c. Semi-Annual Hiring Summary: Twice a year, in October (covering April through September) and April (covering October through March) Management will provide the Union at the National level with the following information for all permanent positions filled in the bargaining unit, a table listing the following:
- (1) Selectee's name;
 - (2) Title, series, grade;
 - (3) Organizational code to Level 5;
 - (4) Duty Station; and
 - (5) The authority used to fill the vacancy (including Demo, Merit by Nature of Action Code, VRA, Schedule A, and Conversions of Pathways Interns and PMFs, or Pathways Recent Grads)
- d. Changes to union permissions to view expired records, active records, or the information report data and formats available to the Union in the 2016 Outreach Database will be subject to bargaining in accordance with Article 11.

ARTICLE 17

AWARDS PROGRAM

1. The Parties agree that the employee suggestion, incentive, and performance award programs are beneficial to both Management and the employee. The awards program will be administered in accordance 5 CFR 451, 430, and 531, Forest Service Handbook (FSH 6109.13 – Performance, Training, and Awards Handbook, Chapter 10), and the U.S. Department of Agriculture Guide for Employee Recognition. The Parties mutually agree that safety, civil rights, productivity, efficiency, and public service will receive emphasis in the awards program.

Labor Management Relations Committees and/or Partnership Councils may periodically evaluate and review the unit's awards program to ensure the administration is fair, equitable, effective, and understandable.

2 Employee Recognition. An award is something bestowed or an action taken to recognize and reward individual or team achievement that contributed to meeting organizational goals or improving the efficiency, effectiveness, and economy of the Forest Service operations or is in the public interest. Group awards should be given based on the employee's contribution or participatory value rather than solely on the employee's grade. Awards may have the effect of motivating employees to increase their productivity and creativity for the benefit of the Agency and its customers. To meet this goal, awards should be given as soon as possible after the achievement. Awards programs will be equitable in opportunity and there must be fairness and equity in the distribution of awards. All employees will be given an equal opportunity to work at a level sufficient for award eligibility. Except for Quality-Step Increases, all awards are available to temporary employees; however, term employees are eligible for Quality-Step Increases.

3. Effective awards programs include performance bonus awards, monetary awards, nonmonetary awards, and time-off awards. Also included are peer programs and the Length of Service recognition.

a. Performance Bonuses: Recognition given for performance rated above fully successful. The two types of awards are the lump-sum performance bonus and Quality-Step Increase. See FSH 6109.13 Chapter 10 – Performance Management Program for further information on performance bonus awards.

b. Monetary Awards: Recognition given for a particular accomplishment, such as superior contribution on a short-term assignment or project, an act of heroism, scientific achievement, major discovery, or significant cost savings. Dollar amounts are determined by the value of the benefit and application of the contribution to the Forest Service mission or goals. Nonmonetary awards can be given in conjunction with monetary recognition. Types of monetary awards include extra effort, spot, gain-sharing, and suggestions.

c. Nonmonetary Awards: Recognition given for a specific outstanding accomplishment, such as those defined in Section 3.b. Types of these awards include time-off awards, keepsakes, letters of appreciation, and honorary awards.

d. Peer Awards: Parties encourage the use of a peer award program, wherein employees are authorized to recognize coworkers, either monetarily or nonmonetarily, which may be established at the appropriate level.

e. Length of Government Service Recognition: Employees will be recognized in 5-year increments for their length of Government service. A length-of-service award will include a pin, certificate, and a nonmonetary keepsake.

4. The Parties agree that an Outstanding rating in an employee's performance summary rating will generally receive a performance bonus.

5. Employees receiving Superior ratings are eligible for performance bonuses.

Performance bonuses will be at Management's discretion.

6. Management will schedule an appropriate award presentation for an employee, taking into account the employee's preferences. When possible, the supervisor will inform the employee of a monetary award before the employee receives the money.

7. Recipients will be given a choice in the type of recognition they receive whenever possible. For example, an employee may select a time-off award in lieu of a monetary award. Once granted, time-off awards cannot be converted to a cash payment (5 CFR 451.104(f)). Also, an employee may be offered the opportunity to select from among several kinds of nonmonetary keepsakes for length-of-service recognition.

8. A Union official at the appropriate level may request a list of awards given to all bargaining unit and nonbargaining unit employees of an organizational unit(s) (for example, district, forest, station, or region). Management will provide the list for the last 3 years. The standard report will include: type of award, amount, date of award, pay plan, grade, series, title, bargaining unit status code, and organizational codes to Level 5.

Note: This standard report does not include employee names. Local Lodges that need employee names or other information than that which is in the standard report above will need to file an information request and provide a particularized need.

9. The Parties recognize that awards to Union officials for performing representational duties are not appropriate. This does not preclude an employee who is from a bargaining unit or Union official from receiving recognition, including cash awards, for special acts or for team involvement in partnership efforts or otherwise contributing to successful collaborative Labor-Management relations, as long as the work being rewarded is nonrepresentational.

This section recognizes that a Union official who serves on Agency or project task forces as a representative of a partnership council or as a designee of Management, and not as a representative of the Union, is eligible to receive incentive awards consistent with Federal Labor Relations Authority (FLRA) guidance (Office of General Counsel Memorandum, dated August 8, 1995, Duty to Bargain Over Programs Establishing Employee Involvement and Statutory Obligations When Selecting Employees for Work Groups, pp. 6–8).

10. Certain aspects of award programs may be negotiated at the Local or Intermediate level; however, the scope of negotiability is limited by law and the parties are encouraged to seek advice from the National Parties.

ARTICLE 18

WORK SCHEDULES

1. Introduction. There is a wide range of work schedule options available (standard-fixed, compressed-fixed, and several flexible schedules), any of which may be applied to either full- or part-time tours. Work schedule assignments will be based on the nature of the assigned work. Work schedules must be approved in advance to assure work objectives are met and to give employees a reasonable advance notice.

- a. Work schedules must be administered fairly and equitably to all employees.
- b. No intimidation, coercion, or threats may be placed on employees by Management, the Union, or other employees regarding workschedules.
- c. The Parties recognize the benefits to employees and the agency of allowing employees to use alternative work schedules (AWSs). The parties will make every effort to accommodate Agency and employee needs when assigning employees to work schedules.

2. Standard Work Schedules

- a. Definitions (5 CFR 610.102):

(1) Regularly scheduled administrative workweek, for a full-time employee, means the period within an administrative workweek, established in accordance with 5 CFR 610.111, within which the employee is regularly scheduled to work, including any regularly scheduled overtime hours. For a part-time employee, it means the officially prescribed days and hours within an administrative workweek during which the employee is regularly scheduled to work.

(2) Tour of duty means the hours of a day (a daily tour of duty) and the days of an administrative workweek (a weekly tour of duty) that constitute an employee's regularly scheduled administrative workweek.

- b. A standard work schedule consists of 5 consecutive 8-hour workdays, normally Monday through Friday, in which the employee has a set arrival and departure time. Days off will normally be 2 consecutive days.

c. Unless otherwise ordered or approved, employees' regularly scheduled administrative workweek will fall between the hours of 6 a.m. and 6 p.m., on 5 consecutive days in each week of the pay period. Exceptions based on requirements of the nature of the work (such as field work, laboratory work, or Civilian Conservation Centers) may be negotiated by the Local parties.

d. Management will provide notice in writing to the employee of changes in an employee's tour of duty, Regularly Scheduled Administrative Workweek (RSAW), and/or on-call schedule. Notice will be provided at least 10 days in advance, except for emergencies and unforeseen situations that would result in undue hardship in mission accomplishment and/or substantial additional cost. Management will give consideration to an employee's personal needs when changing tours, RSAW, and/or on-call periods.

e. An employee who needs to work a different tour of duty, RSAW, and/or scheduled on-call period will make a written request to their supervisor indicating the reason for their request. The employee and supervisor will discuss both employee and Agency needs related to the request. If consistent with the needs of the job, the employee may be assigned to that tour of duty. Management will provide their decision in writing. If the request is denied, the decision will state the reason for the denial.

f. An employee may have Union representation, if requested, during discussion with Management about changes in their tour of duty or RSAW.

3. Flexible Work Schedules

a. The Parties agree that flexible work schedules (FWSs) will be used servicewide, according to the following guidelines and approved schedules, for the purpose of improved productivity and greater service to the public, according to 5 U.S.C. 6120-6133 and 5 CFR 610 Subpart D.

b. Definitions:

(1) Flexible Work Schedules: Flexible work schedules are schedules for which an employee may vary the length of the workday and/or workweek. Employees on flexible work schedules may earn and use credit hours. The Forest Service will use the following flexible work schedules:

(a) Variable Day: Variable day schedule is a type of flexible work schedule containing core hours on each workday in the week and in which a full-time employee has a basic work requirement of 40 hours in each week of the biweekly pay period, but in which an employee may vary the number of hours worked on a given workday within the week within the limits established for the organization. For a part-time employee, the basic work requirement is the number of hours the employee must work in a week.

(b) Variable Week: Variable week schedule is a type of flexible work schedule containing core hours on each workday in the biweekly pay period and in which a full-time employee has a basic work requirement of 80 hours for the biweekly pay period, but in which an employee may vary the number of hours worked on a given workday or the number of

hours each week within the limits established for the organization. For a part-time employee, the basic work requirement is the number of hours the employee must work in a pay period.

(c) Maxiflex: Maxiflex schedule is a type of flexible schedule in which the employee may vary the number of hours per day and the number of days per week, accounting for at least 80 hours per pay period, including core hours. There are core hours on fewer than 10 workdays per pay period. For a part-time employee, the basic work requirement is the number of hours the employee must work in a pay period.

(d) Gliding: Gliding schedule is a type of flexible work schedule in which a full-time employee has a basic work requirement of 8 hours in each day and 40 hours in each week. Employees may select a starting and stopping time each day within the established flexible hours.

(2) Basic work requirement means the number of hours, excluding overtime hours, that an employee is required to work or is required to account for by leave or otherwise. Employees who work flexible work schedules have a basic work requirement in lieu of an RSAW. All work performed by an employee within the basic work requirement is considered regularly scheduled work for premium-pay and hours-of-duty purposes (5 CFR 610.111(d)).

(3) Tour of duty under a flexible work schedule means the limits set by an Agency, as described in Section 3.c. below, within which an employee must complete their basic work requirement.

(4) Core hours: The time periods during the workday, workweek, or pay period that are within the tour of duty during which an employee covered by a flexible work schedule is required by the Forest Service to be present for work or otherwise account for their time.

(5) Credit hours are those hours within a flexible work schedule that an employee elects to work in excess of their basic work requirement so as to vary the length of a workweek or workday.

(6) Administrative workweek: The administrative workweek is a period of 7 consecutive days beginning on Sunday.

c. Tour of duty:

(1) For employees on a Maxiflex schedule, the default tour of duty will fall between 5 a.m. and 10 p.m. on Sunday through Saturday.

(2) For employees on Variable Day, Variable Week, and Gliding schedules, the default tour of duty will fall between 5 a.m. and 10 p.m. on 5 consecutive days in each week of the pay period.

(3) The number of hours an employee may work in a day shall be in accordance with FSH 6109.11, Section 21.03.2.

(4) Changes to the 5 a.m. to 10 p.m. time band (tour of duty) for a flexible schedule may be negotiated at the Local level to address work requirements of the work unit (for example, shift work at Civilian Conservation Centers and Law Enforcement).

d. Core hours:

(1) The default core hours for employees on Maxiflex schedules will be the 3 middle days of the employee's tour of duty from 10 a.m. to 2 p.m., excluding a meal break.

(2) The default core hours for employees on Variable Day and Variable Week schedules will be 10 a.m. to 2 p.m. on each day of the tour of duty, excluding a meal break.

(3) Employees may request and supervisors may grant deviations from core hours on a case-by-case basis.

(4) Changes to the specific clock hours designated as core hours and which days of the week are core days for the work unit may be negotiated by the parties at the Local level.

(5) Existing subordinate agreements for core hours will remain in effect unless changed in accordance with Article 11.

e. Credit hours:

(1) Earning of credit hours:

(a) Credit hours are earned at the election of the employee. No coercion may be placed on any employee for the purpose of interfering with that employee's right under an FWS to elect a time of arrival or departure and to work or not work credit hours (5 U.S.C. 6132). Employees must inform their supervisors at least 2 hours in advance of their intent to earn credit hours, including the work they plan to perform and approximate time, unless mitigating circumstances prevail; however, supervisors have the right to deny the earning of credit hours if there is no assigned work that may be performed during that time. Employees and supervisors may mutually agree on alternate arrangements for providing notice regarding the earning of credit hours on a continuing basis.

(b) Employees have the option of recording credit hours earned daily or after 80 hours.

(c) Credit hours may not be earned while an employee is in training. The earning of credit hours for travel will be in accordance with existing law and regulation.

(d) Employees cannot be forced to earn credit hours.

(2) Use of credit hours:

(a) The use of credit hours must be scheduled and approved in advance, like any other absence from work. The employee will be released from work unless there are work-related reasons. Normally, ordinary workload will not preclude this release. Release procedures are subject to local-level negotiations.

(b) Credit hours may be earned and used within the same biweekly pay period, but credit hours must be earned before they can be used.

(c) Credit hours may be used during core hours.

(d) Employees cannot be forced to use credit hours.

(e) A maximum of 24 hours may be used as a credit hour carry-over from one pay period to another with flexible work schedules. Employees on part-time tours may carry over credit hours on a prorated basis of one-fourth of their part-time tour hours.

4. Overtime and Premium Pay under Flexible Work Schedules

a. Those hours an employee is directed by management to work in excess of 8 hours per day or 40 hours per week are overtime hours.

b. Night pay and night differential premium pay for night work are handled pursuant to 5 U.S.C. 6123(c). Only employees who are assigned to work at night are entitled to night differential.

c. Management may restrict an employee on an FWS from electing to perform work as part of their basic work requirement on a Sunday in order to avoid the increased operational costs associated with Sunday premium pay; however, such an employee may elect to earn credit hours on a Sunday. Only employees who are assigned to work on Sunday are entitled to Sunday differential.

5. Compressed Work Schedules

a. The Parties agree that compressed work schedules (CWSs) will be used servicewide according to the following guidelines and approved schedules, for the purpose of improved productivity and greater service to the public, according to 5 U.S.C. 6120-6133.

b. Definitions:

(1) Compressed work schedules are fixed schedules in which employees complete their basic work requirement in less than 10 days during a pay period. Compressed schedules are fixed schedules, and employees may not vary the time of arrival or departure. Credit hours are not earned or used on a compressed schedule.

(2) Tour of Duty means the hours of a day (a daily tour of duty) and the days of an administrative workweek (a weekly tour of duty) that an employee is required to work.

c. Employees' scheduled hours of work will fall between the hours of 6 a.m. and 6 p.m. on consecutive days in each week of the pay period, unless negotiated otherwise by the local parties.

d. Approved compressed schedules:

(1) 4-10: The employee works four 10-hour days per week. Employee schedules day off with supervisor. Credit hours are not earned.

(2) 5-4/9: The employee works eight 9-hour days with one 8-hour day. Employee schedules short day and day off with supervisor. Credit hours are not earned.

e. Specific hours scheduled and days off are a matter of joint discussions, including provisions for required coverage, between the respective supervisor and employee. Employees approved to use 5-4/9 or 4-10 will select, with supervisor approval, their "off" day and/or their "short" day. At the request of the employee, the supervisor may approve a change in the scheduled "off" day during a pay period subject to work demands.

f. Employees for whom Management has determined that a compressed work schedule would impose a personal hardship shall be excluded from the schedule or reassigned (5 U.S.C. 6127(b)). Upon receipt of a written request for personal hardship relief, Management will consider it based on, but not limited to, the following:

- (1) Health problems, including care for a family member as defined at 5 CFR 630.201;
- (2) Child- or elder-care problems; or
- (3) Other personal hardships that would impact the employee.

A written determination shall be transmitted to the employee not later than 10 days after receipt of the employee's request, unless mitigating circumstances prevail. Denials provided to the employee shall include the rationale for the decision. The Local Lodge will be notified that a request was made and whether it was granted or denied.

6. First 40-Hour Tour. The first 40-hour tour of duty will be used only when extenuating circumstances preclude a regular schedule of definite hours of duty for each workday of an RSAW, in accordance with 5 CFR 610.111(b). First 40-hour tours will not be used to circumvent overtime pay or compressed work schedules.

7. Administration of Work Schedules

a. Management has the responsibility to approve and monitor the work schedules of the employees, in accordance with criteria in paragraphs f. and i., below.

b. The default schedule is the standard work schedule.

c. Management may assign an employee to a CWS based upon any of the criteria in paragraph f., below.

d. An employee may not be assigned to an FWS unless the employee requests an FWS.

e. FWSs and CWSs are both considered alternative work schedules (AWSs). All employees may apply for any AWS described in this article. Employees do not have an entitlement to an AWS.

f. In reviewing an employee's request for an AWS, Management may deny the request based upon any of the following criteria:

- (1) Productivity.
- (2) Level of direct or indirect services furnished to customers.
- (3) Cost of operations, other than reasonable administrative costs.

Denials shall be in writing, transmitted to the employee and Local Lodge within 10 days, and include the rationale for the decision. The employee or the Union has the right to grieve the decision in accordance with Article 9.

g. Employees and their supervisor are expected to communicate regularly about when and where the employee is working and what work activities are planned.

h. An employee's tour of duty will be recorded in the header of the Paycheck record.

i. Discontinuation of an employee's AWS:

(1) Management may discontinue the AWS for an employee when they have identified an adverse impact to the Agency based upon any of the criteria in paragraph f., above. Written notice shall be transmitted to the employee and the Local Lodge 10 days in advance and will include the rationale for the decision.

(2) Management will not discontinue or shift the type of AWS for the purpose of avoiding overtime or other premium or extra compensation.

(3) Any employee removed from an AWS will be assigned to a standard or compressed work schedule, unless the employee requests, and the supervisor agrees, that another type of AWS is more suitable.

(4) Management will remove an employee from an FWS within 10 days upon the employee's request.

(5) Management will pay an employee reassigned from an FWS to a fixed schedule for all accumulated credit hours, not to exceed 24 hours, at the employee's regular rate of pay (5 U.S.C. 6126(b)) within three pay periods.

j. Special situations:

(1) Management may make short-term changes, of no more than one pay period, in work days and/or arrival and departure times that are necessary to accomplish the work objectives of the unit. The changes must be administered fairly and equitably in the work unit affected. The Union will be notified of the changes in advance, when possible. Regular and recurring schedule changes should be achieved by assignment to a different work schedule or by negotiations to change the FWS tour of duty and/or core hours.

(2) When in official travel status away from their duty station, employees attending training that exceeds 2 days shall be temporarily placed on a schedule consisting of five 8-hour days and will be guaranteed 8 hours on each training day.

(3) Employees not in official travel status who attend training will remain in their normal work schedule and record their actual hours of training and work. For example, employees released from local training are expected to return to their duties or otherwise account for their time through leave, credit hours, or flexing their hours.

(4) Supervisors of field employees working flexible work schedules may limit work to 8 hours on a given day if weather or work conditions warrant, provided they can fulfill the basic work requirement associated with the employee's FWS to accomplish a full pay period.

(5) Schedules under incidents (See Article 28).

8. Rest Breaks. Authorized paid rest breaks, not to exceed 15 minutes approximately midway through each 4-hour period of the 8-hour workday, will be arranged by the employees with the work supervisor, as needed, so as not to interrupt the work of the organization. In addition, a 15-minute rest period is authorized within each 4-hour period of overtime worked. Additional paid rest breaks are not authorized for smoking.

9. Meal Breaks

a. Employees are required to take a minimum of 30 minutes for an unpaid meal break roughly halfway through their schedule on any day that they work more than 6 hours.

b. Employees who are required to work during their scheduled meal period shall be compensated at the appropriate rate. As to bona fide meal periods, see 29CFR 785.19.

c. Supervisors may approve deviations to the requirement that an employee take a meal break on a case-by-case basis.

10. Overtime. The parties at the appropriate level may negotiate provisions for use of overtime when requested by either party.

11. On-call. On-call status is an assignment of coverage for call back to duty during specific nonduty timeframes during the administrative workweek. It does not include periods of seasonal nonduty status addressed in Article 23, or situations where the employee voluntarily makes themselves available for assignment outside their normally assigned duties (such as, irregular and occasional overtime assignments or Incident Management assignments).

An employee will be considered off duty and time spent in an on-call status shall not be considered hours of work if (5 CFR 550.112(l) and 5 CFR 551.431(b)):

- a. The employee is allowed to leave a telephone number or to carry an electronic device for the purpose of being contacted, even though the employee is required to remain within a reasonable call-back radius; or
- b. The employee is allowed to make arrangements such that any work that may arise during the on-call period will be performed by another person.

The following procedures, arrangements, and descriptions will be used for the purposes of implementing on-call regulations.

a. General Provisions:

- (1) On-call assignments will be made to individuals that Management has determined are qualified and possess the necessary skills to perform the work.
- (2) An employee may make arrangements for another individual to perform their on-call assignment. Management will provide employees who are on-call with a list of qualified individuals the employee may contact for this purpose. The employee who was scheduled to be on-call will notify Management of the replacement.
- (3) In the event that an employee who is scheduled to be on-call is unable to do so due to illness or an emergency, the employee will notify Management, as soon as practical, and Management will make arrangements for on-call coverage.
- (4) An employee in an on-call status will report as soon as practical, but will not be required to do so in less than 1 hour. A longer call-back radius (report time) may be negotiated at the Local level.

b. Scheduling:

- (1) The supervisor will notify the employee of the specific on-call periods that the employee will be on-call after regular work hours and on nonwork days. Scheduling of on-call and changes thereto will follow the procedures described in Sections 2.d and 2.e.

(2) An on-call period will be reasonable. Normally, employees are entitled to have at least 2 days per pay period when they are not on-call, at least 1 of which will be on their regular day off.

(3) On-call assignments will be scheduled on a rotational basis among those individuals who volunteer to be on-call. If there are no volunteers, individuals will be assigned on-call periods on a rotational basis.

(4) The employee shall not be on-call during periods of approved leave.

(5) An employee may have Union representation, if requested, during discussions with Management about requested changes to the employee's on-call schedule.

c. Alternative procedures for scheduling on-call assignments and other arrangements associated with on-call assignments may be negotiated at the Local level.

ARTICLE 19

PAY AND PER DIEM

1. Introduction:

- a. The Parties agree that training on the topics of pay, per diem, and travel are important and should be included during new employee orientation and given periodically throughout employment.
- b. Upon the employee's request and if warranted due to negative financial impact(s), Management will provide a letter to the employee explaining the delay of his or her pay or reimbursement of authorized travel expenses.

2. Pay:

- a. Employees are responsible to submit accurate and timely Time and Attendance (T&A) reports. It is understood that in some situations the employee may be dependent upon others to submit his or her T&A reports. Management agrees to provide approved reports of T&A for pay purposes to the National Finance Center. Management agrees to provide notice to the employee and employee's supervisor if a timesheet is missing. If the employee provides T&A profile access to Management and the employee is unavailable or unable to submit their timesheet, then Management will submit a "base 80" timesheet on their behalf. The employee will submit a corrected T&A, if needed, as soon as possible.
- b. Management will assist any employee who does not receive a paycheck by Friday afternoon following the scheduled payday. Management agrees to follow up with the National Finance Center on lost, stolen, or late paychecks in accordance with National

Finance Center procedures. Management will take action to make payments to employees to cover late checks, normally within 3 business days from employee contact with the Albuquerque Service Center (ASC).

- c. Paperless statements of earnings and leave (SEL) are preferred as per U.S. Department of Agriculture (USDA) Policy, but hard copies will be provided upon request to an employee without electronic access to the statements.

- (1) Upon request to the Human Resources Management (HRM) Contact Center by an employee who is unable to access their SEL for a pay period, Management will provide the employee with a hardcopy within 10 days.

- (2) For ongoing receipt of mailed hardcopy SEL, an employee may submit a waiver request to HRM at any time. (Note: Employees on appointments of 60 days or less will receive a hard-copy SEL and do not need to submit a waiver.) Examples of when waivers are appropriate include:

- (a) An employee does not have access to the Employee Personal Page.

- (b) An employee does not have access to the Internet.

- (c) An employee has a disability.

- (d) An employee needs special access equipment.

- (e) An employee has a geographic, language, or literacy barrier.

HRM will approve or deny the waiver request, and communicate the decision to the employee in writing within 28 days of the request. Denials are grievable.

- (3) Waiver requests by employees on 1039 appointments will automatically be approved in writing within 28 days of the request.

- d. Employees will be authorized a reasonable amount of official time and equipment use to access and print their SEL, process waiver requests, and to ensure their paycheck was deposited.

- e. Back Pay: Interest on back pay to employees shall be paid in accordance with current law.

3. Per Diem:

- a. Travel and per diem will be administered in accordance with FSH 6509.33 Chapters 300 and 301 and any supplemental agreements.

- b. Employees in travel status, including employees temporarily detailed to another duty station, will receive the per diem rates determined by the General Services Administration, in accordance with the FTR for that geographic area.

- c. Long-term details: All terms of a detail including lodging arrangements, reductions in the maximum per diem rate, travel reimbursement, travel home during the detail, work schedules, and the travel savings shared benefits program will be discussed and

documented in writing between Management and the employee before the detail commences.

- d. Field per diem: Field per diem rate will be paid equal to the per diem rates established in the FTR for that geographic area unless a lesser amount has been negotiated at the intermediate or local level.
- e. Travel vouchers will normally be submitted within 5 business days of returning from travel or every 2 weeks if on continuous travel and processed in a timely manner in accordance with Agency policy. If the employee does not submit their own travel voucher, the employee will be notified, as soon as practical, when their travel voucher has been submitted.
- f. Advances: Under normal conditions, Management will plan trip assignments so that an employee who does not have a Government Travel Charge Card has sufficient time to request and receive a travel advance to use on the assigned trip. The amount of the advance is subject to the limitations stated in Federal Travel Regulations.
- g. If travel arrangements cannot be made far enough in advance to obtain a travel advance, the Agency will make alternative arrangements, which could include providing direct payment for transportation and lodging expenses.
- h. In situations where a government vehicle is assigned to a work unit, if the vehicle is not both available and suitable for the task to be accomplished, the employee may, with prior approval of the supervisor/approving official, be authorized to use their Privately Owned Vehicle (POV) as advantageous to the government and be compensated at the "if no government vehicle available rate."
- i. Local parties may negotiate arrangements for employee use of Government-Owned Vehicle (GOV) and POV that do not conflict with laws, regulations, or this Master Agreement.

4. Remote Worksites: Impact and implementation of changes made to remote work sites or the establishment of new worksites are subject to local level negotiations. When Management proposes a remote-site allowance for U.S. Office of Personnel Management (OPM) approval, the Local Lodge will be given an opportunity to review and comment on the proposal. The Local Lodge may propose that a site be considered remote or an existing remote worksite be changed.

5. Hazard and Environmental Differential Pay: Hazard pay and environmental differential pay will be authorized and paid in accordance with appropriate regulations 5 CFR 532.511; 5 CFR 532.513; 5 CFR 532 Subpart E, to include Appendix A for Federal Wage System Employees; 5 CFR 550 Subpart I for General Schedule Employees; and FSH 6109.11 Chapter 10. Some environmental differentials are payable only if protective facilities, devices, or articles of clothing have not practically eliminated the hazard. In accordance with OPM guidelines, new hazard or environmental differential percentages for existing environmental categories, or new categories of environmental differential pay, may be negotiated nationally and submitted to OPM for approval.

6. Overtime and Compensatory Time:

- a. The Parties agree that an employee directed (orally or in writing) to work in excess of 8 hours a day or 40 hours a week by his/her supervisor or authorized Management official has been "officially ordered" with respect to overtime work. An employee who performs

such work is entitled to be paid at the overtime rate or earn compensatory time in accordance with 5 CFR 550 and 5 CFR 551.

- b. Compensatory time off is time off from regularly scheduled work in lieu of overtime pay for irregular or occasional overtime hours previously worked. Compensatory time may not be granted in lieu of regularly scheduled overtime that is established in a tour of duty, regardless of whether the overtime is scheduled within the 40-hour basic workweek or outside the 40-hour basic workweek, unless the employee is using a flexible work schedule as defined in Article 18.3.b.

c. Eligibility:

- (1) General Schedule (GS) employees whose basic rate of pay is equal to or less than the maximum rate of a GS-10 may request compensatory time off in lieu of overtime payment.
- (2) Only employees exempt from the Fair Labor Standards Act of 1938 as amended whose rate of pay exceeds the maximum rate of grade GS-10 may be required to take compensatory time off in lieu of receiving overtime payment.
- (3) For an employee to receive compensatory time off in lieu of paid overtime, the employee must request it in writing.

d. Use and payment of compensatory time

- (1) An employee must use accrued regular compensatory time off to which she/he is entitled in accordance with FSH 6109.11 Chapter 30. Regular compensatory time expires if the employee does not use their compensatory time within 26 pay periods from the pay period it was earned. Employee must use compensatory time off before they are granted approval to use annual leave, unless it would cause the employee to forfeit annual leave at the end of the leave year. Employees are entitled to payment of expired compensatory time at the overtime rate that was in effect when the compensatory time was earned.
- (2) The pay period after compensatory time has expired, ASC-HRM will notify the employee and their supervisor that the employee is eligible for payment of expired compensatory hours and will inform them of the required documents needed to pay out the funds.
- (3) Within a pay period of notification, the supervisor will submit the required documents to the ASC-HRM. The ASC-HRM will process regular compensatory time payments upon receipt of required documents within two pay periods.

7. Standby:

- a. An employee will be considered on duty and time spent on Standby Duty shall be considered hours of work if the employee (Reference 5 CFR 550.112(k) and 5 CFR 551.431(a)):
 - (1) Is restricted to his or her living quarters or designated post of duty,
 - (2) Has his or her activities substantially limited, and
 - (3) Is required to remain in a state of readiness to perform work.

- b. Employees who are involuntarily placed on standby, regardless of the methods Management uses to restrict use of personal time and to maintain their readiness for work (for example, beepers, cell phones), will be compensated in accordance with applicable Federal pay regulations. Employees who voluntarily restrict their activities and/or use electronic communication devices to be available for duty after work hours are not on standby. The Local parties may further negotiate matters concerning scheduling, rotation, and hardships.
8. Employees will not be required to provide coverage for call back to duty under conditions more restrictive than those provided for in Article 18.11 unless they are in pay status.
9. **Call Back Compensation:** An employee who is called back to duty is compensated beginning from the time they report to their duty station or start to perform work. Such employee will be compensated a minimum of 2 hours of overtime compensation for each callback period. The 2-hour minimum does not apply to work performed at employees' residences; however, such work is compensable in accordance with pay and overtime regulations. Note: Time spent at individual's personal residence preparing to depart on a fire assignment is not compensable.
10. **Travel Pay:** Employees shall be compensated for travel time as authorized under 5 CFR 550 and 551, the Fair Labor Standards Act of 1938 as amended, and Federal regulations. Normally, employees will not be expected to travel without being eligible for compensation. However, if the employee is expected to travel on Government business without entitlement to compensation, he or she will be notified in advance and provided the reason(s). When an employee cannot otherwise be compensated for travel time, the employee may be eligible for compensatory time for travel, in accordance with 5 CFR 550.1401(n) and FSH 6109.11 Chapter 30. In most circumstances, compensatory time for travel will be forfeited if it is not used within 26 pay periods after it is earned.

ARTICLE 20**LEAVE****1. Annual Leave:**

- a. Annual leave is a benefit and accrues automatically. However, supervisors approve when the leave may be taken. This decision is made after considering the needs of the Forest Service and the employee's request. Annual leave requests shall be approved except for legitimate job-related reasons. Annual leave should be requested and approved as far in advance as practical. Procedures for scheduling annual leave are subject to negotiation at the local level.
- b. An employee whose personal, religious beliefs require the abstention from work during limited periods of time will be granted annual leave (or credit hours, compensatory time off, leave without pay) upon request for such periods, unless the presence of the employee is necessary for efficient operation of the workplace. Upon request, an employee may be granted work for the sole purpose of accumulating compensatory time to cover time lost for meeting those religious requirements, as long as such work is consistent with the efficient operation of the workplace. Compensatory time for religious observation is covered in 5 CFR 550.1002.
- c. An employee will be granted accrued annual leave or leave without pay (or credit hours, compensatory time off) if requested in case of death of a family member. A limited amount of sick leave may also be used (See Section 2.d. below). Management will make every effort to grant annual leave or leave without pay in case of death of other relatives or friends.
- d. An employee will be granted a total of up to 12 weeks of a combination of annual leave and/or leave without pay during any 12-month period to care for a "family member" as defined at 5 CFR 630.201 in the event they have a "serious health condition" as defined at 5 CFR 630.1202. If required by the nature of the health condition, leave will be granted on an intermittent basis.

2. Sick Leave:

- a. Sick-leave notification:
 - (1) The employee shall provide advance notice for prearranged medical, dental, or optical examination or treatment.
 - (2) An employee who is absent due to unforeseeable illness or injury shall notify their supervisor or acting supervisor as early as practicable on the first day of such absence, or, if unable for a legitimate reason, as soon as possible.
- b. Earned sick leave may be used for medical appointments and for illness of the employee. An explanatory note and/or oral report by the employee when a physician's

services were not required will be accepted unless the employee is under valid sick leave restriction or there is a reasonable suspicion of abuse. Advanced sick leave may be approved for serious illness or disability per FSH 6109.11, Chapter 30.

c. If there is reasonable indication that sick leave is being abused, the employee shall be informed in writing, including special provisions for future leave approval and his or her right to grieve. Abuse of sick leave is not necessarily related to the frequency of sick leave. In cases of suspected leave abuse, the employee may be required to provide a “medical certificate” as defined by 5 CFR 630.201.

d. Sick leave will be granted when the employee provides care for a family member who is incapacitated by a medical or mental condition or attends to a family member receiving medical, dental, or optical examination or treatment. Sick leave can also be used to make arrangements necessitated by the death of a family member or attend the funeral of a family member. The amount of sick leave that can be used is limited by law and regulation, as defined by 5 CFR 630.401(b).

e. Sick leave will be granted when the employee provides care for a family member with a serious health condition, as defined at 5 CFR 630.1202. The amount granted shall be no greater than that limited by governmentwide regulations, as defined by 5 CFR 630.401(c).

f. The use of sick leave is appropriate when the employee would, as determined by the health authorities having jurisdiction or by a health-care provider, jeopardize the health of others by his or her presence on the job because of exposure to a communicable disease.

g. Employees may use sick leave when they must be absent from duty for purposes relating to the adoption of a child, including appointments with adoption agencies, social workers, and attorneys; court proceedings; required travel; and any other activities necessary to allow the adoption to proceed.

h. In addition to sick or annual leave, employees may be granted, in a calendar year, up to 7 days of administrative leave to serve as a bone-marrow donor or up to 30 days of administrative leave to serve as an organ donor.

i. For sick leave, the definition of family member is found in 5 CFR 630.201(b).

3. Maternity and Paternity Leave:

a. The granting of leave for maternity/paternity reasons may be a combination of sick leave, annual leave, and leave without pay. An employee should make known his or her intent to request leave under this section as soon as practical, including approximate dates.

b. Medically necessitated maternity/paternity leave:

- (1) Pregnancy and childbirth are treated like any other “serious health condition” as defined by 5 CFR 630.1202.

(2) A pregnant employee will be allowed to work as long as she and her health-care provider feel is wise, prior to delivery of the child. The maternal employee should consult her health-care provider regarding any working conditions that she or her supervisor perceives as potentially harmful. Management will make a reasonable effort to adjust working conditions when necessary.

(3) The agency will grant leave to an employee incapacitated to perform the duties of her position due to pregnancy or childbirth (see Section 2(b) and Section 4).

(4) The agency will grant leave (including sick leave) to an employee to care for a family member during the mother's period of "incapacitation" (as defined in 5 CFR 630.1202) due to pregnancy or childbirth. The agency will also grant leave for an employee to care for his/her child with a serious health condition (see Section 2(c) and Section 4).

(5) Continued employment will be ensured in the same or like position for an employee who wishes to return to work, unless termination is otherwise required by termination of appointment, reduction in force, or other unrelated reason.

c. Employees will be granted, upon request, 12 weeks of leave without pay and/or annual leave in the year following the birth or placement of the employee's or their domestic partner's child. Upon request, leave without pay or annual leave on an intermittent schedule will be granted consistent with the efficient operation of the workplace.

d. An employee covered under this section may request telecommuting (see FSM 6162) or "child at work" arrangements in lieu of or in addition to subsections b. and c. above within the first year of birth or placement of a child covered under this section. Local parties may negotiate dependent-at-work policies.

4. Family and Medical Leave:

a. By reference, the provisions of the Family and Medical Leave Act of 1993 as amended, and the policies of its implementing regulations (5 CFR 630 Subpart L) are incorporated into this Master Agreement. Key components of the Act are contained in Section 2, Sick Leave, Section 3, Maternity and Paternity Leave, and this section.

b. Eligible employees are entitled to a total of 12 administrative workweeks of unpaid leave during any 12-month period for one or more of the following reasons:

- (1) The birth of a child or children of the employee and the care of such children.
- (2) The placement of a child with the employee for adoption or foster care.
- (3) The care of a spouse, child, or parent of the employee, if such spouse, child, or parent has a serious health condition.
- (4) A serious health condition of the employee that makes the employee unable to perform the essential functions of his or her position.

(5) Any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

c. The Department of Labor FMLA forms WH380-E (for employees) or WH380-F (for family members) will normally be used and are adequate for medical documentation.

d. An employee may elect to substitute paid time off for any or all of the period of leave taken as provided for in 5 CFR 630.1205.

5. Military Leave:

a. Military leave will be granted to employees who are members of the National Guard or Reserves in accordance with 5 USC 6323. Such employees who are full-time Federal civilian employees whose appointments are not limited to 1 year will be granted 120 hours of military leave per fiscal year. Military leave is prorated for part-time career employees and employees on uncommon tours of duty. Employees with temporary appointments that do not exceed 1 year or with intermittent work schedules are not entitled to military leave. Military leave can be used for active duty or training. Unused military leave may be carried over to the following fiscal year but may never exceed 240 hours in any single fiscal year.

b. If an employee is called on duty as a member of the National Guard or the Reserves and has used all his or her military leave, he or she may be granted leave without pay upon request or may be granted annual leave or may use compensatory time if he or she desires. Use of alternate work schedule for military duty may be negotiated at the appropriate level.

6. Excused Absence and other types of Leave

a. Excused absences may be granted to employees for participation in activities in accordance with Agency regulations.

b. Supervisors may excuse infrequent absences and tardiness of less than 1 hour on the part of the employees. Each case shall be considered on its merits.

c. Employees may be excused for the time needed to attend the funeral services of a fellow employee within the local commuting area.

d. **Weather and Safety Leave.** Weather and Safety Leave may be granted, in accordance with 5 U.S.C. 6329c, 5 CFR Part 630, Subpart P, and consistent with the OPM Governmentwide Dismissal and Closure Procedures. This type of leave may be appropriate when weather or other safety-related conditions prevent employees from safely traveling to, or safely performing work at an approved location due to an act of God, terrorist attack, or other applicable condition.

(1) Ensuring employee safety is the primary consideration when determining whether to close a Forest Service office. Management retains the right to

determine the operating status of its facilities. Office closure procedures will be in accordance with Office of Personnel Management (OPM) "Government Wide Dismissal and Closure Procedures."

- (2) The status of Government operations outside the Washington, DC area will be communicated to employees in the affected area using methods commonly employed by the Agency for this purpose.
- (3) Generally, employees who are telework program participants will not receive weather and safety leave, since they are not usually prevented from performing work at an approved location due to a weather or other safety-related emergency. When determining Weather and Safety Leave eligibility, specifically, whether a Telework Participant should have "reasonably anticipated" a severe weather event and/or emergency, management considerations may include, but are not be limited to the following:
 - i. Whether or not the Agency issued any advanced notice of severe weather event and/or emergency;
 - ii. Availability of severe weather event, emergency, and/or operating status announcements through local news broadcasts/forecast;
 - iii. The availability and access to agency notification systems (phone recordings, emails, and websites) which provide operating status announcements; and
 - iv. The availability and access to social media for advanced notice of severe weather or other emergency situation.
- (4) The agency may not provide weather and safety leave to a telework participant who is not prevented from working safely at an approved telework site.
- (5) Employees with situational/ad hoc telework agreements, but who might not telework on a regular basis, will be encouraged to telework periodically, as scheduled with their supervisor, to ensure that the employee is able to maintain their telework readiness if they are expected to work in the event of an office closure due to inclement weather or other safety issue.
- (6) Employees will not be required to complete ad hoc/situational telework agreements simply to avoid granting weather and safety leave during office closures.
- (7) As it applies to this Section:

- i. Emergency employees are employees who are expected to report to their worksite or begin teleworking (as permitted) on time regardless of whether the office is closed for weather or safety reasons.
 - ii. Critical and or Emergency Employees will be notified of event specific changes in their status within a reasonable timeframe or as soon as practicable.
 - iii. As prescribed in 5 CFR 630.1605 emergency employees generally do not receive weather and safety leave. However, during certain emergencies, Management may determine that the circumstances have made traveling to or performing work at the worksite unsafe for emergency employees. In these situations, Management may either require the emergency employee to work at another location (to include a telework site) or determine that circumstances justify providing weather and safety leave to emergency employees.
- (8) Procedures for dismissal of employees and communicating with employees to use Weather and Safety Leave are negotiable at the local level.
- 7. **Care-Center Visitations:** Annual leave or leave without pay will be approved to allow a parent or guardian the opportunity to visit and analyze the day-care, classroom, or elderly-care facility of a dependent. The amount of leave authorized will be appropriate to the situation.
- 8. **Leave Without Pay:**
 - a. Employees who do not have leave to their credit and wish to take leave for emergencies or other necessities may be granted leave without pay upon request. Denials must be based on legitimate job-related reasons. Employees may also be granted leave without pay upon request if they have leave to their credit, but, for valid reasons, choose not to take it.
 - b. Leave without pay shall be granted upon request to disabled veterans needing medical treatment, examination, or absence from duty in connection with their disability, and to reservists and National Guard personnel for military duties.
 - c. Leave without pay may also be granted on an extended basis:
 - i. For educational purposes.
 - ii. While awaiting action on a retirement.
 - iii. While awaiting action on an Office of Workers' Compensation Programs claim.
 - d. Granting advanced sick leave or advanced annual leave in lieu of leave without pay will be examined in each individual case and may be granted in accordance with FSH 6109.11 Chapter 30.

9. Court Leave:

- a. Employees who are called for jury duty shall notify the Agency as early as possible and will be granted court leave. Employees will submit jury duty pay to the Forest Service, except the employee may retain payment received for expenses.
- b. Employees summoned to appear in a nonofficial capacity as witnesses in judicial proceedings involving the U.S. Government, the Government of the District of Columbia, or a State or local government on behalf of a party are authorized to receive pay without charge to leave. Absences for employees summoned in cases involving only private parties may be covered by appropriate leave.

10. **Holiday Leave:** In areas where 7-days-a-week staffing is necessary, scheduling the use of holiday leave shall be fair and equitable. The procedures used are a matter for local level negotiations.

ARTICLE 21

PERFORMANCE MANAGEMENT

1. Performance management will be done in accordance with Departmental Regulation 4040-430 Performance Management (the Performance DR)
2. **Coverage:** Coverage under this program is based on an employee's type of appointment, per 5 CFR 430 Subpart B.

The following employees are covered:

- a. All competitive service employees, whether temporary or permanent, that are expected to meet the minimum appraisal period (90 days). This includes temporary 1039s.
- b. Bargaining unit employees with excepted service appointments that are expected to meet the minimum appraisal period (90 days).

3. Performance Management Procedures:

- a. Employees will be provided with a copy of their Performance Standards when the Rating Official issues the standards at the beginning of the Rating Period. In addition to the items outlined in the Performance DR, performance discussions are expected to include guidance from the Rating Official on how the work performed impacts the mission of the Agency.
- b. Employees are responsible for providing input to their Rating Official concerning the development of the Performance Plans including performance elements, standards, and measures. Employees must also ensure they have a clear understanding of their performance expectations and how their performance relates to the mission of the Agency.
- c. Employees and Rating Officials will engage in discussions on performance standards and

- measures, and the milestones to be used for measurement will be mutually recognized. Measures shall be attainable, which means that it must be known by the rating official that the employee has the knowledge to accomplish the objective and it is within the span of control of the employee to accomplish the objective.
- d. Performance discussions will be held with Permanent Seasonal Employees, as well as Temporary Employees, no less than 30 days after entering pay status. The Rating Official will meet with them for a performance discussion at least quarterly while they are on duty.
 - e. Consistent with the Performance DR, supervisors may utilize supplemental standards in order to define expectations in a way that is clear to employees.
 - f. Employees who are approved for telework should not be held to a higher or lower production standard than those who are not utilizing the flexibility of telework. Management will comply with the Employee Rights Article, as well as the Telework MOU.
 - g. Any significant changes to performance expectations, standards, or measures during the year must be reflected in the Performance Plan and revised in accordance with the Performance DR. However, employees must have a minimum of ninety days to perform under the modified standards before receiving a performance rating based on the new standards.
 - h. If an employee is unable to meet Performance expectations because of a medical condition it is the responsibility of the employee to follow available processes, such as reasonable accommodation and hardship processes, including any necessary documentation, and to notify the Rating Official of the potential impact to performance.
 - i. If Management implements a new process for ensuring supervisor approval of WGI before they are processed, the Agency will notify the Union within fourteen (14) days after Management receives notification of the change. If the Union believes the new process creates an adverse impact to employees, the Parties will meet to negotiate in accordance with Article 11.

4. Performance Ratings for Union Officials

- a. Employees who are Union officials are not rated for their representational work (Union duties). Employees are only to be rated on Agency-assigned work.
- b. Union officials will be expected to perform their Agency work at the Fully Successful level or above. The performance expectations will be adjusted for official time used to perform representational work from the performance of the agency assigned work, taking into consideration any impact on productivity and/or timeliness due to the performance of representational work.

5. Unacceptable Performance. If at any time during the rating period, the rating official deems an employee's performance to be deficient they will take action in accordance with the Performance DR. Whenever possible, actions to place an employee on a Demonstration Opportunity Plan will be taken early enough in the fiscal year to allow the employee to improve their performance to a fully successful level prior to being given their rating of record for the year.

4. Contents of a Demonstration Opportunity Plan (DO Plan):

- a. Identifying Information: The employee's name, title, series, grade, and organizational location.
- b. Length of Demonstration Opportunity period. The length of the initial opportunity period will typically be 30 calendar days. This period may be extended by written notice, in accordance with the Performance DR.
- c. Elements and Deficiencies: The critical element(s) and performance standard(s) for which the employee's performance is at the unacceptable performance level and a description of the exact nature of the deficiencies.
- d. Expectations: Advice and/or guidance on what the employee must do to raise their performance to the fully successful performance level. Expectations may be clarified at this time. However, additional duties or standards may not be added to the employee's performance plan during a DO Plan.
- e. Management Assistance: A statement describing any assistance the agency will provide the employee to bring the performance up to the fully successful level. Assistance may include, but is not limited to, counseling, closer supervision, special resources, training, more frequent performance reviews, memoranda written to the employee explaining ongoing errors and how to correct them, assistance with organizing workload, and samples of acceptable work products.
- f. Potential Consequences of Failure: A statement that failure to improve performance to the successful performance level in any critical element (that is, the level of performance required for retention in the position) may result in reassignment, a reduction in grade, or separation of the employee from the agency.
- g. Employee Assistance Referral: A referral to the Employee Assistance Program (EAP) (FSM 6143); However, an employee cannot be compelled to seek EAP assistance.

5. Meetings during the DOP. The rating official will meet with the employee regularly for the duration of the DOP to reevaluate performance and counsel the employee on how to improve. Union representation will be provided upon the employee's request. However, DOP meetings will not be postponed by more than 1 day to obtain a union representative. The Parties will use the most economical and efficient methods to conduct the DOP meeting, including use of current communication technologies whenever practical in accordance with Article 7. The role of the Union representative in a DOP meeting is limited in scope, and the representative will not be disruptive in the meeting.

6. Performance-based Action: Actions may be taken consistent with 5 USC 43 or 5 USC 75 and will be in accordance with the Departmental Regulations and this Agreement.

- a. For actions taken under 5 USC 75 procedures in Article 22.6g will be followed.
- b. For actions taken under 5 USC 43, the following procedures apply:
 - (1) Notice of Proposed Adverse Action: An employee whose reduction-in-grade or removal is proposed is entitled to at least 30 days advance written notice that informs the employee of:
 - (a) The nature of the proposed action.
 - (b) The specific instances of unacceptable performance by the employee on which the proposed action is based.

- (c) The critical elements of the employee's position involved in each instance of unacceptable performance.
- (d) The timeframe for submitting a reply.
- (e) The right to be represented by a National Federation of Federal Employees (NFFE) representative, an attorney, or other representative.
- (f) The right to make an oral and/or written reply and to receive a written decision with appeal rights.

(2) Decision: After full consideration of the case, where warranted, Management may remove, demote, or reassign the employee. The decision will be made by a different management official than the official who proposed the action. The decision letter to an employee stating that action under this article will be taken will inform the employee

- (a) of the option to appeal the action to the Merit Systems Protection Board (MSPB) if applicable or through the negotiated grievance procedure, but not both;
- (b) that the employee that he or she will be deemed to have exercised his or her option to raise the matter under one procedure or the other at the time the employee timely files a written grievance or files a notice of appeal under the applicable MSPB procedures; and
- (c) the time limits (number of days) to appeal under the negotiated grievance procedure and the MSPB appeals procedure.

c. If the employee is the subject of an action based on unacceptable performance related to a disability, the employee may file for disability retirement. Upon the employee's request in such a case, Forest Service will allow the employee to take sick leave or leave without pay (LWOP) and delay the action to allow a determination to be made concerning the disability retirement.

ARTICLE 22

DISCIPLINE AND ADVERSE ACTIONS

1. Discipline is defined for the purposes of this article as any disciplinary or adverse action taken under 5 CFR 752 against an employee that results in a letter of reprimand, suspension without pay, reduction-in-pay or -grade, or removal from the Forest Service, except for performance actions taken under Article 21 of this Master Agreement.

2. General:

- a. Management shall determine when the need arises for disciplinary or adverse actions. Disciplinary actions and adverse actions will be taken in accordance with applicable laws, rules, and regulations in effect at the time of the action. The specific penalty for an instance of misconduct shall be tailored to the facts and circumstances of the situation. Procedures for disciplinary and adverse actions are described in this Article.
- b. The objective of discipline is to correct employee behavior and to prevent the recurrence of misconduct.
- c. Management and the Union agree that it is important that the supervisor/ employee relationship encourage early recognition and resolution of potential conduct situations that could lead to disciplinary or adverse action.
- d. When Management becomes aware of potential misconduct or misconduct by an

employee, the employee will be contacted as soon as practicable and instructed to discontinue the misconduct. Management will not knowingly allow instances of misconduct to continue for the purpose of increasing the severity of a potential penalty.

- e. When discipline is initiated, it will be within a reasonable time period after the incident in question, or after Management knew or reasonably should have known of the incident.
- f. Discipline against employees must be based on just cause, consistent with applicable laws and regulations, and fair and equitable.

3. Penalty Determination

- a. In order to determine the appropriate penalty for an Employee such as a disciplinary or adverse action, the Employer will consider the relevant factors as determined by governing law (for example, applying the factors articulated by the Merit Systems Protection Board in *Douglas v. Veterans Administration*, 5 M.S.P.R. 280 (1981) to applicable adverse actions).
- b. The Parties recognize that discipline may be progressive in nature, however the progressive sequence of discipline is not required. It is understood that some offenses may be cause for severe action, including removal, irrespective of whether previous disciplinary or adverse actions have been taken against the employee.

4. Counseling/Cautionary Situations:

Whether issued orally or in writing, counseling is a regular part of daily supervision. Supervisory counseling actions are not considered formal discipline and will not be placed in the employee's Official Personnel Folder (OPF). Supervisory counseling actions include oral or written counseling, admonishment, instruction, expectation, caution, or warning. Written counseling letters will include the specific reasons for the letter and the expectations for the employee. Counseling letters are not grievable.

5. Inquiries and Misconduct Investigations:

- a. Misconduct investigations, if warranted, will be in accordance with the standards set forth in USDA Personnel Bulletin No. 751-3 and laws rules and regulations in effect at the time of the investigation.
- b. Prior to issuing a letter of reprimand or a notice of proposed discipline, the official issuing the letter or notice, or his or her designee, shall undertake an inquiry and/or investigation to obtain pertinent facts relating to the situation.
- c. Employee rights during examinations are described in Article 4.
- d. To the extent practicable, the official(s) conducting the inquiry or investigation will try to obtain information directly from the affected employee, before contacting others.
- e. Generally, if Forest Service Law Enforcement is used to conduct misconduct investigations of employees, the officer or agent used to conduct the investigations should be from outside the Region. This is not intended to prevent law enforcement supervisors from conducting supervisory inquiries of employees within their chain of command.
- f. Inquiries and investigations will be completed in a timely manner. Management will propose disciplinary action, if warranted, in a timely manner after completion of the inquiry or investigation.

- (1) For supervisory inquiries, the affected employee may request information from their supervisor about the status of an inquiry at any time, but not the substance. The response will specify whether the inquiry has been completed or when closure is expected, if known.
 - (2) For misconduct investigations, Management will notify the subject of the investigation that it is completed within 30 days after the investigation is completed. If the investigation is not completed within 90 days from the date the subject of the investigation was first examined, the employee may request the status of the investigation and Management will provide the information within 14 days thereafter. For misconduct investigations, if no disciplinary action is warranted, the employee will be notified in writing within 30 days of final determination.
- g. Once Management has been notified that the Union is representing the employee(s) in reference to a specific matter, Management will notify the representative of any additional meetings with the employee(s) relevant to that matter. This notification will allow reasonable time for the representative to attend the meeting(s). A copy of any correspondence to the employee from Management will be sent to the Union representative at the same time as it is sent to the employee.
- h. Criminal investigations: The provisions of this section do not apply to criminal investigations.

6. Discipline:

- a. Before deciding on a particular penalty, agency officials should consider all the pertinent factors as described in USDA Table of Penalties.
- b. Decision Letters will inform the employee how many years the letter will be retained in the agency's official disciplinary case file. The retention period will be determined in accordance with the Records Management Handbook (FSH 6209.11 Chapter 40).
- c. Employees will be afforded access to any closed discipline files pertaining to the employee.
- d. Provisions common to all discipline except letters of reprimand taken under 5 CFR 752:
 - (1) In the event an employee is issued a notice of proposed discipline, that employee must be afforded and made aware of all the rights and privileges due him or her under 5 CFR 752 and this Master Agreement.
 - (2) Management will state in sufficient detail the reasons for proposed discipline and provide the employee copies of any evidence to support the proposed action.
 - (3) The employee will be granted a reasonable amount of duty time to prepare an answer to any proposal.
 - (4) Time limits for the employee's response may be extended upon written request.

e. Letter(s) of Reprimand:

Letter(s) of reprimand will be clearly titled and sufficiently specific to support the letter being issued and what the employee can do to improve or take needed corrective action. The employee will be advised of his or her grievance rights. The letter will advise the employee that the reprimand will be retained in the Official Personnel Folder (OPF) for a period of 1 year. At the time it is removed from the OPF, the employee will be notified in

a confidential manner.

f. Suspension of 14 days or less:

The following applies to an individual in the competitive service who is not serving a probationary or trial period under an initial appointment or who has completed 1 year of current continuous employment in the same or similar positions under other than a temporary appointment limited to 1 year or less. Such an employee is entitled to:

- (1) At least 7 days advanced written notice stating the specific reasons for the proposed suspension.
- (2) A reasonable time to answer orally and in writing and to furnish affidavits and other documentary evidence in support of the answer.
- (3) Representation by a National Federation of Federal Employees (NFFE) representative, an attorney, or another representative.

Note: The employee will notify management, in writing, of whom their representative is and any changes that may occur. If there are mitigating circumstances where written designation cannot be made prior to a representational need, verbal designation by the employee will be sufficient and the designation will be documented as soon as practicable.

- (4) A careful consideration of the evidence and the employee's response by the deciding official, including any mitigating factors. The deciding official shall decide:
 - (a) To withdraw the proposed discipline;
 - (b) To institute a lesser discipline; or
 - (c) To institute the proposed discipline.
- (5) A written decision and the specific reasons therefore, at the earliest practicable date.
- (6) The opportunity to grieve the decision through the negotiated grievance procedure contained in Article 9. The written decision shall advise the employee of this right. If the employee chooses to use the negotiated grievance procedure, he or she must represent himself or herself or be represented by the Union.

g. Suspension for more than 14 days, removal, furlough without pay for 30 days or less, or reduction-in-pay or –grade (adverse actions):

The following applies to an individual in the competitive service who is not serving a probationary or trial period under an initial appointment, or who has completed 1 year of current continuous employment under other than a temporary appointment limited to 1 year or less; and a preference eligible in the excepted service who has completed 1 year of current continuous service in the same or similar positions. Such an employee is entitled to:

- (1) At least 30 days advance written notice, unless there is reasonable cause to believe the employee has committed a crime for which a sentence of imprisonment may be imposed, stating the specific reasons for the proposed action.
- (2) A reasonable time, never less than 7 days, to answer orally and in writing and to furnish affidavits and other documentary evidence in support of the answer.

- (3) Representation by a National Federation of Federal Employees (NFFE) representative, an attorney, or another representative.

Note: The employee will notify management, in writing, of whom their representative is and any changes that may occur. If there are mitigating circumstances where written designation cannot be made prior to a representational need, verbal designation by the employee will be sufficient and the designation will be documented as soon as practicable.

- (4) A careful consideration of all the facts and evidence of the case, including the Douglas factors and the employee's response, if any. The deciding official shall decide:
 - (a) To withdraw the proposed discipline;
 - (b) To institute a lesser discipline; or
 - (c) To institute the proposed discipline.
- (5) A written decision and the specific reasons therefore, at the earliest practicable date.
- (6) The decision letter informing the employee of his or her option to appeal the action to the Merit Systems Protection Board (MSPB) or through the negotiated grievance procedure, but not both, and informing the employee that he or she will be deemed to have exercised his or her option to raise the matter under one procedure or the other at the time the employee timely files a written grievance or files a notice of appeal under the applicable MSPB procedure. If the employee chooses to use the negotiated grievance procedure, he or she must represent himself or herself or be represented by the Union.

7. Alternative Discipline:

- a. In accordance with the provisions of USDA Personnel Bulletin No. 751-3, the Forest Service encourages the use of alternative discipline whenever appropriate. Alternative discipline provides an opportunity to better manage caseloads, reduce administrative costs, and rehabilitate employees for productive Government service.
- b. Alternative discipline agreements will promote the efficiency of the service and may contain nontraditional penalties such as community service, donation of annual leave to the leave transfer program, use of leave-without-pay instead of suspensions, or combinations of these or other agreed-to alternatives.
- c. Employees may offer suggestions for alternative discipline to the deciding official.
- d. The option to enter into an alternative discipline agreement is voluntary on the part of the employee. When offered an alternative discipline agreement, the employee will be informed in writing that they may discuss the alternative discipline agreement with a Union representative before signing. Employees will not be required to make a decision on an offer of alternative discipline before receiving a written decision on the proposed discipline.
- e. In cases where the appropriate penalty is removal, alternative discipline may not be used. However, a proposed removal that is mitigated at the decision stage may be a candidate for last chance agreement.

8. Termination of Probationary/Trial Employees:

- a. The Parties recognize that the probationary/trial period is an extension of the examining process.
- b. Terminations of probationary/trial employees for conduct or performance reasons will take place only when reasonable doubt exists as to the appropriateness of continued employment. Employees will have an opportunity to demonstrate their performance and conduct for continued employment to the fullest extent possible during their probationary period. If a decision is made to terminate an employee during the probationary period, a written notice will be issued to the employee containing the reasons for the action and its effective date. The reasons will include any agency conclusions on performance and/or conduct deficiencies.
- c. Discipline of probationary/trial employees that is less than removal will follow the same procedure, above, except the employee will be advised in writing of his or her right to grieve the decision, according to Article 9.

9. Termination and Discipline of Temporary Employees: Refer to Article 24.

ARTICLE 23

PERMANENT SEASONAL EMPLOYMENT

1. Seasonal employment, as authorized in 5 CFR 340 Subpart D, means annually recurring periods of work of less than 26 pay periods each calendar year. Seasonal employees are permanent employees who are placed in nonduty/nonpay status and recalled to duty in accordance with pre-established conditions of employment.
2. A permanent seasonal employment agreement must be executed between the Forest Service and the seasonal employee prior to initial appointment. The template in Appendix H will be used for the executed agreement and maintained in the employee's electronic Official Personal Folder (eOPF). Management and the seasonal employee will discuss the terms and conditions of the employment agreement. The employee and Management must sign and date the agreement. Management will provide the employee with a copy. There will be no change in any terms of employment without notifying the employee and the Union. Any permanent changes will require a new agreement.
3. Annually, the supervisor and the employee will communicate to establish the starting and ending dates two pay periods in advance of the action. Upon request, the Local Lodge will be provided copies of the employee's employment agreement.-
4. Management will determine the length of the season, subject to the condition that it be clearly tied to the nature of the work. The season (including the beginning and ending dates) must be defined as closely as practicable so that an employee will have a reasonably clear idea of how much work he or she can expect during the year. The employee is obligated to work for the minimum period specified in the employment agreement. The length of the season may be extended by mutual agreement between Management and the employee.

5. Upon request by the employee, the guaranteed minimum tour may be reviewed to determine if the minimum tour should be increased.

6. Release and recall procedures must be established in advance and uniformly applied. They may be based on performance, seniority, veterans' preference, other appropriate indices, or a combination of factors (5 CFR 340.402(d)). These procedures are negotiable at the appropriate level.
7. When a seasonal employee is called back during their nonduty/nonpay status period (for example, to attend a training session), the employee will normally be called back to full-time status rather than intermittent status.
8. Should Management need to permanently reduce seasonal tours below the minimum guaranteed tour, the following options apply:
 - a. Reductions-in-force (RIF) procedures as outlined in 5 CFR 351, or
 - b. Negotiation of other procedures nationally in accordance with Article 11.
9. In case of a temporary reduction (for the current year), furlough procedures will be used pursuant to Article 33 of this Master Agreement. Furloughs more than 30 days follow 5 CFR 351 procedures, and those less than 30 days follow 5 CFR 752 procedures.
10. Seasonal employees serving under career appointment may move to other positions in the same way as other regular career employees (5 CFR 340.402).
11. Seasonal employment may not be used as a substitute for full-time employment or as a buffer for the full-time workforce (5 CFR 340.402).

ARTICLE 24

TEMPORARY/TERM EMPLOYEES

1. The authority and definitions for temporary and term appointments reside at 5 CFR 316 for competitive service and at 5 CFR 213 for excepted service appointments. FSH 6109.12, Chapter 60 and this Article provide direction on recruitment, selection, employment, and separation for these appointments.
2. A term appointment is appropriate for positions of a specified duration when work is expected to last more than 1 year but not more than 4 years. Long extensions or consecutive term appointments indicate a permanent need and should be staffed accordingly.
3. Temporary employees who have been selected competitively and successfully completed their tour of duty will be eligible for rehire the next season without further competition, in accordance with 5 CFR 316.402. Rehire eligibility will

remain in effect for up to 3 years from the date of separation from the appointment on which eligibility is based. The determination to appoint rehire-eligibles will be made by Management according to the qualifications and suitability required by the positions.

4. When the Forest Service rehires a temporary employee, the employee may be rehired to any position with the same series, grade, and qualification requirements as the original appointment and on the same major subdivision. A major subdivision is defined as forest, regional office, station, Northeastern Area Office, Civilian Conservation Center, or Washington Office for both position limitations and employee rehire eligibility. Upon request, employees will be given a copy of the SF-50 to document the rehire action. If an organizational structure is established that does not fit into the categories listed above, the Parties may negotiate a different definition for major subdivision.
5. Management will have a list of temporary employees eligible for rehire or extension of appointment that will be used in planning next season's recruitment.
6. If the temporary employee works for 90 days or more, Management will provide the employee a performance appraisal at least 7 days prior to termination and will discuss whether the rating will affect chances of rehire. In conjunction with the appraisal, the employee will be advised of his or her right to grieve the rating. For notices of termination for misconduct, refer to Section 16 of this Article.
7. Temporary employees who are interested in rehire will be given the best available information prior to separation concerning opportunities for rehire with that unit the following season. They will also be informed as to how rehire eligibility works. This will give them the opportunity to apply for other Forest Service positions for which they have no rehire eligibility and be considered based on their qualifications. The list of temporary employees with rehire eligibility will be provided to the Local Lodge upon request.
8. Within 30 days of a temporary employee being hired, the employee will receive written notice of their approximate length of employment.
9. Whenever possible, temporary employees will be given a minimum of 2 weeks' notice as to their termination date at the end of their season.
10. Within 14 days of a temporary or term employee reporting for duty, the employee will receive access to computer systems necessary for entering timesheets and accessing their earning and leave statements.

11. The Forest Service will observe the time limitations for temporary employment in positions and successor positions. Successor positions for temporary positions are as defined in 5 CFR 316.401(c). When considering whether a position may be refilled or not, the time limits in the regulations apply to the same or successor positions in the same major subdivision and in the same commuting area. Commuting area definitions can be found at Article 35.8(d).

12. When filling permanent positions from external sources, the units will give consideration, in accordance with applicable law, to qualified temporary employees who apply for the positions.

13. Temporary and term employees who have an initial appointment of at least 1 year will be advised in writing of any eligibility for the Federal Employees Health Benefit Program.

14. Competitive temporary recruitment notices for Bargaining Unit positions will be publicized for a minimum of 7 working days prior to closing date.-

15. Separation or Reduction in Grade

a. In addition to the rights set forth in Section 16 in this Article, temporary employees may seek reconsideration of the separation or reduction in grade based upon misconduct or poor performance by submitting the request in writing to the Forest Supervisor or other appropriate impartial official.

b. The request for reconsideration must be submitted within 5 days of the effective date of the action. The appropriate Management official shall provide a copy of the request to the Union within 2 days of receipt.

c. Upon the employee's request, a meeting shall be convened to consider information provided by the employee in support of his or her reconsideration request. The appropriate official will reconsider the action and reply to the employee within 7 days of receipt of the reconsideration request or meeting, whichever is later. This decision will be final. The employee shall have the right to Union representation throughout this procedure.

d. The reviewing official will order appropriate remedial action if the adverse action was unwarranted. Participants in this process will be granted reasonable official time.

e. This procedure shall be null and void should a change in law occur that will allow temporary employees use of negotiated grievance procedures for separation or reduction in grade.

16. Termination and Discipline of Temporary Employees

- a. The provisions of this section do not apply to termination due to lack of work, funds, or expiration of appointment.
- b. Notice of termination for misconduct will be issued at least 1 working day in advance, except for cases where the employee is being terminated for a crime for which imprisonment could be imposed or in cases where the employee is guilty of substance abuse or is a threat to others. If the termination will also result in loss of rehire eligibility, a statement to that effect will be included in the termination notice.
- c. A notice of termination will be provided to the employee in writing and will contain the reasons for the action, including notice of loss of rehire eligibility as well as their applicable reconsideration rights.
- d. A notice of disciplinary action will be provided to the employee in writing and will contain the reasons for the action, including the employee's right to grieve the disciplinary action in accordance with Article 9.

ARTICLE 25

EQUAL EMPLOYMENT OPPORTUNITY

1. Equal Opportunity

a. Management and the Union will cooperate in providing equal opportunity for employment, training, and promotion, and will not discriminate because of age, race, gender, religion, color, national origin, sexual orientation, marital or familial status, disability, lawful political affiliation, or other nonmerit factors. The Parties agree to cooperate in providing equal opportunity for all employees in the implementation of Forest Service and Union programs.

b. Each Party agrees to advise the other of equal opportunity problems of which they are aware. The Parties will jointly seek solutions to such problems.

2. Civil Rights Committees. At least one member of Civil Rights Committees will be a Union representative. On units where such committees are not established, the Union will be afforded the opportunity to be involved in Equal Employment Opportunity (EEO) issues likely to affect Bargaining Unit employees.

3. Washington Office EEO Counselor contact information will be posted at all duty stations and on the Internet and kept current.

4. Employees actively contributing to the advancement of EEO practices may be recognized for their actions. The Union may nominate such persons for recognition (see Article 17).
5. The Union at the appropriate level will be given an opportunity to review EEO/Affirmative Employment Plans, as appropriate.
6. The appropriate Union official will be given reasonable notice of and provided reasonable time to be present at Alternative Dispute Resolution (ADR) sessions.
7. The role of a Union official representing the interests of the bargaining unit is to serve in the capacity of a technical representative. A Union official serving in this capacity does not speak for or represent the involved employee.
8. The role of a Union representative who accompanies an employee during an ADR process is to assist and advise the employee in obtaining resolution.
9. In the context of EEO complaint settlement or ordered relief from third-party proceedings, Management acknowledges its obligations under pertinent labor and civil rights laws and regulations, when such actions will affect conditions of employment for Bargaining Unit employees. Such actions include the obligation to provide notice and negotiate as appropriate under Article 11.
10. **Workforce Diversity.** The Union and Management support the goal of becoming a multicultural organization with a diverse workforce.

ARTICLE 26

EMPLOYEE ASSISTANCE PROGRAM

1. General

- a. The Forest Service shall maintain an employee assistance program (formerly called CONCERN) meeting the requirements of applicable laws, regulations, and guidelines found in Public Laws 91-616 and 92-255. The Union and Management, including Local parties, shall discuss and negotiate any Management-proposed changes or recommendations relative to the program for employees with medical/behavioral problems.
- b. Employee participation in the program shall be voluntary, although supervisors have a responsibility to identify poor job performance and refer an employee to this program as corrective action.

c. An employee may bring a Union representative to any discussion in connection with this article.

d. Management will publicize the employee assistance program on official bulletin boards, in orientation of new employees, and in employee assistance program updates in the electronic communications system.

2. Policy

a. The Parties acknowledge that the employee has the primary responsibility to maintain acceptable performance and for taking any actions or treatment necessary to maintain it. When an employee sincerely seeks treatment in order to maintain or regain acceptable performance or conduct, Management will provide assistance, create an atmosphere of understanding, and attempt to remove the effects of social stigma associated with the problem.

b. Management will attempt to provide employees with the appropriate assistance to overcome problems that contribute to poor performance or conduct.

c. It is a basic function of a supervisor to identify poor job performance and to take corrective action.

d. Management recognizes alcoholism, other drug dependencies, and mental illness as illnesses. Employees who have these illnesses will receive the same careful consideration and respect as employees who have other illnesses. The same consideration will be given to employees who have other personal problems that contribute to poor performance or conduct. Employees who may be impacted by other employees or family members with these illnesses will receive the same careful consideration and respect.

e. Diagnosis and treatment should be accomplished by referral of employees to outside professional treatment and assistance sources.

3. Responsibilities and Guidelines

a. When a supervisor, through daily job contact, observes that an employee is experiencing difficulties in maintaining his or her job performance, the supervisor will discuss the apparent difficulties with the employee.

b. If the employee is unable to correct his or her job performance difficulties through his or her own efforts, Management will refer the employee to the Employee Assistance Program.

c. The focus of corrective discussions by supervisors is restricted to the issue of job performance or conduct and the possible job-related consequences.

d. Conduct that has medical aspects, such as conduct that evidences emotional disorder, impaired judgment, or alcohol or drug abuse (subject to provisions of Article 43.4), will be addressed as medical problems in an effort to provide rehabilitation to the employee. An employee who refuses professional help or is unable to improve his or her performance or conduct with the assistance of a medical rehabilitation program may be subject to disciplinary action or separation.

e. Supervisors shall consider the guidance of the referral sources in establishing reasonable expectations for an employee's recovery time.

f. Participation in the program shall not jeopardize an employee's job security or his or her opportunity to compete for promotion.

g. Sick leave is an appropriate form of leave for treatment or counseling sessions.

h. The program advisor shall maintain an up-to-date listing of community facilities for treatment of medical/behavioral problems. Such listing shall include, when known, the cost of such services and eligibility requirements.

i. In most circumstances, a disciplinary action may be held in abeyance if the employee enters an appropriate rehabilitation program, permits the counselor to report to Management on the employee's attendance in the program, and is making observable progress in conduct and/or performance on the job.

4. Confidentiality. Except as required by law (5 U.S.C. 522a) or regulation (5 CFR 297.401), medical history records, including those containing behavioral information, will not be disclosed without the employee's written consent. When such information is disclosed without the employee's consent, except to those officers or employees of the U.S. Department of Agriculture who have a need for the record in the performance of his or her duties, the employee will be notified, unless such notification is prohibited by law or regulation. The notification will state the date of disclosure, to whom the information was disclosed, and the nature and purpose of the disclosure.

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SAFETY AND HEALTH

1. General: The Parties mutually agree to cooperate in common efforts to create and maintain a safe and healthy workplace, safe and healthy working habits, and conditions to minimize accidents and prevent lost work time due to illness or injury. A safety and health program will be administered in accordance with FSM 6700, as may be changed or amended, and Executive Order 12196. Employees involved in activities or representation pursuant to this article shall receive official time for such activities, subject to the limitations in Article 5. The Parties agree

that changes to safety equipment used by bargaining unit employees is an important topic.

The Parties agree it is a violation to intimidate, threaten, restrain, coerce, blacklist, discharge, or in any other manner retaliate against any employee because the employee has raised any safety issues pursuant to 29 CFR 24.100(a) and 29 CFR 24.102.

2. Workplace Security: Workplace facilities occupied on a regular basis will have a written workplace security plan, which will be evaluated annually. The union will be given the opportunity to provide feedback in the development and revision of these plans and will be provided a final copy. The Agency is ultimately responsible for ensuring that there is a plan. Each plan, notwithstanding national direction on workplace security, will be developed to meet local situations and may be subject to impact and implementation bargaining. At a minimum, the plan must address the following:

- a. Occupant emergency plans.
- b. Security of buildings and surrounding areas, such as parking lots.
- c. Workplace violence, including but not limited to the procedures for reporting concerns and for establishing threat assessment protocols, to include properly trained threat assessment teams, in accordance with the USDA Handbook on Workplace Violence Prevention and Response.
- d. Continuation of Operation Plans, including current contacts and a list of positions essential for continued operation, which are updated when there are changes.

3. Agency Safety and Health Inspections: Management will conduct an annual safety and health inspection by qualified personnel of Forest Service facilities that are regularly used. The Union will be notified and invited to participate at least 14 days prior to these safety and health inspections. Management will send the Union a copy of reports from the inspections. All first aid equipment will be part of this inspection and their contents shall be updated to meet published agency standards.

4. Local Safety and Health Programs: The Local parties may agree through negotiations to establish safety and health programs, such as:

- a. Health services.
- b. Preventive medicine.
- c. Other health and safety issues related to the local work environment.

5. Programs for Wellness Activities: The Parties recognize the benefits of a physically fit and healthy workforce and agree upon the appropriate arrangements whereby employees may voluntarily participate in a wellness program, which would include administrative leave not to exceed 3 hours per week, if workload permits. Normal workload should not prevent employees from being eligible to participate in the wellness program, including use of administrative leave. The individual supervisor has the responsibility to determine whether a particular employee, or group of employees, can be spared to participate in fitness activities based on specific or unusual work assignments.

- a. The specific details for each unit's wellness program will be left to the Local parties. However, if disagreement arises through negotiations, or application of local agreements, 3 hours per week of administrative leave is the default.
- b. The Local parties may mutually agree to exempt administrative leave as a provision of their wellness program. If use of administrative leave in lieu of duty time is not feasible, Local parties are encouraged to consider some reimbursement for fees associated with off-duty wellness activities.
- c. The use of administrative leave for wellness activities is authorized only in accordance with a personal fitness plan (PFP), signed and approved by the supervisor. The PFP must specify the authorized activity/activities which are being performed and the authorized time at which they will be performed.
 - (1) For employees on a flexible work schedule, wellness activities should be performed during, immediately preceding, or immediately following an employee's already established work schedule, unless specified otherwise in an employee's PFP.
 - (2) For employees on fixed work schedules, wellness time must be taken during their established work schedule.
- d. Administrative leave for wellness activities should not be granted when greater than 4 hours are previously scheduled for sick or annual leave or on non-work days.
- e. Administrative leave for wellness is not intended to be the routine granting of additional work hours in a pay period. Authorization for administrative leave for wellness activities may be withdrawn where employees exhibit a continued pattern of earning credit hours, compensatory time, or overtime in conjunction with administrative leave for wellness.
- f. Employees whose normal work schedule does not entitle them to night pay or night shift differential but who elect to exercise between 6 p.m. and 6 a.m. are not entitled to night pay or night shift differential.
- g. Employees may not be paid Sunday premium pay when in leave status, including Administrative Leave. Sunday premium pay may only be paid for periods when an employee performs work on Sunday. Only employees who are regularly scheduled to work on Sundays due to the nature of the work (e.g., field work, laboratory work, or CCCs) may be granted administrative leave for fitness activities on a Sunday.
- h. Time commuting to and from an employee's duty station is not eligible for administrative leave for wellness.
- i. Administrative leave for wellness will be coded using TC 66 and 06 descriptor code. It is the employee's responsibility to ensure that they are participating in wellness activities during the period for which they are claiming administrative leave. The employee's submittal of their T&A certifies that the employee participated in fitness activities during the time administrative leave was charged.
- j. These provisions do not affect the physical fitness requirements or policy for those employees who are covered by arduous duties covered by firefighters and

Law Enforcement Officers.

6. Safety and Health Committees:

a. If Management establishes a local safety committee to review local health and safety programs and formulate recommendations regarding ongoing problems and useful improvements, the union will be afforded the opportunity to fully participate as representatives of the bargaining unit on such committees and any subgroups.

In the absence of a local Safety and Health Committee, the Union will be provided safety policy documents to review prior to Management approval.

7. Health and Safety Policies:

- a. Management will provide safe and sanitary working conditions and equipment, consistent with standards promulgated under the Occupational Safety and Health Act of 1970 (OSHA). Consistent with 29 CFR Chapter XVII, Management shall post notices informing employees of the protections and obligations provided for in the OSHA.
- b. The Parties at the national level agree to meet at least annually to review a safety and health program and to make recommendations. This meeting may be combined with another national meeting, including virtual meetings as appropriate. Management agrees to provide the Union, on a case-by-case request, with available, relevant agency information on safety and health, insofar as it is compatible with the Privacy Act of 1974 as amended.

8. Consistent with applicable policy all employees shall wear or use protective clothing and/or equipment of the type required, approved, and supplied for safe performance of their work. Management agrees to provide any special and/or unusual safety equipment or supplies (such as personal protective clothing or equipment and devices) necessary as identified in an approved job hazard analysis or Forest Service Handbook (FSH 6709.11 Chapter 70, 72-Exhibit 01). The Union may negotiate at the Local level the type of safety equipment and safety supplies defined as a result of the job hazard analysis. Equipment and supplies shall be replaced when determined they are no longer acceptable for their intended purpose. Employees may request an inspection of supplies or equipment suspected to be defective and supervisors shall treat such requests as a priority.

9. Reimbursements for fire and field safety boots.

- a. Management will reimburse up to \$300 (three hundred dollars) once every three (3) years following date of approval of reimbursement as needed to eligible permanent and temporary bargaining unit employees, subject to Agency funding. Employees may apply for reimbursement for more than one pair of boots including all shipping, handling, taxes (if applicable by state), and vendor surcharges. Total reimbursement per employee may not exceed \$300 once every three (3) years.
- b. **Eligibility** Subject to supervisory validation of need and eligibility, the following criteria must be met:
 - (1) Fire safety boots: Permanent and temporary bargaining unit employees (fire employees and militia) with qualifications that require a light, moderate or arduous fitness rating that are documented on a current

and valid Incident Qualification Certification System (IQCS) card are eligible for the reimbursement to off-set employee costs to purchase, resole or refurbish fire safety boots meeting the requirements set out in Forest Service Handbook (FSH 6709.11).

- (2) Field safety boots: Permanent and temporary bargaining unit employees who spend at least 25% of their time performing field work that requires safety boots as identified through one or more of the following: (1) employee's official position description, (2) FSH 6709.11, or (3) an approved Job Hazard Analysis, are eligible for the reimbursement to off-set employee costs to purchase, resole or recondition field safety boots meeting the requirements set out in Forest Service Handbook (FSH 6709.11).
 - (3) An employee must be in an active pay status and must also certify that they are not knowingly leaving the Agency within 45 days of submission.
 - (4) All exceptions for special projects or unique circumstances may be approved by the Local Line Officer.
- c. Employees have 45 days from date of earliest expense to submit a request in the Agency-designated system, including copies of receipt(s), for supervisory review and approval of reimbursement. Management will review requests for completeness and accuracy within 30 days of submission and inform the employee if their request is deficient.

10. Safety plans and job hazard analyses will be reviewed at least annually by the Local parties or safety committees. The safety plan and the job hazard analysis will be jointly reviewed by the employee and supervisor as part of the job hazard analysis process. The job hazard analysis shall be recorded on Forest Service form, FS-6700-7. Management will provide access to copies of Job Hazard Analyses (JHAs), safety plans, and safety data sheets (SDS) information to the employees and the Local Lodge. The format for providing this information is negotiable at the Local level.

11. Management agrees to provide adequate sanitary facilities, water, and indoor environmental conditions (including lighting; heating; relative humidity; ventilation; air quality; and absence of pests, airborne pathogens, and irritants) in work areas in accordance with laws and regulations (for example, OSHA). If it is determined that sanitary facilities, water, indoor environmental conditions, and/or space are not adequate to protect the health and safety of an employee in any work area, corrective action will be taken to the extent feasible within a reasonable amount of time after becoming aware of the condition(s). Inspections will be made in accordance with required state and federal standards. In facilities not controlled by the Forest Service, such corrective action will be requested by management at that location within a reasonable amount of time after becoming aware of the condition(s). Actions being taken shall be communicated to employees and the Union within 30 days.

12. Management will, to the extent feasible, eliminate identified safety and health hazards. Whenever such conditions cannot be readily abated, Management shall inform the Union and the parties shall arrange a timetable for abatement, including a schedule of interim steps to protect employees. Arrangements shall include notifications; warnings; relocation of employees, if needed; information to

employees exposed to the hazardous conditions; and other steps the parties may agree are necessary under the circumstance, such as holding informational meetings with affected employees.

13. The parties, in the course of normal duties, shall encourage employees to work safely and to report any observed unsafe or unhealthy conditions to the employee's immediate supervisor. Stewards and other representatives of the Union, in the course of performing their normally assigned responsibilities, are encouraged to observe and report unsafe practices, equipment, and conditions, as well as environmental conditions in their immediate areas that may represent safety and health hazards. The Local parties are encouraged to work together to resolve issues related to employee health and safety as they arise, which includes ways to improve safety conditions.

14. Unsafe Working Conditions:

- a. Management will annually advise employees, in writing, that they may report any apparent unsafe or unhealthy working conditions without fear of retaliation.
- b. Management shall provide each employee information about the Safety Empowerment Authority and access to the Safety Empowerment Authority card within 30 days of entering upon duty, or upon request to their supervisor.
- c. When an employee feels that he or she is subject to conditions so severe that even a short-term exposure to such conditions would be detrimental to health and safety, he or she should report the circumstances to the immediate supervisor. The supervisor shall inspect the work area or substance in question and analyze the situation to ensure that it is safe (or may be safely handled) before requiring the employee to carry out the work assignment. If any doubt regarding the safety of existing conditions is raised by the supervisor, an appraisal shall be obtained from the appropriate Management official before proceeding. Safety and health specialists may also be consulted by supervisors, employees, managers, or Union officials in these situations. The Local Lodge will receive, upon request, a copy of any documentation of the inspection or appraisal of the alleged unsafe working conditions.
 - (1) Agency inspections will be conducted promptly in response to employee reports of imminent danger conditions, potentially serious conditions, and for other than serious safety and health conditions in accordance with 29 CFR 1960.28 (d)(3).
 - (2) An inspection may not be necessary if, through normal Management action and with prompt notification to employees, safety and health committees, and the Union at the appropriate level, the hazardous condition(s) identified can be abated immediately.
- d. If the supervisor determines an unsafe or unhealthy circumstance exists and the supervisor cannot readily correct the hazard, the supervisor will take preventive action as specified in Section 10 above. The employee or group of employees who continue to believe that work is being required under conditions that are unsafe or unhealthy beyond the normal hazards inherent in the operations in question have the right to file a grievance. An employee or the Union may

request an OSHA inspection at any time.

- e. In the absence of immediate access to the supervisor, the employee may suspend his or her work whenever any environmental condition or combination of conditions (including, but not limited to, temperature, relative humidity, wind, precipitation, and air quality) become so extreme as to pose an immediate danger to employee health and safety that cannot be readily mitigated by the use of appropriate, approved protective equipment or technology. The employee will then promptly contact the supervisor as appropriate.
- f. Employees may alternately choose to report any unsafe working condition anonymously through the electronic safety reporting system.

15. Hazardous Materials:

- a. No employee will be required or permitted to handle potentially hazardous materials without the proper training and information as prescribed by Federal law or regulation. As required by laws and regulations (for example, OSHA), a chemical exposure-monitoring plan will be provided for employees working with hazardous materials that pose a threat of long-term physical damage, including appropriate medical examinations and testing at the Agency's expense.
- b. Employees will be made aware of any exposure to hazardous materials when required by OSHA regulations.
- c. Management will make every reasonable attempt to ensure that hazardous or poisonous substances are properly marked and stored in accordance with Federal labeling and storage regulations. Upon discovery of noncompliance with Federal labeling and storage regulations, Management will immediately initiate corrective action.

16. On-The-Job Injury or Illness:

- a. The Agency will take appropriate action to secure emergency treatment for an employee during duty hours for job and non-job-related injuries or illnesses, if the employee's condition is such that they cannot arrange treatment for themselves. Employees shall report to their supervisor all injuries or occupational illnesses that occur on the job, and the information will be entered into the Agency's electronic reporting system. Management will provide assistance in case the employee is unable to do this. This requirement in no way affects the employee's rights and benefits under Office of Workers' Compensation Programs (OWCP) regulations. Management shall expeditiously process and forward to OWCP all documentation that is required by OWCP within the Agency's control when an employee sustains an on-the-job injury or contracts an occupational disease. Upon request, copies will be provided to the employee or the personal representative designated in writing by the employee. Management agrees to provide employees with assistance in processing claims under the Federal Employees Compensation Act.
- b. Where documented medical evidence shows the work environment is contributing to a medical problem, Management will correct identified safety hazards or will make every reasonable effort to place the employee in a suitable environment and/or provide alternate work until the hazard is corrected.

17. Temporary Accommodation: When employees are temporarily unable to perform their regularly assigned duties because of documented confirmed illness or injury, but may be capable of returning to or remaining in a duty status, Management may detail such employees to work assignments Management determines to be available and compatible with the employee's physical condition, or temporarily tailor the employee's regularly assigned duties to the physical limitations to the extent Management determines such changes are feasible and warranted.

18. Permanent Injuries/Disabilities:

- a. When an employee is permanently injured on the job, the agency shall first attempt to accommodate the employee in their original position.
- b. If the employee cannot be accommodated in their original position, the agency shall make every effort to place the employee in another appropriate position. The employee will be consulted regarding their skills and interests related to placement. At a minimum, placements will take into account the following factors:
 - (1) Maintaining the employee in the same retirement system as the position they were in when they sustained the injury.
 - (2) Maintaining the employee's pay grade, including keeping them on a career ladder if they were on one when injured.
 - (3) Employee's qualifications, including those that may have been obtained from prior work experience and/or experience gained outside the Forest Service.
 - (4) Employee's geographic preference.
 - (5) Short-term training needs.
 - (6) Any special needs or considerations identified by the employee and/or medical practitioner.
- c. If a temporary employee is permanently injured on the job, Management will provide information about where to seek certification under Schedule A to assist with future employment opportunities.

19. Video Display Terminals (VDTs): Continuous operation of VDTs over extended periods of time may cause physical problems. Therefore, VDT operators will be provided periodic breaks away from the terminal during their workday. For example, operators may be provided a diversion in work of at least 10 minutes per hour away from the terminal. Ergonomic furniture and preventive devices will be provided when identified in an approved Job Hazard Safety Analysis. Employees may request a temporary assignment that does not require extended use of the VDT.

20. Blood Borne Pathogens Program:

- a. Direction and guidance pertaining to this program is contained in FSH 6709.11 Chapter 52.3.
- b. Blood borne pathogens testing: When an employee believes he or she has been exposed to blood borne pathogens in the line of duty, the employee will be

encouraged to take the appropriate test as soon as possible to establish a baseline and to file the appropriate documentation (for example, CA-1s and CA-2s). Employees shall be retested as directed by appropriate medical personnel. In any location where tests are not free, or where the employee has concerns about free testing clinics, the Forest Service will pay for the tests in accordance with regulations governing payment for employee testing.

- c. Vaccinations: The agency will comply with OSHA requirements for employer-provided vaccinations of employees at risk (for example, Hepatitis-B vaccinations).
- d. No employee will be required to perform CPR or to expose themselves to body fluids without the appropriate protective equipment listed above, except at his or her own discretion.

21. Occupational Health and Safety Training: Management recognizes the need for training and orientation regarding occupational health and safety, including training on blood borne pathogens, where appropriate, to ensure employee safety and a minimum loss of work time due to injuries. Management will inform all employees of safe working habits and practices appropriate to their job, with special emphasis on orientation of new employees. In addition, supervisors will instruct employees on safe working habits, practices, and procedures in regard to specific job assignments. The Health and Safety Code Handbook (FSH 6709.11), including applicable regional and forest supplements, will be provided to employees upon request.

22. Law Enforcement:

- a. Employees with law enforcement responsibilities will be properly trained and equipped to accomplish the job, providing for safety to employees and the public in accordance with FSM 5300.
- b. Employees with law enforcement responsibilities will normally be provided with radio contact or other provisions for adequate backup. When the law enforcement officer is in a hazardous situation, the law enforcement officer may temporarily absent themselves from the work situation with notification to their supervisor in accordance with Section 13 above.

23. Communications:

- a. Employees will be provided with two-way communication devices when identified as necessary by a JHA or as otherwise appropriate for the protection of the employee.
- b. A Satellite Emergency Notification Device (SEND) GPS locator is to be used only as a backup to Forest Service approved two-way communication devices.
 - (1) SEND GPS locators will be used primarily in emergency situations where two-way communication devices are not working or are unavailable to employees.
 - (2) The SEND GPS data will be stored no longer than 30 days, unless they are part of an ongoing administrative inquiry, investigation or subsequent law enforcement investigation.

- (3) Employees will be provided information on the Standard Operating Procedures (SOPs) of the SEND units. These SOPs include a description of the tools capabilities and limitations. Additional implementation procedures for field use of SEND units are appropriate for local level negotiations.

24. Notification of Serious Accidents and/or Fatalities: For serious accidents and/or fatalities involving an employee, either as a victim or as a potential witness, the following procedure will be followed:

- a. Official release of information to the media or public will only be made by the responsible Management official. Release of identity to the media or public will not be made until next of kin has been notified.
- b. The Union will be notified as soon as practicable.
- c. OSHA will be notified immediately of any fatal accident.

25. Safety Reviews

Methods that result in organizational learning without employee blame, such as the Coordinated Response Protocol (CRP) and Facilitated Learning Analysis (FLA), shall be used when safety incidents are reported or accidents occur. However, this does not preclude any other investigation by civil authorities or other agencies.

a. Employee Participation in Safety Reviews Conducted by the Forest Service

Employee rights in examinations are described in Article 4. All examinations associated with safety reviews (that are intended for organizational learning without employee blame) are voluntary examinations. Employees shall not be disciplined for declining to participate in a safety review or to answer any questions in a safety review.

b. Union Participation in Safety Review Teams.

- (1) The Union at the national level will be invited to participate as a team member in all Chief's level safety reviews, including interagency serious accident investigations and Chief's delegated FLAs or Learning Reviews. Up to two Union members will be available to deploy with Coordinated Response Protocol Teams for fatality reviews.
 - (a) The representative serving on such teams will be expected to keep all the confidences that all team members must keep.
 - (b) The Union will be invited to designate one observer for the accident review board. Travel for the Union observer will not be funded by the agency.
 - (c) The Union will be provided copies of all reports related to serious accidents or fatalities upon request after the Management review process is complete, which is normally within 60 days of the incident.
- (2) At the discretion of the delegating authority, the Union at the appropriate level may be invited to participate as a team member in FLAs, Learning Reviews, or equivalent investigations conducted at intermediate and local levels. At a minimum, the union will be invited to participate in

bargaining unit employee interviews and will be provided a copy of the unredacted final report within 2 days of completion.

- (3) Union representatives may not participate on teams formed for the purpose of criminal or disciplinary investigations. However, this does not preclude Union representation in Weingarten situations (see Article 4).
- c. The Union, at the Local level, shall be given the opportunity to review and make recommendations on all reports of unsafe conditions, minor safety incidents, or near misses and will be provided a copy of management's actions, if any, to abate the conditions.

26. Safety Training for Union Representatives:

- a. Within budget constraints, when formal safety training is being offered on an organized unit, the Union safety representative who needs the training will be invited.
- b. When no formal safety training is available, a qualified Forest Service safety officer will be considered for providing on-the-job training for Union representatives.
- c. For representational purposes and within budget constraints, Management will fund travel and official time of up to 5 Union representatives for up to 40 hours each of official time each to attend Forest Service sponsored Facilitated Learning Analysis training and up to 5 Union representatives for up to 40 hours each of official time each to attend annual Coordinated Response Protocol Training.

27. Safety Meetings: Each work unit will hold meetings that contain safety topics on a regular basis. This does not preclude the need for more safety discussions.

ARTICLE 28

FIRE AND OTHER INCIDENTS

1. Although the following relates primarily to fire incidents, the Parties recognize that many of the following provisions apply to other emergency incidents.
 - a. The Parties jointly and wholeheartedly are committed to "zero tolerance" of carelessness and unsafe actions.
 - b. The Parties jointly agree to adopt and support the following firefighting doctrine:
 - (1) "The Forest Service believes that no resource or facility is worth the loss of human life. We acknowledge that the wildland firefighting environment is dangerous because its complexity may make events and circumstances difficult or impossible to foresee. We will aggressively and continuously manage risks toward a goal of zero serious injuries or fatalities.

(2) The intent of wildfire suppression is to protect human life, property, and at-risk lands and resources.

(3) Demonstrated fitness for command is a requirement for leadership positions associated with firefighting.

(4) When it is time to fight fire, we do so in a manner that maximizes effectiveness of effort, has highest regard for firefighter and public safety, and controls costs.

(5) Every fire suppression operation is directed toward clearly defined, decisive, and obtainable objectives.

(6) Command and control must be decentralized to cope with the unpredictable nature of fire. To achieve their leader's intent and accomplish operational objectives, subordinate commanders are required to make decisions on their own initiative, and to coordinate their efforts.

(7) Using principles requires judgment in application, but adherence to rules does not. In combination principles and rules guide our fundamental wildland fire suppression practices and behaviors, and are mutually understood at every level of command.

(8) We practice risk management to minimize the exposure and effects of the hazards inherent in fire suppression while maximizing the opportunities to achieve leader intent.”

c. All Forest Service employees have a responsibility to support fire suppression emergencies in a manner that meets identified needs and is within their qualifications and capabilities.

2. Union Representation at Incidents

a. Union officials or their designees have the right to represent Bargaining Unit employees at all incidents. The Union may designate a sufficient number of representatives to assure up to 24-hour coverage, based on representational need, at any incident where Forest Service employees are present.

b. The need for an onsite Union representative(s) will be based upon anticipated or actual representational workload as determined by the appropriate Council Vice President (CVP). If the appropriate CVP or designee determines a need to send a Union representative(s) to an incident command post, they will contact the Incident Commander (IC). The IC or designee will make arrangements for dispatch of the specified Union representative(s) designated by the CVP or designee to the incident. When a representative is dispatched, dispatch will be through the normal incident dispatch procedures. Initially, one Union representative may be dispatched. Based on anticipated or actual representational

workload, as agreed upon by the CVP or designee and Incident Commander, additional Union representatives may be dispatched.

c. When assigned in official capacity as a Union representative, overtime and compensatory time is not authorized.

d. When a staffing level of 300 individuals on a Forest Service incident or 300 Forest Service employees on other than a Forest Service incident is reached and a command post has been established, the CVP or designee will be notified. Notification to the Union will be within 24 hours after staffing reaches 300. That notification will inform the CVP or designee of the location of the incident and the name of the Incident Commander. The IC will be notified of the name and contact information of the CVP or designee.

e. If there is a serious accident, turnover, or fatality on any incident in which Forest Service employees are potentially involved, the CVP or designee will be notified as soon as practicable within 24 hours. If the CVP or designee cannot be contacted, the FSC President will be contacted.

f. If no representative(s) is dispatched to the incident, the CVP's or designee's name and contact information will be conspicuously posted at the incident command post. If the need arises for an employee to contact the CVP, facilities will be made available to make this contact.

g. Union representative(s) will check in with the IC or designee on arrival and departure.

h. When a dispute arises from a situation on an incident, the timeline for raising that issue to the appropriate official under Article 9 will not start until the day after the employee returns to their official duty station. If the grievant is dispatched to another incident or temporary duty assignment that prevents them from preparing and presenting a grievance in a timely manner, the time limit will be extended as stated in the first sentence of this paragraph.

3. Restricted Facilities. Management will not restrict employees to facilities while in a nonpay status.

4. Spot Change Tour of Duty. After the first day on an incident, individuals are spot changed to a first 8-, 9-, or 10-hour daily tour of duty, depending upon their weekly tour of duty. The individual resumes their normal daily tour of duty on the day following return from the incident. For a 2-day incident, the unit may elect to not spot change the individual's daily tour of duty.

a. For a 1- or 2-day assignment, or during an initial attack assignment that extends beyond 24:00 hours and into the next day, an individual's daily tour of duty will not be spot changed at 00:01 hours. This means that initial attack hours worked after midnight until the individual's regularly scheduled tour of duty begins will be considered overtime.

b. For an assignment where a crew is spiked out on an assignment without a sleeping bag or food, they will be compensated for their nonwork breaks.

(1) Regular government employees must be in nonexempt status to qualify for compensation. There is no authority to grant compensation to exempt employees for these conditions. Exempt employees can only be compensated for on-shift time.

(2) ICs are responsible for determining when an inadequate food or lodging situation exists. This must be documented on the Crew Time Report, SF-261, in the remarks section. Hours recorded for an inadequate food or lodging situation count as hours of work for computation of the 2:1 Work/Rest ratio.

5. Application of Hazard Pay for Prescribed Burns

a. Employees working on these assignments will be paid hazard pay if the burn goes out of control and is declared a wildfire.

b. A written burn plan for any prescribed fire will be made available to the Union upon request. This plan may provide conditions under which the responsible official may declare that a prescribed burn has become a wildfire.

6. Hazard Pay on Incidents

a. A member of a firefighting crew shall be defined as anyone assigned to an actual fireline for the shift. This can be documented in the Incident Action Plan or approved by the IC, Incident Supervisor, or local Line Officer.

b. Incidental or occasional assignments that make it necessary for an employee to be sent to the fireline area are not normally considered as included in this definition.

c. An Emergency Medical Technician (EMT), Safety Officer, Strike Team Leader, Division Supervisor, or other technical/resource specialist who is advising on line location, rehabilitation, or other necessary resource work along or within the fire perimeter or in areas where crews working on suppression tactics for the incident normally are entitled to hazard pay, is entitled to hazard pay provided they were assigned to the fireline as their primary work area for the shift.

7. Hazard Pay for Low-Level Flights. The Agency has determined that employees will be eligible for hazardous pay differential when flying in a helicopter for stationary or maneuvering above the ground at low elevations up to 500 feet above the terrain or vegetative canopy in daylight or at less than 1,000 feet in mountainous areas at night.

8. Work Capacity Test Program.

a. The Work Capacity Test Program is the process used to facilitate preparation and testing of an employee. In accordance with Agency policy and the annual Work Capacity Test (WCT) for Wildland Fire Qualifications Implementation Guide, each employee involved with or wanting to be involved with fire programs will be required to meet the required fitness standards (FSH 5109.17). If the employee is interested and will be available for fire assignments but fire duties are not included in their position description, the employee will follow the same guidelines and be afforded the same rights under this Section as those for employees in fire positions. Further information on implementation can be found in the current Work Capacity Test Implementation Guide.

b. Those required to pass the WCT normally will be informed at least 4 weeks prior to the scheduled test date to allow time for fitness training as needed.

c. For employees who fail their initial test but are not injured, they will be provided at least 48 hours to recuperate before their next test.

d. Any employee who sustains an injury during the WCT, and is subsequently seen and certified as injured by a qualified medical provider (physician, physician-assistant, or nurse practitioner), will not have that WCT counted as one of their attempts.

(1) Once released for full duty, the employee will be given sufficient time, based on the recommendation of the medical provider, to prepare for retesting. However, the employee will only be allowed up to 4 weeks for test preparation.

(2) Injuries shall be documented in the Agency's Safety database, currently eSafety.

e. Failure to pass the WCT results in the following:

(1) Temporary employees being hired into a fire position will be provided one additional opportunity to pass the required test at the discretion of Management.

(2) Permanent employees required to pass a WCT for duties associated with their positions will be provided two additional chances to pass the required test before action is initiated to address their fitness limitations.

(3) Permanent and temporary employees who do not perform fire assignments as a recurring part of their position but who are authorized to perform such duties may be retested as many times as Management deems appropriate.

f. Health Screen Questionnaires (HSQ) and SF-78s are medical forms; they are to be filed in an official Employee Medical Folder and treated as "Confidential."

g. The cost of any medical examinations for Forest Service employees that are required by the Agency will be borne by the Agency, including travel expenses. All such medical examinations will be performed on official time.

h. Any changes to the implementation, standards, or terms of Work Capacity Testing, HSQ, or Medical Standards Programs shall be negotiated in accordance with Article 11 by National Parties.

9. All-Hazard Response

a. The Agency responds and supports all-hazard responses by providing trained personnel to use their skills, capabilities, and assets without requiring significant additional training and preparation. Support to cooperators requiring Forest Service resources will be consistent with employee's core skills, capabilities, and training.

b. Agency employees will be provided with appropriate risk mitigation (for example, vaccinations, personal protective equipment, etc.) to operate in the all-hazard environment to which they are assigned.

c. All employees involved in all-hazard response will be supported and managed by an Agency leader, Agency liaison, or interagency incident management team.

10. Dispatch of Employees. Appropriate arrangements and procedures such as notification to employees, how to contact employees, rotation of assignments, etc., are negotiable at the appropriate level.

11. Employees with Family Responsibilities and Fire Duties. Fire managers and supervisors should utilize existing Agency family-friendly policies and authorities to ensure the safety and flexibility of work assignments for employees who have family responsibilities and obligations such as pregnancy, child care, elder care, etc.

12. Professional Liability Insurance (PLI)

a. Bi-annually or upon review of the FSH 5109.17, Management and the Union will discuss which positions may become eligible for PLI.

b. “Temporary fireline managers” are eligible to be reimbursed for up to one-half of the cost incurred for professional liability insurance including any administrative processing cost charged by the insurance company. To qualify, these “temporary fireline managers” must meet one of the following three criteria:

(1) Provide temporary supervision or management of personnel engaged in wildland or managed fire activities,

(2) Provide analysis or information that affects a supervisor’s or manager’s decision about a wildland or managed fire, or

(3) Direct the deployment of equipment for a wildland or managed fire.

c. Information about PLI, including policy and procedures, is available at <http://fsweb.asc.fs.fed.us/HRM/benefits/PLI.php>.

ARTICLE 29

GOVERNMENT-FURNISHED QUARTERS

1. Housing Occupancy Policy

a. Management will assign Government housing or quarters based on Management needs and availability. The assignment of Government housing or quarters is based, in the first instance, on the need to protect Government property and the need to render service to the public. The Local parties will negotiate, at the Local Lodge's request, a housing-occupancy policy applicable

to local needs and conditions, which may be based on such things as seniority, family size, economic need, or other reasonable criteria. Housing or quarters rules and policies established by the Forest Service where occupancy is required as a condition of employment are negotiable at the local level. Issues related to rules and policies in all housing and quarters (including bunkhouses) may be addressed by parties at the appropriate levels.

b. Government housing and quarters occupied by employees will be inspected at least annually according to Article 27. Occupant(s) will receive a 10-day notice prior to inspections except when delay would cause immediate damage to employees' and/or Government property. Living quarters shall also be inspected for leaks of flammable fuels or any other safety or sanitation hazards after any period of vacancy or a change in occupancy, immediately prior to reoccupancy by employees. The purpose of safety and health inspections is not to inspect Government-furnished housing and quarters for criminal activity.

2. Searches. Government housing or quarters used by employees exclusively for residential purposes will not be searched without a search warrant unless the person who exercises dominion or control of a specific area, either individually or in common with others, consents freely and voluntarily, or the warrantless search is permitted by law. Residential areas include bedrooms, living rooms, kitchens, basements, bathrooms, and any additional areas that may be specified in the rental agreement.

No coercion will be used to obtain permission to search housing or quarters. (This general statement does not modify, add to, or subtract from the settlement agreements regarding searches in *NFFE v. Yeutter*, Case No. 88-3505, United States District Court District of Columbia (USDC DC) and *NFFE v. Madigan*, Case No. 92-0553 (USDC DC), which are binding on the Parties.)

3. Quarters Inventory Survey. Management will notify the Local Lodge when a survey is being done and give the Union a reasonable opportunity to review the collected data and also provide a copy upon request. When the Forest Service conducts a quarters inventory survey that includes an onsite visit, the Union and employee will be given an opportunity to participate. Management will ensure that the Union's and employees' comments are considered in any assessments.

4. Implementation of Revised Rental Rates

a. When rental rates for Government-furnished quarters are revised, they will be implemented in accordance with U.S. Office of Management and Budget Circular A-45.

b. If the rate increases, the occupant will be furnished a copy of the data element determinations on which the rental rate is based. The employee may grieve any determination under the provisions of Article 9.

c. If the rate increase exceeds 25 percent of the existing rate, Management will stage implementation to increase the base rental rate quarterly over the course of 1 year.

5. When an employee is working and living in an isolated area with only Forest Service transportation, the employee may transport unopened alcoholic beverages as part of his or her regular groceries, providing alcohol is allowed at the site.

ARTICLE 30

EMPLOYEE TRAINING

1. The Parties recognize the value of a well-trained workforce and the need for a well-planned and effective training effort. The Parties agree that training efforts are to be aimed at improving job performance, providing for career development, or meeting Forest Service needs as determined by Management. The Parties further mutually agree to encourage employee self-development.

2. Management has the responsibility to implement an annual Individual Development Plan (IDP) for each employee and identify present and future organizational training needs, utilizing the Agency's learning management system (LMS), which is currently AgLearn. Employees should work with Management to identify training and development opportunities that address their immediate needs and long-range career goals (see FSH 6109.13 Chapter 20.4).

3. The employee and supervisor are encouraged to have ongoing discussions throughout the year regarding the employee's individual career development.

4. Administration

a. Scheduling:

(1) Recognizing the need for flexibility, Management retains the right to schedule and assign employees to training, determine the investment to be made in training, and to select training methods and facilities. Management will make an effort to schedule training so that employees will not have to travel on weekends. For those employees enrolled in work-related classes not scheduled by Management, Management agrees to make a reasonable effort to enable an employee to adjust their work schedule, if feasible, in order to attend.

(2) Overtime for training is handled in accordance with 5 CFR 550, 5 CFR 551, and 5 CFR 410.

b. Records: Management agrees to maintain an electronic database of employee training. Employees are encouraged to provide documentation of all relevant training taken, whether at official expense or at their own expense.

c. Expenses:

(1) Management agrees to consider reimbursement of expenses incurred by an employee in attendance at officially approved work-related courses on their own time.

(2) The parties will make an effort to identify cost-effective and efficient training opportunities.

d. Use of Equipment: Management agrees to make available to all employees enrolled in approved training courses all reasonable and customary equipment necessary, if available, on the premises of the activity at mutually agreeable times during the employee's on-duty and off-duty hours.

ARTICLE 31

REPRESENTATIONAL SKILLS TRAINING

Attending and presenting training for the purpose of improving union representational skills is authorized for official time under the provisions of Article 5. However, the Agency will not pay for travel associated with such training.

ARTICLE 32

WORKFORCE RESTRUCTURING AND PLACEMENT SYSTEM

1. Pre-Workforce Restructuring and Placement System (Pre-WRAPS) Process.

Prior to use of the WRAPS process, the parties at the appropriate level may develop and use a noncompetitive placement plan for employees affected by downsizing or changes to the organization. Any plan developed must conform with rules established by the National Parties to ensure general servicewide consistency.

2. Workforce Restructuring and Placement System (WRAPS). WRAPS is a system for identifying and placing employees who are affected by the abolishment of an encumbered position(s). Placements from the WRAPS involve priority consideration for Agency vacancies involving noncompetitive reassignment, repromotion, or voluntary change to lower grade or reduced tour. Affected employees do not receive priority consideration for promotion or reassignment to

positions with higher promotion potential than that previously held on a permanent basis. For the purposes of this article, the following terms are defined:

- a. Affected employee: An employee who has been identified as subject to displacement due to the abolishment of a position in his or her same competitive area and competitive level.
- b. Vacancy: A position that Management decides to fill, regardless of whether the Agency issues a specific vacancy announcement:

(1) Within the commuting area of the affected employee that is of a duration more than 120 days.

(2) Outside the commuting area of the affected employee that is not being filled on a time-limited basis.

(3) Exceptions are listed in 5 CFR 330.609.

c. Competitive area: For the purpose of this article, “competitive area” is defined as:

(1) Washington Office employees in the Washington, DC, metropolitan area compete within the metropolitan area by Deputy Chief program area or the Chief’s program area, as applicable to their reporting structure.

(2) Law Enforcement and Investigations employees located outside the Washington, DC, metropolitan area compete regionwide within Law Enforcement and Investigations.

(3) Job Corps Civilian Conservation Center employees compete centerwide. Job Corps Civilian Conservation Center employees in the Denver fieldoffice compete officewide.

(4) Employees of a regional office compete with other employees of that same regional office who are in the same commuting area.

(5) Employees of a national forest compete with other employees of that same national forest who are in the same commuting area.

(6) Employees of a research station compete with other employees of that same research station who are in the same commuting area.

(7) Employees of the International Institute of Tropical Forestry (IITF) compete with other employees of the institute who are in the same commuting area.

(8) Employees of State and Private Forestry in the Northeastern Area compete with other Northeastern Area employees who are in the same commuting area.

(9) When a position or group of positions is detached from its administrative unit (meaning only the following units: Washington Office, regional office, national forest, station, Northeastern Area, or IITF), employees in those positions will compete with other employees in the same commuting area and same administrative unit.

(10) In nontraditional organizations that do not readily fit any of the descriptions under items (1)-(9) above, either party at the local or intermediate level will be given the opportunity to negotiate at the intermediate level to establish a competitive area for that nontraditional organization. Any agreement reached at the intermediate level is contingent upon the approval of both Parties at the national level.

d. Commuting area: For purposes of defining the commuting area under WRAPS, the same definition will be used as in Article 35, Section 8.d.

e. Competitive level: The same definition will be used as in Article 35, Section 8.e.

3. Identification of Positions to Be Abolished. For the purposes of this article, positions to be abolished are those encumbered positions that Management has decided to eliminate within the current or next fiscal year for lack of funds, lack of work, or through changes in organization. Decisions will be made through an analysis of workload; an assessment of the projected program of work, including anticipated budgets; and an analysis of the workforce, including the kind of skills, the number of positions with those skills needed, and the locations of those positions. The Parties agree that such changes will be subject to notification requirements to the Union as articulated elsewhere in this Master Agreement. Civil Rights Impact Analysis will also be conducted as required by Agency regulations.

4. Employees Subject to Displacement. When reductions-in-force (RIFs) and WRAPS are being conducted simultaneously within a given competitive area, the order of displacement will be in accordance with RIF identification procedures. The RIF identification order will be used to identify who goes on WRAPS for potential placement outside the competitive area. WRAPS will not be used for placements of employees in the competitive area when a RIF is also being conducted in that competitive area, unless the vacancy will not be filled through RIF, in which case WRAPS procedures will be used as appropriate. When WRAPS is being conducted alone and more than one employee is covered by the category, preference will be given to employee(s) according to leave service computation date (SCD), most service first in categories (1), (2), and (5), below. Employee(s) in category (6) will be identified according to leave SCD, least service first. Only employees identified in categories (3) through (6) will be registered in the WRAPS database for placement.

a. Order of identification: When one or more positions have been identified for abolishment within the same competitive level and the same competitive area, Management will identify employees subject to displacement in the following order:

- (1) Employees who formally decide to retire under optional retirement rules; employees who make a voluntary, irrevocable written decision within 10 days of being notified of Management's decision to abolish a position within their competitive level. Retirement effective dates must be within 75 days of the original notice.
- (2) Employees who make a voluntary, irrevocable written decision to resign or who have accepted in writing an offer of employment outside the Forest Service with an effective date within 75 days from the date of notification of the decision to abolish a position(s) in the employee's competitive level. This written election must be received from the employee within 10 days of the Subsection 4.b.(1) notification of Management's decision to abolish a position(s). The timeframe may be shorter or longer as may be mutually agreeable between the employee and Management.
- (3) Employees who are under a specific RIF separation notice.
- (4) Employees under RIF who are released from the competitive level through demotion.
- (5) Employees who make a voluntary, irrevocable decision to be designated as the affected employee.
- (6) Other employees in the competitive level including those who are on a time-limited assignment (e.g., detail or temporary promotion) away from the competitive area.

b. Notifications:

- (1) When there are multiple employees in the same competitive area and competitive level, and Management has decided to abolish some but not all of the positions, employees in the affected competitive level and competitive area will be notified by letter. Responses to the notice will be used in the order of identification (Subsection 4.a). The letter will contain or reference:
 - (a) The rationale for the abolishment(s).
 - (b) The title, series, grade, organizational unit, and duty station of the position(s) to be abolished in the competitive level.
 - (c) The number of employees in the competitive level.
 - (d) Voluntary options available for employees to retire, resign, be placed outside the Forest Service, or be the affected employee to be placed on the WRAPS list.

(e) National information about voluntary options to retire, resign, be placed outside the Forest Service, or be the affected employee to be placed on WRAPS.

(f) Information about Voluntary Early Retirement Authority (VERA) and/or Voluntary Separation Incentive Program (VSIP) options, if applicable.

(g) Response timelines for any actions to be initiated by the employee.

(h) Notice of the availability of employee assistance program services.

(i) An initial point of contact for additional information.

(2) When Management identifies the affected employees, the affected employees will be notified by letter, in person if possible. The letter will contain:

(a) An explanation of the reasons why the position that precipitated the employee's being affected was identified, including linkages to program of work, budget, and/or organizational changes as determined in the unit's workforce analysis (see Section 3).

(b) How the subject employee was identified in accordance with the process contained in Section 4.a and 4.b, including the employee's SCD.

(c) Person(s) to contact for any additional information regarding contents of the letter.

(d) Appropriate use of official time, travel, and access to Government facilities and equipment, including the employee's self-initiated placement and/or employment efforts.

(e) A statement that the letter serves as the official Agency certification of the employee's eligibility for U.S. Department of Agriculture (USDA) Career Transition Assistance Plan (CTAP).

(f) Reference to dispute resolution forums available in Article 9.

(g) WRAPS registration procedures and a copy of the employee's preregistration record.

(3) A copy of these notices will be given to the Local Lodge and, if a "formal discussion" is held, Union representation will be honored as identified in Article 5, Section 4.

c. WRAPS registration procedures:

(1) Affected employees will be registered on a national, password-protected WRAPS database. Management will preregister the employees once they have been notified that they will be placed on WRAPS. Preregistration will create a record in the database that will automatically include listing the employee for positions in his or her current commuting area, series, and grade.

(2) Each employee will be asked to do the following:

(a) View his or her record.

(b) Identify his or her last three jobs and the major duties involved.

(c) Record the grade(s) that he or she will voluntarily accept and up to 10 geographic preferences.

(d) Identify his or her interest in local commuting area time-limited vacancies less than 1,040 hours or 1,040 hours or more of duration.

(e) Specify any special needs associated with placement.

(f) Identify erroneous information in the official record.

(g) Where an employee's access to computers is limited, the employee will view, record preferences, and identify corrections on a hard copy. The employee will send the hard copy information to Human Resource Management (HRM) and HRM will verify the information and enter it into the database.

(3) After an employee's preferences are received, the employee will be offered the opportunity to communicate with HRM to discuss other series for which they may be qualified for noncompetitive placement and the implications of their grade and geographic preferences and to make changes within 5 days of that discussion. After the employee enters their preferences, HRM will enter the occupational preferences for which the employee qualifies.

(4) Unless there are exigent circumstances, registration will generally occur within 14 days of initial preregistration. In addition, unless the Agency HRM contact is notified of circumstances that warrant an exception prior to that time, activation will occur on the 15th day.

When notification about exigent circumstances has occurred, the registration will be incorporated into the system as soon as possible after the exigency has been resolved.

(5) Once registered, an employee may view his or her electronic record in the WRAPS database at any time. The employee will be offered the opportunity to make changes in his or her geographic and grade preferences during the first 3 workdays of every calendar month. Notice will be provided electronically. After his or her initial registration is activated, whenever the employee wishes to change his or her occupational preferences, he or she will need to contact HRM, who will enter the occupational preferences for which the employee qualifies.

(6) “Read only” access to the WRAPS employee database will be provided to the Union at the national level. WRAPS reports available in the database for this access will be sanitized to protect employee privacy interests. Access to individual information will not be shared below the intermediate level. Summarized statistical information may be shared to the local level.

(7) If an affected employee has been registered on WRAPS and receives a career ladder promotion, his or her profile will be updated to reflect the new grade. The 60-day voluntary placement period will start anew and the employee will have the opportunity to update his or her preferences. Furthermore, an updated CTAP eligibility notice will be re-issued to the employee.

5. Placement from WRAPS

a. Placement support:

(1) Employees will be counseled and afforded every opportunity to find a new position based on organizational needs and their career goals and personal needs.

(2) In accordance with U.S. Office of Personnel Management (OPM) guidelines, Management may consider retraining the employee or modifying qualification standards, excluding positive education requirements, to allow the employee to meet the qualifications of a vacant position within a specified period up to 365 days of occupying the position.

(3) Management will pay transfer-of-station benefits for affected employees who are reassigned as authorized by Forest Service policy.

(4) Affected employees on details will be provided opportunities to continue placement efforts, with Management affording them accommodations to mitigate any adverse effects created by the detail (for example, physical isolation and access to communications).

(5) Outplacement services for affected employees, consistent with the Agency CTAP policy, may be negotiated at the appropriate level.

b. Government placement programs: Management will offer identified employees enrollment in and an explanation of placement assistance programs operated by other agencies for which they are qualified, including:

- (1) The Interagency Career Transition Plan for permanent employees in surplus positions administered by OPM and other governmentwide programs.
- (2) The USDA Reemployment Priority List and CTAP.
- (3) The Workforce Innovation and Opportunity Act of 2014 (Public Law 113-128) programs.

c. Placement in time-limited vacancies: When an employee has been placed in a time-limited vacancy from WRAPS, his or her placement priority will remain active if the time-limited position is less than 1,040 hours of duration. If the temporary assignment is 1,040 hours or more, the employee's placement priority will be inactive until 60 days before the expiration of the time-limited assignment, at which time his or her placement priority will be reestablished in the WRAPS data base and his or her 60-day voluntary placement period will start anew. The employee will not receive a new notice under Section 4.c.(2) of this article, but will have an opportunity to update his or her registration information. When an employee has been placed in a time-limited position, his or her career tenure and position of record are not affected.

d. Order of placement: The following order of placement of employees will be observed. Except where otherwise noted, placements will be made from employees qualified for the position to be filled.

(1) Commuting area. When multiple employees are eligible for placement within a following subcategory, ties will be broken in order of leave SCD (most service first):

- (a) Matches within the same nationally established competitive level (without the suffix).
- (b) Matches at the same grade level.
- (c) Noncompetitive repromotion eligibles.
- (d) Voluntary changes to less than full-time year-round tours of duty.
- (e) Voluntary changes to lower grades.
- (f) Other USDA CTAP employees who are well qualified for the position.

(g) Employees who do not meet qualifications for the position to be filled but for whom Management has voluntarily chosen to modify qualifications.

(2) Employee preference for location. When multiple employees are eligible for placement within a following subcategory, ties will be broken in order of leave SCD (most service first):

(a) Direct matches (reassignments of the employee's job—80 percent or more accuracy standard of the position description—to a new location).

(b) Matches within the same nationally established competitive level (without the suffix).

(c) Matches at the same grade level.

(d) Noncompetitive repromotion eligibles.

(e) Voluntary changes to less than full-time, year-round tours of duty.

(f) Voluntary changes to lower grades.

(3) Locations outside employee preferences. When multiple employees are eligible for placement within a following subcategory, ties will be broken in order of leave SCD (most service first):

(a) Direct matches (reassignments of the employee's job—80 percent or more accuracy standard of the position description--to a new location).

(b) Matches within the same nationally established competitive level (without the suffix).

(c) Matches at the same grade level.

(d) Noncompetitive repromotion eligibles.

(e) Voluntary changes to less than full-time, year-round tours of duty.

(f) Voluntary changes to lower grades.

(4) Nonselection of employees from the WRAPS shall be based on legitimate job-related reasons.

e. Offers of placement:

(1) All offers of placement will be made through the employee's home unit and will be communicated to the employee within 2 days. The communication will include whether it is a contingent offer or firm offer.

(2) Multiple employees may be offered a specific position at the same time on a contingency basis if there is more than one employee on WRAPS who may potentially match the position. The person with the highest assignment rights will receive the offer as a firm offer. The other employees receive offers contingent upon the availability of the position should employees with higher assignment rights refuse the offer. Contingent offers will only be made to employees if all potential matches are outside the commuting area.

(3) If the employee with the highest assignment right refuses the offer, the assignment will then be made in the order of the matching process outlined in Subsection 5.d, above, for those employees who said they would accept a contingent offer. Only declinations when the employee is reached for the assignment will count against the limit described in item (7), below.

(4) An employee may have more than one contingent offer at a given time.

(5) Employees will have up to 3 days to respond to offers within their commuting area.

(6) Employees will have up to 10 days to respond to offers outside their commuting area.

(7) If an employee receives three offers outside his or her commuting area that meet his or her listed preferences and declines the offers, no further consideration will be given to the preferences of that employee.

(8) When an employee initiates or voluntarily accepts a move to a lower-graded position, grade and pay retention will be granted if the move has a positive effect on another employee and/or such action will assist Management in advancing its objectives and reduce or avoid adverse impacts on employees and the Agency's mission.

(9) Unless otherwise placed, an employee will be given the opportunity to remain on the WRAPS list for a period of not less than 60 calendar days.

f. Involuntary placement by directed reassignment: Any employee placed on the WRAPS may be subject to a directed reassignment. When Management exercises its right to make directed reassignments to employees from WRAPS, the following procedures will be followed:

- (1) An employee may be directed to an appropriate position within their commuting area at any time during the WRAPS listing. The order of these directed reassignments will be as described in Section 5.d.(1) of this article.
- (2) After 60 days on the WRAPS list, all employees identified for displacement placed on the WRAPS may be subject to a directed reassignment outside their commuting area. The order of these directed reassignments will be as described in Section 5.d.(2) and (3) of this article, except that voluntary reductions in tour or voluntary changes to lower grade will not be directed.
- (3) If the involuntary reassignment is within a forest, Job Corps Center, Washington Office, regional office, area, station, or technology and development center, a copy of the notification will be provided to the Local Lodge. If the reassignment is between units, a copy of the notification will be provided to the Council Vice President.
- (4) The reporting date for directed reassignments will not be less than 60 days from the notification date unless agreed to by the employee. If the new position is in the same commuting area, the effective date may be less than 60 days.
- (5) Employees will have 10 days to accept or refuse a directed reassignment outside of their commuting area.
- (6) Employees who have been given a directed reassignment to another position within the Forest Service will be given priority placement consideration for a 2-year period following the effective date of their directed reassignment according to the following conditions:
 - (a) Their former or like position has been reestablished and is announced.
 - (b) The employee applies to the vacancy announcement of their former or like position.
 - (c) In accordance with the Order of Consideration as identified in the Merit Promotion Plan, there is no one with greater placement rights to the vacancy.
- (7) Employees will receive written notice of their priority consideration rights when they are given a directed reassignment.
- (8) Priority consideration applicants will inform HRM in writing of their entitlement to their priority consideration.

6. System Review and Evaluation

For the purposes of this Section, the WRAPS system is defined as the content and functionality of the database and the content of the related standardized forms, letters, notices, and training materials used by Management to communicate its WRAPS-based actions to affected employees. System management, archiving records, operations, and maintenance are the exclusive responsibility of Management. However, each party will independently monitor the system. The parties will conduct periodic joint reviews.

a. WRAPS Database Access:

Access to the database information will be limited. Management will provide authorized access for three National-level Union Representatives designated by the NFFE-FSC. These representatives will have full-time “non-edit” access to the entire content of the data, including job match and job offer information necessary to observe and assess the system function. They will also have access to extract standard reports and will be responsible for distribution to lower-level Union Officials, subject to the conditions below.

(1) Information available or provided to both Management Officials and Union Officials shall be limited to information pertinent only to their respective area of responsibility, (e.g., National, Region, Forest, Station, Area).

(2) Race, sex, and national origin (RSNO) data will not be provided to the Union in standard reports, but only by specific request as may be appropriate to the Union’s statutory right.

b. Standard Reports:

Standard reports, including but not limited to those listed below, will be available in the Reports component of the database to provide information on the WRAPS status of affected employees, available vacancies, and placement efforts.

(1) Employee data:

- (a) Employee name
- (b) Current pay plan, series, and grade
- (c) Tour of duty
- (d) Organizational unit
- (e) Personnel Office Indicator (POI)

- (f) Duty location (commuting area)
 - (g) Nationally established competitive level (minus any R/S/A, or local subdivision)
 - (h) Voluntary tour reduction indicator (yes or no)
 - (i) Voluntary grade reduction indicator (yes or no)
 - (j) Number of geographic preferences
 - (k) SCD leave
 - (l) WRAPS status (active/inactive, and nature of action)
 - (m) Number of days on list
 - (n) Number of firm offers extended to the employee
 - (o) Number of level 2 offers declined by the employee (charged against three-offer limit)
- (2) Vacancy data:
- (a) Position title
 - (b) Pay plan, series, and grade
 - (c) Position number
 - (d) Position type (permanent/time-limited)
 - (e) Organizational unit
 - (f) POI
 - (g) Duty location(s)
 - (h) Tour of duty (full-time/part-time/permanent seasonal)
 - (i) Firefighter indicator
 - (j) Date entered on WRAPS
 - (k) Number of firm offers made

(l) Position status (available, offer pending, filled from WRAPS, filled from other appropriate source, retracted)

(m) Date position filled or otherwise removed from list

(3) National statistics:

(a) Total number of employees registered (running total since March 1, 2004)

(b) Number of currently active employees

(c) Total number of open positions (running total since March 1, 2004)

(d) Number of currently available open positions

(e) Number of placements from WRAPS (Running total since March 1, 2004)

(f) Number of employees who left the Agency by category (resignation, regular retirement, VERA, involuntary separation (including discontinued service retirement), transfer to other Federal agencies)

c. Corrective Action:

The respective Parties shall each designate a representative with authority to act on their behalf under the provisions of this section. These Representatives will jointly examine any system problems, including those attributable to contract provisions, and will determine appropriate corrective action and initiate needed changes. Corrective action may take the form of system enhancements, refinement of functionality, or changes to process or procedure not inconsistent with provisions of Article 32. When the Parties' representatives cannot agree on corrective actions or a corrective action would require the modification of contract provisions, the Parties' WRAPS representatives will jointly prepare a white paper with recommendations for action for Forest Service Partnership Council review.

d. Joint review of the WRAPS will be conducted on an as-needed basis, within 10 working days of request of either Party.

e. The Parties agree that no provision of this section shall preclude the Union's right to information necessary to its representational obligations under 5 U.S.C. 71.

ARTICLE 33

FURLOUGHS

1. This article sets forth procedures that will be followed if Management determines it necessary to furlough career employees because of lack of work or funds or other nondisciplinary reasons.

2. Management will notify the Union at the appropriate level(s), depending on the scope of a proposed furlough, at least 15 days before the employees are notified. At that time, Management will advise the Union of the reason for the furlough; the number, names, titles, series, and grade of all employees affected; and the measure that Management proposes to take to reduce the adverse impact on employees. The employees will be given specific notice (30-days' notice for furlough of less than 30 days, 60 days for furloughs in excess of 30 days).

3. Furlough documents will be made available to the affected employee and to the Union.

4. The following furlough matters are appropriate for negotiations between the parties at the appropriate level:

- a. The content of furlough notices.
- b. The content of solicitation of volunteers for furlough.
- c. Scheduling of consecutive or nonconsecutive furlough days.
- d. Programs for counseling employees about furloughs and unemployment compensation, benefits, etc.
- e. Provisions for keeping the Union informed of furlough developments.
- f. Any impacts on Union representation during the furlough.
- g. The process for recall from furlough.

5. Management will not schedule the number of workdays per week for the purpose of disqualifying furloughed employees from unemployment compensation.

6. Furloughs for More Than 30 Days

- a. Where furlough involves only a segment of an organization within a commuting area and the furloughs are for more than 30 days, Management will consider the following:

- (1) Detailing or reassigning employees to vacant positions.
- (2) Restructuring of positions, including unfilled trainee positions, to allow adversely affected employees to fill positions.
- (3) Waiving qualifications in order to assign an employee subject to furlough to a vacancy for which he or she might not otherwise qualify.

b. Management will not fill a vacant position, except by internal placement, when an employee on furlough in the same competitive area is qualified and available for a position at the same or lower grade from which they were furloughed.

c. If Management elects to use any of the above options in Section 6.a, the Local Lodge will be entitled to negotiate appropriate arrangements for implementation at the Local level.

7. Identification of Furloughed Employees

a. Furloughs of 30 days or less:

(1) Volunteers: When it has been determined to furlough some, but not all, employees in the same competitive level within one Bargaining Unit, Management agrees to first solicit volunteers. If more volunteers are available than furloughed positions, selection will be based on the service computation date (SCD), starting with the longest reduction-in-force (RIF) service computation. Nonselection of volunteers will be based on legitimate job-related reasons.

(2) If a sufficient number of volunteers is not available for furloughed positions, selection for furlough beyond the volunteers will be based on SCD, starting with the least RIF service computation.

b. Furloughs for more than 30 days will be performed in accordance with 5 CFR 351 and Office of Personnel Management (OPM) guidance.

8. Recall of Employees From Furlough

a. Furloughs of 30 days or less: When Management recalls employees to duty in the same competitive level, as defined in Article 35, from which they were furloughed, it will be in order of SCD ranking, starting with the longest RIF service computation. Recall from furlough for placement in other competitive levels is determined by the qualifications, availability, and SCD ranking of the furloughed employee.

b. Furloughs for more than 30 days will be performed according to 5 CFR 351 and OPM guidance.

9. Employees on furlough have rights at least equal to those they would have had if they had been separated and placed on the reemployment priority list.

10. An Internet-based site and a toll-free number will be established to give furloughed employees a place to get updates on furloughs when away from work.

11. Employees will be asked to provide the Servicing Human Resources Office and supervisors with updated contact information for callbacks (for example, phone number, personal e-mail address, address, etc.).

12. Scheduling

a. For furloughs of 30 days or less (short furlough), the total number of days that the employee may be furloughed shall not exceed 30 days (if consecutive) or 22 workdays (if noncontinuous).

b. Furloughs can be for consecutive or nonconsecutive days, normally at the employee's option. Management will inform the employees how many consecutive days of furlough will qualify them for unemployment benefits. Management will consider employee personal needs such as child care and outside employment as relevant factors in determining which days will be worked during nonconsecutive furloughs. Furloughs will be recorded in the correct manner to ensure unemployment benefits are afforded to eligible employees.

c. Management may reduce the number of days of the furlough if it finds that fewer days are necessary due to changed circumstances. To increase the number of days, a new notice and identification process is required. The parties will negotiate as appropriate.

13. Leave During Furloughs

a. For hardship cases, Management will consider deferring a furlough for employees on sick leave.

b. The provisions of leave restoration will apply to "use it or lose it" annual leave.

c. Employees shall have the option of electing days of leave without pay in place of furlough.

14. Emergency Furloughs. Consistent with 5 CFR 752.404(d)(2), advance written notice to employees with an opportunity to answer are not necessary for furlough without pay due to unforeseeable circumstances, such as equipment breakdown, act of God, or sudden emergencies requiring the immediate curtailment of activities. When Management is made aware of a possible Government shutdown, it will:

- a. Notify the Union and provide copies of any official notices that advise the Agency of a potential furlough.
- b. Provide Bargaining Unit employees potentially affected by such a furlough with written information addressing their rights, benefits, and obligations.

15. Management may accept voluntary service to perform the work of a furloughed Bargaining Unit employee only if authorized by law.

ARTICLE 34

TRANSFER OF FUNCTION

1. Transfer of Function (TOF). TOF is the transfer of the performance of a continuing function from one competitive area and its addition to one or more other competitive areas, except when the function involved is virtually identical to functions already being performed in the other competitive area(s) affected or the movement of the competitive area in which the function is performed to another commuting area. The TOF will follow 5 CFR 351. The parties at the appropriate level will negotiate per Article 11 to the full extent permitted by law.

2. Management will notify the Union at the appropriate level of a proposed TOF at least 15 days before employees are notified. At that time, Management will advise the Union of the reason for the TOF; the number, names, titles, series, and grades of all employees affected; and the measures that Management proposes to take to reduce the adverse impact on employees.

3. Competitive levels will be as described in Article 35.

ARTICLE 35

REDUCTION-IN-FORCE

1. Policy: The agency will follow procedures articulated in 5 CFR 351.

- a. The decision to conduct a reduction-in-force (RIF) is a Management right. The implementation of a RIF will be administered by Management.
- b. In accordance with U.S. Office of Personnel Management (OPM) guidelines, Management may consider retraining the employee or modifying qualification standards,

excluding positive education requirements, to allow the employee to meet the qualifications of a vacant position within a specified period up to 365 days of occupying the position.

- c. Government placement programs: Management will offer identified employees enrollment in and an explanation of placement assistance programs that are operated by other agencies, for which they are qualified, including:
 - (1) The Interagency Career Transition Plan (ICTAP) for permanent employees in surplus positions administered by OPM and other governmentwide programs.
 - (2) The U.S. Department of Agriculture (USDA) Reemployment Priority List and Career Transition Assistance Plan.
 - (3) The Workforce Innovation and Opportunity Act of 2014 (Public Law 113-128) programs.
- d. Outplacement services: Outplacement services for identified employees, consistent with the Agency's Career Transition Assistance Program policy, may be negotiated at the appropriate level.

2. Notice:

- a. Management will notify the appropriate level of the Union and give them a copy of the request for approval for RIF. This notification will be given at least 75 days prior to the effective date and takes the place of notification described under Article 11. In addition, Management is encouraged to provide information in accordance with Article 8.4. The 75-day notification will include name, title, series, and grade of employees affected; efforts that have been taken to avoid the RIF; and expected outcomes of the RIF. Retention Registers will be made available to the Union as soon as they are developed, which will be at least 60 days prior to the effective date.
- b. Sixty days prior to the RIF effective date, Management shall provide the Union a list of all positions that are considered trainee or developmental for RIF purposes, together with the SF-50s listing the name, position, and effective date of action assigning each incumbent to the position in question.
- c. The affected employees will be given a specific RIF notice at least 60 days prior to the effective date of the RIF. Retention Registers and other RIF documents will be made available to the affected employee.

3. Procedures and Appropriate Arrangements:

- a. When Management decides to implement a RIF, the Parties agree that RIF and Workforce Restructuring and Placement System (WRAPS) will be implemented simultaneously and that WRAPS is the procedure and appropriate arrangement for internal agency placement outside the competitive area. If either of the Parties at the intermediate or national level contends that a RIF situation is not conducive to the simultaneous use of WRAPS, the Parties agree to negotiate an alternative at the appropriate intermediate or national level.
- b. When RIF and WRAPS are implemented simultaneously:
 - (1) The RIF procedures will be used to identify the affected employees for RIF and the same employees will be the affected employees in WRAPS.

(2) RIF procedures will be used for placement of affected employees within the competitive area.

(3) WRAPS procedures will be used for placement of affected employees outside the competitive area, but RIF timelines will take precedence.

- c. The National Parties will be given an opportunity to negotiate on the implementation and impact of anticipated multiple RIFs that result from organizational change involving more than one region or station. The intermediate parties will be given an opportunity to negotiate on the implementation and impact of anticipated multiple RIFs that result from organizational change involving more than one organized unit. For RIFs confined to one organized unit, the Local parties will be given an opportunity to negotiate on the implementation and impact of RIF(s). The terms of the local or intermediate level agreement reached must be approved by both parties at the intermediate level. The results of these local negotiations are not precedent setting. Further, if local negotiations include permissive rights, those negotiations do not serve as the agency's election to negotiate permissive rights.

4. Early-Out Retirements in RIF: Management will request that USDA approve early-out retirements in a significant RIF. The Union will be given an opportunity to give input into the letter submitted to USDA.

5. Leave Without Pay During RIF: Management may, on a case-by-case basis, consider requests from employees who have received RIF notices for leave without pay (LWOP) up to a maximum notice period of 90 days of combined duty and leave status, following issuance of the notice, if such an extension will protect employee rights or avoid administrative hardship. Management may also consider requesting approval from OPM for an extension beyond 90 days when necessary to protect employee rights or to avoid administrative hardship. An amended notice includes the total number of days specified in the original notice plus the number of days of LWOP approved, not exceeding 90 calendar days after the delivery of the original notice. If the employee does not accept an offer of another Forest Service assignment, such LWOP may be canceled.

6. Personnel Files: The Union and Management will jointly encourage each employee to see that their personnel file and employee data/skills documents (such as, OF 612, resume, biographical sketch, etc.) are up to date as soon as the RIF or reorganization is announced. Management will add to the personnel file appropriate changes or amendments requested by the employee. Both the personnel file and data/skills documents will be used to match employees with vacancies. Employees possessing skills in more than one area will designate those area(s) in which they wish to be matched for consideration for vacancies.

7. Hiring Freezes During RIF: When a unit of the Forest Service determines that a RIF is necessary, a hiring freeze for the competitive area and competitive levels expected to be involved in the RIF will be implemented during the life of the RIF.

8. Competitive Areas and Competitive Levels:

- a. The Parties acknowledge that the current Federal Labor Relations Authority (FLRA) case law states that competitive areas are nonnegotiable. In the event the FLRA changes its position or is overruled, either Party may propose to negotiate changes to the competitive areas.
- b. The competitive areas that Management has determined it will use in the event of RIF will be listed in Appendix C.

- c. In the event Management determines to change the competitive areas listed in Appendix C, it will notify the Union sufficiently in advance to permit predecisional discussion and input, using interest-based problem solving in partnership to address issues related to planned changes to the above described competitive areas. In addition, Management will provide sufficient notice to permit appropriate bargaining under Article 11 related to the proposed changes to the competitive areas. Any changes to the competitive areas will be listed in Appendix C.
- d. Commuting area definition: When commuting areas are used to define competitive areas for RIF, they are defined as any population center, or two or more neighboring ones, and the surrounding localities in which people can reasonably be expected to travel back and forth daily. Under this definition, the standard commuting area will be 49 miles. The local or intermediate parties by mutual agreement may develop a different definition in place of the 49-mile standard commuting area under this section for employees within the management unit for which they have the authority to bargain under Article 11. They may seek assistance from the next higher level to reach agreement on a different definition. Before such agreements are finalized, they will be subject to joint review by the next higher (for example, intermediate) level. If the parties fail to reach agreement or the next higher level Parties fail to concur with the agreement, the standard definition will be used.
- e. Competitive level definition: The Parties agree that OPM regulations define competitive level (see 5 CFR 351.403). If OPM regulations change, the definition of competitive levels will change accordingly. Employees are assigned to competitive levels based on their position of record. Currently, the competitive level generally consists of all positions in the same competitive area that are in the same grade (or occupational level) and classification series and that are similar enough in duties, qualification requirements, pay schedules, and working conditions so that the incumbent of one position could successfully perform the critical elements of any other position upon entry into it, without undue interruption.

9. Repromotion Rights: If Management determines to fill the same or essentially identical position, the involuntarily demoted employee will be offered repromotion to the position or to intervening grades for a period of 2 years from the effective date of the demotion. The employee will retain repromotion rights to the grade level from which they were demoted. For other vacancies within the commuting area with the same or essentially identical duties for which an involuntarily demoted employee qualifies, the employee will be offered repromotion to the vacancy unless there is a legitimate job-related reason for not repromoting the employee. In the event that more than one employee qualifies, the highest service computation date ranking employee will be offered repromotion first.

10. Reemployment Rights: Any employee separated through RIF will be offered reemployment to the first vacancy that Management determines to fill in the same commuting area for which the employee meets basic qualifications at the same or lower grade. If more than one separated employee is qualified for a particular vacancy, the offer will be made in retention standing order. If reemployment is below the employee's former grade level, the employee will have repromotion rights as provided in this Master Agreement. Reemployment rights will be granted for a period of 2 years from the effective date of the RIF for career and career conditional employees.

ARTICLE 36

UNEMPLOYMENT COMPENSATION

The Parties recognize that unemployment compensation is a high payroll cost with no productivity. It is also understood that the benefits governed by State laws vary greatly in their eligibility requirements and benefit amounts. The Parties agree to the following guidelines:

1. Call back of employees will be for legitimate job-related reasons and not for the purpose of disqualifying an employee from unemployment compensation.
2. Management will give printed information that explains the State law on unemployment compensation and the consequences of refusing employment while receiving such compensation to each less-than-full-time career employee and temporary employee.
For these employees, Management will give the information annually. For seasonal and temporary employees, Management will give this information prior to starting their off-season.
3. A permanent employee who accepts off-season assignments in the Forest Service or other Federal agencies outside the commuting area will be paid travel costs and per diem as provided in the Federal Travel Regulation. Should the work with another Federal agency be the result of a proper second appointment, then travel and per diem may not be payable. If Government-owned or leased quarters are available, they will be provided rent free and per diem will be at a reduced rate in accordance with established region, station, area, or forest policy.
4. Offers of work outside the commuting area with the Forest Service, other Federal agencies, or private industry:
 - a. If an employee refuses an offer of work outside the commuting area during a period when unemployment compensation is being paid, the Forest Service will not appeal the continued payment of such benefits unless the Forest Service believes that State law disqualifies the employee because of such refusal.
Similarly, the Forest Service will not contest the initial claim in eligibility by reporting such refusal unless the Forest Service believes that the refusal is disqualifying under governing State law.
 - b. Offers of employment outside the commuting area will not be made for the purpose of disqualifying an employee for unemployment compensation.

c. If a refusal is based on a genuine hardship situation for the employee, the Forest Service will not contest an unemployment claim.

5. Management will provide affected employees with appropriate forms, when available, from the State and general information on how to qualify for unemployment compensation. Eligible employees are determined by the appropriate State or governmental authority.

ARTICLE 37

VOLUNTEERS AND GOVERNMENT-SPONSORED WORK PROGRAMS

1. In accordance with law, nonemployee workers, such as volunteers and enrollees of Government-sponsored work programs, will not displace employees or positions or their grade-controlling duties. No Forest Service employee will be required or requested to perform as a volunteer. Employees will not be supervised by volunteers and enrollees of Government-sponsored work programs. Management will exercise due diligence to assure that employees are not at risk from nonemployee workers and will take prompt and appropriate action should incidents occur.

2. Impacts

a. The Parties recognize that such programs may impact the working conditions of Bargaining Unit employees. Furthermore, the Parties agree that adverse impacts, when identified by the Union, such as changes in duties, responsibilities, training, safety, availability of other amenities, are subject for negotiations, upon request, at the local level.

b. In order for the Union to determine adverse impacts, all available data concerning the use of such programs and the text of enabling authorities for them, the number of volunteers or enrollees, their assigned duties, work locations, periodic reports, or announcements will be provided to the Union upon request. The Union will be informed where to request the data if not available locally.

ARTICLE 38

CONTRACTING WORK OUT

1. General:

- a. Management will notify the Union of commercial activity reviews and A-76 processes pursuant to Office of Management and Budget Circular A-76 and functions planned for study concurrently with notice to field Management and will consider the Union's input.
- b. In accordance with Article 11, Management agrees to notify the Union when a decision is made to contract out work that affects the conditions of employment of Bargaining Unit employees and will negotiate implementation, as appropriate.
- c. Management will notify the Union of any change in applicable law, rule, or regulation relating to contracting out work that affects either the Union or Bargaining Unit employees.
- d. Prior to conducting any cost comparison study of Bargaining Unit work, Management may consider innovative alternatives such as High Performance Work Organizations,

Business Process Reengineering, etc.

2. Upon request, Management will provide the Union representative at the appropriate level with available and releasable information.
3. The Union, upon request, may attend public bid openings and review independent Government estimates at the time of openings. They also may review in-house cost estimates under the provisions of the A-76 Circular.
4. Management will provide appropriate assistance to employees adversely impacted by contracting out decisions. Parties at the appropriate level may negotiate specific appropriate arrangements.
5. Management will post a notice to the workforce about employee responsibilities in regard to reporting fraud, waste, and abuse related to contracted services.

ARTICLE 39

VOLUNTARY ALLOTMENT OF UNION DUES

1. Any employee of the Forest Service who is a member of the National Federation of Federal Employees (NFFE) and is included within one of the consolidated bargaining unit covered by this Master Agreement may make a voluntary allotment for the payment of dues to the NFFE. Dues withholding is voluntary on the part of the individual employee.
2. The NFFE-Forest Service Council (NFFE-FSC) will provide Management with a list of points of contact for NFFE-FSC Local Lodges for the purpose of dues deduction issues, at least annually. This list will include contact name, Local Lodge number, and dues amount. If the Local points of contact cannot be reached, then the point of contact is the NFFE-FSC Secretary-Treasurer.
3. **Dues withholding and transmittal.** Deductions will be made each pay period by the Agency and remittances will be made promptly each pay period to the National Office of the NFFE-IAM. The Agency shall also promptly forward to NFFE-IAM, a listing of dues withheld via electronic means, e.g. CD. The listing shall be segregated by Local and shall show the name of each member employee from whose pay dues was withheld, the last four (4) digits of the employee's Social Security number, the amount withheld, the code of the employing agency, and the number of the Local to which each employee belongs. Each Local listing shall be summarized to show the number of members for whom dues were withheld, total amount withheld, and amount due to that Local. Each list will also include the name of each employee member for that Local who previously made an allotment for whom no deduction was made that pay period, whether due to leave without pay or other cause. Such employees shall be designated with an appropriate explanatory term.
4. **Processing of new dues deductions**
 - a. The employee shall complete the SF-1187, "Request for Payroll Deductions for Labor Organization Dues", and shall file the completed SF-1187 with the designated Union representative.
 - b. The Local President or other authorized official of the Union will certify on each SF-1187 that the employee is a member in good standing of the Union; insert the amount

to be withheld, and the appropriate Local number. The amount of dues certified on the SF-1187 by the authorized Union official (see Section 4) shall be the amount of regular dues, exclusive of initiation fees, assessment, back dues, fines, and similar charges and fees.

- c. Bargaining unit employees or Union officials may submit an SF-1187 Form that is complete, legible, and accurate to Human Resources Management (HRM) for processing.
- d. If the form is complete and legible, HRM shall certify the employee's eligibility for dues withholding, insert the NFFE-IAM code (01) and, process it with the National Finance Center within five (5) work days after receipt, with dues deductions becoming effective as of the beginning of the first full pay period after it is processed. The effective date will be the date the SF-1187 is processed and entered into the system. HRM will provide a copy of the SF-1187 to the NFFE-FSC after it is processed.
- e. If the form is incomplete, illegible, or the dues amount is less than the Local Lodge's dues amount as provided in Section 12 of this Article, HRM will return it to the local point of contact within 2 days of receipt, and the timeframes below will not begin.
- f. If the completed form is legible and the employee is coded as being in the bargaining unit, the dues deduction request will be processed within 5 days of receipt.
- g. If the completed form is legible, but the employee is not coded as being in the bargaining unit, the Local Lodge contact will be notified of the issue within 2 days of receipt. Within 14 days of receipt of the SF-1187, the employee's bargaining unit status will be corrected if it is in error, or the Local Lodge contact will be notified that the Agency believes the employee is not in the bargaining unit.

4. Termination of Dues Withholding

a. Cancellation of dues-withholding by an employee: Consistent with 5 U.S.C. §7115(a), authorization for dues allotments shall be irrevocable for a period of one year, except as stated in 5 U.S.C. §7115(b). At any time after this one year period, an employee may voluntarily revoke an allotment for the payment of dues by completing SF-1188, "Cancellation of Payroll Deductions for Labor Organization Dues", and submitting it to HRM. HRM shall process the revocation with NFC, immediately and will provide NFFE-FSC processed copies of the SF-1188 at the time the revocation is made effective.

b. Reassignment or transfer out of the bargaining unit: Management is responsible for terminating dues withholding when the employee is reassigned, promoted, or otherwise permanently removed from the bargaining unit (5 USC 7115). HRM and the employee members have a mutual responsibility to assure timely revocation of an employee's allotment for Union dues when the employee is promoted or assigned to a position not included in the bargaining unit represented by NFFE-FSC.

c. Management will terminate dues withholding at the end of the pay period during which HRM receives a notice from the NFFE-FSC Secretary-Treasurer or a Local of NFFE-FSC that an employee member has ceased to be a member in good standing.

d. All deductions of Union dues provided for in this Article will automatically terminate in the event of loss of exclusive recognition.

8. Temporary Changes to Dues Withholding:

- a. Permanent seasonal employees for whom dues were withheld at the end of the previous season will have dues withholding reinstated by HRM when they return to pay status.
- b. Employees for whom dues are withheld and who are temporarily removed from the bargaining unit (for example, seasonal supervision, details to unorganized units, temporary promotions) will have dues stopped when they are removed from the unit and will have withholding reinstated on the first full pay period following return to the bargaining unit.
- c. Temporary employees who are rehired will need to submit a new SF-1187 for dues withholding.

11. Each pay period, Management agrees to furnish to electronic folder for NFFE Dues Information list of all employees including the organizational coding through level 5, name, position, title, grade, step, Bargaining Unit Status (BUS) code, Fair Labor Standards Act code, official duty station, position type (Permanent, Temporary, Permanent Seasonal, etc.), Local Lodge number, and dues withholding.

12. When an employee or the Union believes that a Union member's dues withholding has been incorrectly discontinued, the Union or the employee may open a CRM case. Within 14 days of the first CRM contact, the dues will be reinstated or the person opening the CRM case will be notified as to the reason that the dues cannot be reinstated (for example, employee is in a non- bargaining unit position).

13. It is the employee's responsibility to complete and submit Form AD-356, Dues Changes between Locals within a National Labor Organization, to HRM when they change from one Local Lodge to another. If the employee remains in the NFFE bargaining unit, dues withholding will continue regardless of whether the employee completes this form or not.

14. Process for annual change in dues amounts: By pay period 24 each year, the NFFE-FSC Secretary-Treasurer shall notify the HRM Pay Branch Chief in writing of any changes to the dues rate for each of the NFFE-FSC Local Lodges, which will be effective the 1st pay period of the next calendar year.

15. If there should be a change in the dues structure or amount for a Local, the authorized Union official shall notify HRM. If the change is the same for all members of the Local, a blanket authorization may be used which includes only the Local number and the new amount of dues to be withheld. Only one such change may be made each year in addition to the annual change described in Paragraph 14 above.

15. New Bargaining Units: In the event that a new bargaining unit is organized, the NFFE-FSC Secretary-Treasurer shall notify the HRM Pay Branch Chief and the National Labor Relations Officer, as soon as practical, of which Local Lodge will be representing the bargaining unit. If a new Local Lodge is chartered for the bargaining unit, the notification will include the new Local Lodge number, the dues amount, the Local Lodge officers and their contact information.

16. Other changes to Local Lodges: In the event that the NFFE-FSC merges Local Lodges or otherwise changes representation for some bargaining unit employees, the NFFE-FSC Secretary-Treasurer will inform HRM Pay Branch Chief and the National Labor Relations Officer within 14 days of the change. The notification will include the following:

- a. The Local Lodge numbers affected by the changes,

b. The nature of the change, and

c. Any other information necessary to implement the change, including names of affected employees, Local Lodge numbers to which they should be assigned, dues rates, and contact information for the Locals Lodges.

17. When Local Lodges are abolished, the NFFE-FSC Secretary-Treasurer will notify the HRM Pay Branch Chief and the National Labor Relations Officer, and HRM will notify NFC which Local Lodge numbers are to be abolished.

ARTICLE 40

PILOT PROJECTS/DEMONSTRATION PROJECTS

The Parties recognize the need for more efficient operations within the Forest Service and agree that experimenting with different ways of completing various activities can benefit this objective.

When Management sets aside, waives, or changes any existing law, rule, regulation, or policy that affects working conditions, Management will give the Union notice in accordance with Article 11.

ARTICLE 41

CIVILIAN CONSERVATION CORPS

1. General. The intent of this Article is to address those aspects of the Civilian Conservation Corps (CCC) that are unique, such as the 24 hours a day, 7 days a week, and year-round nature of the residential program. Although this Article is exclusive to the CCC, the parties are still bound by all articles of the Master Agreement. This Article addresses only those issues between Management and Bargaining Unit Employees (BUE).

2. Relationship to DOL

a. Although the Forest Service CCC program is responsible for Center operations in a manner that meets the programmatic requirements and goals established by the U.S. Department of Labor (DOL), as agreed by the U.S. Department of Agriculture (USDA), it is understood that Forest Service CCC employees are covered by Office of Personnel Management (OPM) regulations, 5 U.S.C. 71, and the provisions of this Master Agreement. The parties shall not confuse the rights of students with the rights of employees.

b. The Parties agree that changes made by DOL, such as changes to the Policy and Requirements Handbook (PRH) that affect the working conditions of the BUEs, must be negotiated at the intermediate level (CCC National Office and Council Vice President for CCC) per Article 11 before implementation.

c. When changes to the Interagency Agreement between the USDA and the DOL are proposed by either the USDA or DOL, the Union will be provided copies of those changes within 30 days of the date the changes are known by the Agency.

3. Special Safety Concerns. General safety and health issues are covered in Article 27. However, the Parties recognize that the CCC working environment presents unique safety and health issues.

a. Immediate and appropriate action will be taken when a student's behavior has become disruptive or threatens the safety of an employee(s).

b. Any employee(s) who believes that their safety is jeopardized by a student who is demonstrating threatening behavior should immediately notify the on-duty supervisor. The on-duty supervisor will review the situation and take immediate action in accordance with law, Agency policy and the PRH. In an off-Center situation where a supervisor is unavailable, and the situation is beyond the employee's reasonable ability to resolve, the employee may contact appropriate Forest Service or local law enforcement for assistance.

c. Student(s) who threaten physical violence, assault, or sexually harass employee(s) will be removed from the Center as soon as practical. All incidents that involve physical assault will be referred to law enforcement.

d. All employees will receive current safety and health training on blood borne pathogens and the Center's Pandemic Workforce Protection Plan annually. New employees will receive this training as part of their orientation program, normally within 30 days after their reporting date.

e. The Parties recognize the stressful nature of CCC work, and employees are encouraged to discuss concerns with their supervisors. When supervisors become aware of an employee's stress-related illness, they will advise the employee of their rights to file a (CA-2) claim under the Occupational Workers Compensation Program. CCC employees who are suffering from workplace-related stress may also request reassignment or details, including details to other organizational units (that is, National Forest Systems, other CCCs, Research and Development) under the terms of Article 4.14 and Article 42.

f. The Parties agree that long-term vacancies in residential living, vocation, and education may represent a significant safety and health issue for students and BUEs, as such vacant positions should normally be filled in a timely manner.

4. Shift Assignments (See Article 18). Changes to shift assignments will be kept at a minimum. Shift assignments are subject to Local Level negotiations as provided in Article 18.

ARTICLE 42

PERSONAL HARDSHIP

1. Introduction. The purpose of this article is to establish a process under which Management will consider employee requests for assistance with personal hardships. Management reserves the right to determine whether a personal hardship exists and what action, if any, should be taken. Management will consider hardship requests, but it is recognized that Management may not be able to satisfy the request. The employee may request assistance and advice through the Employee Assistance Program (EAP) and may authorize the EAP counselor to share information regarding the hardship situation with Management.

The provisions of this article do not apply to Reasonable Accommodation requests for employees with disabilities.

2. Any employee may request a personal hardship consideration. Personal hardships are situations outside of the employee's reasonable ability to control that affect the health and/or welfare of the employee and/or family member as defined in 5 CFR 630.201. Some examples of hardship include, but are not limited to:

- a. A specific long-term medical situation where services or care are more accessible in a specific location.
- b. Special education needs for children related to physical or mental disability.
- c. Significant and recurring harassment or discrimination against the employee or his or her family at work or in the community.
- d. Specific situations such as divorce, reconciliation, sibling care issues, and eldercare.

3. Process

- a. The employee will submit their request to Management for determination of whether a hardship exists and to request accommodation of the hardship. The request must be in writing and include the nature of the hardship and the accommodation requested. Requests should indicate whether they are long term or short term in nature.
- b. When Management receives a personal hardship request, Management must first determine if a hardship exists. Before making the final determination, the Management official may request additional information from the employee and/or the employee may submit additional information to the Management official.

- c. When Management has determined that an employee has a hardship, and upon request of the employee, Management will assist the employee in finding vacancies in the geographic location(s) in which they are interested.
- d. Management will notify the employee as quickly as possible, but no later than 28 days, with a written decision on the hardship request. The decision will include a determination of whether a hardship exists and what can be done to accommodate the hardship.
- e. Confidentiality regarding an employee's hardship situation will be maintained to the extent possible.
- f. Alleged violations of this article are grievable in accordance with Article 9.
- g. Upon the employee's request, employees may be represented by the Union in this process.
- h. When considering a hardship request, the decision should not create any hardship, loss of rights, or benefit to another employee. Changes or requests by individual employees that may affect working conditions of other employees shall be negotiated per Article 11 prior to implementation.

ARTICLE 43

DRUG AND ALCOHOL TESTING PROGRAMS

This Article contains the procedures and arrangements for drug and alcohol testing of employees and applicants as required by Executive Order 12564 and Omnibus Transportation Employee Testing Act of 1991 as amended (Public Law 102-143). The testing program will be administered in compliance with Public Law 100-71, the Health and Human Services (HHS) Mandatory Guidelines, the Department of Transportation Regulations, 49 CFR Parts 382 and 40, U.S. Department of Agriculture (USDA) Departmental Regulation (DR) 4430-792-2, and the USDA Plan for a Drug Free Workplace.

1. Identification of Test Designated Positions (TDP). Management has the right to designate positions for applicant and random drug and alcohol testing (Test Designated Position or TDP).

- a. TDPs shall be only those positions that have duties and responsibilities documented in the position description, reflecting the assignment of actual work, that make the position subject to applicant and random testing. National Parties may agree to documentation other than the Position Description to identify TDPs. Employees may be designated for testing by:

(1) Executive Order TDPs. Positions listed in Appendix A of the USDA DR4430-792-2.

(2) Department of Transportation TDPs. Position descriptions that include the operation of vehicles requiring the possession of a commercial drivers license (CDL) are designated as TDPs. The Forest Service will not apply State CDL testing exemptions available under Department of Transportation (DOT) regulations; that is, USDA and Forest Service testing requirements take precedence over any State or local laws to the contrary.

b. Changes to Existing Positions: Management will notify an employee of any change in his or her TDP status. If an employee's position is newly included in the random testing program, or if the employee is detailed to a TDP, he or she is entitled to a 30-day written notice prior to being subject to random testing (not withstanding reasonable suspicion and post-accident testing).

c. An employee's TDP status will be reviewed by the supervisor and the employee annually at the time of the performance review for the purpose of determining if the testing designation is still appropriate.

d. An employee may contest their TDP status through the grievance/arbitration procedures. An employee who has filed a grievance prior to being called for a random drug or alcohol test may receive a testing deferral until a final grievance/arbitration decision is made. This deferral does not apply to reasonable suspicion or post-accident testing.

e. An employee who is not in a designated TDP may volunteer for inclusion in the Executive Order or DOT drug-testing program. Volunteers remain in the testing pool for the duration of the position that the employee holds, or until the employee withdraws from participation by notifying his or her supervisor in writing of such intent before being notified of a scheduled test.

2. Vacancy Announcement TDP Notification. Vacancy announcements for TDPs (including competitive details and temporary promotions) will include written notice that applicant pre-appointment and random (a) drug or (b) drug and alcohol testing is a requirement of the position and that appointment to the position and continued employment is conditional on negative test results. Each vacancy announcement for a TDP will incorporate the required language outlined by the USDA and HHS Drug Free Workplace Plans (DFWP). Failure of the vacancy announcement to contain this notice will not preclude applicant testing if a 30-day advance written notice is provided to the applicant. Employee may agree to waive the 30-day advance notice and agree to be tested earlier.

3. Training. DFWP training is intended to be accomplished primarily through computer-based training and may be supplemented with other means such as formal orientation, written material, videos, lectures, and awareness training.

a. Generally, all employees will receive annual training on the DFWP.

b. Employees shall receive DFWP training within 30 days of entry into a TDP (or conversion to a TDP), with annual refreshers. New employees shall receive DFWP training within 30 days of receipt of access to the training modules. Training shall cover topics outlined in USDA DR 4430-792-2 and this Article including: (1) USDA drug and alcohol testing program, (2) employee safeguards in the testing program including Safe Harbor and the right to union representation, (3) employee assistance and counseling programs, (4) types of drugs and their effects, (5) laboratory procedures, (6) Medical Review Officer (MRO) duties, and (7) protections associated with reporting suspected drug use by co-workers and supervisors.

c. Supervisors or managers of NFFE-FSC Bargaining Unit employees shall receive appropriate training prior to requesting reasonable suspicion testing.

4. Self-Identification. The parties encourage voluntary disclosure by an employee of substance use (legal or illegal drugs or alcohol) that would impair them from performing safety-sensitive duties.

a. Self-identification is deemed to occur when an employee, after becoming aware of a safety-sensitive work assignment (for example, vehicle operation), notifies their supervisor or the responsible Management official of the employee's potential impairment at the first reasonable opportunity and before beginning to perform the assignment. If an employee self-identifies and is unable to perform an assignment, Management will not initiate disciplinary action regarding the first instance of impairment. Additional instances of impairment may be subject to discipline. However, the employee may still be subject to disciplinary action for any other related or unrelated misconduct beyond this instance of impairment.

b. Safe Harbor: Executive Order 12564 mandates disciplinary action shall be initiated for illegal drug use by any employee regardless of TDP status except when an employee self-identifies and seeks "safe harbor."

(1) In order to be eligible for Safe Harbor, the employee must:

(a) Voluntarily self-identify as a user of illegal drugs or volunteer for drug testing prior to being identified through other means,

(b) Obtain counseling or rehabilitation through an Employee Assistance Program; and

(c) Thereafter, refrain from using illegal drugs.

(2) Safe Harbor is not available to an employee who requests Safe Harbor protection from discipline after being directed to submit to a test.

(3) Employees eligible for Safe Harbor are removed from safety-sensitive duties until the treatment program is completed and a return-to-duty test is passed. Employees are then subject to a regime of follow-up tests.

(4) Safe Harbor only protects the employee from action being taken based on the admission of substance abuse. It is not a shield from disciplinary action based on misconduct. Neither does it shield the employee from corrective action based on drug use determined by other means, or misconduct/poor performance related to substance abuse.

5. Reasonable Suspicion Testing. Reasonable suspicion is a belief that an employee has violated alcohol or controlled substances prohibitions based on direct observations of drug use or possession and/or the physical symptom(s) of being under the influence of a drug (for example, a pattern of abnormal conduct or erratic behavior).

a. Executive Order Testing for All Employees. All Forest Service employees are subject to testing when there is a reasonable suspicion of on-duty illegal drug use or impairment.

b. Employees in Executive Order TDPs may be subject to testing when there is a reasonable suspicion of illegal drug use on or off duty.

c. Executive Order Reasonable Suspicion testing will be initiated in accordance with the USDA DR4430-792-2 after first making appropriate factual observations, documenting those observations, and obtaining appropriate authorization to conduct the test. However, failure of observers to receive training on reasonable suspicion testing procedures shall not invalidate otherwise proper reasonable suspicion testing. Testing will be administered within 32 hours of the last observed behavior or event that prompted the supervisor or Agency official to request testing unless delayed by events beyond the control of either the Agency or the employee. In no case will tests be conducted beyond 72 hours of the last observed behavior or event.

d. Employees in DOT TDPs are subject to alcohol and drug testing when there is a belief that an employee has violated alcohol or controlled substances prohibitions based on specific and timely observations that can be clearly articulated concerning the appearance, behavior, speech, or body odors of the employee made just before, during, or just after the period of the work day in which the employee was expected to be in compliance with drug and alcohol standards. The observations may include indications of the chronic and withdrawal effects of controlled substances.

The term “just” as used above, is defined as meaning the time period immediately prior to and/or after work hours while the employee is physically at the duty location or work site.

(1) Reasonable suspicion testing for employees in DOT TDPs will be requested based on the direct observation and documentation of one or more supervisors trained in detecting the signs and symptoms of possible alcohol/drug use. Training records will be furnished to the Union upon request.

(2) Alcohol testing will be administered promptly within 2 hours, and no later than 8 hours after the employee is asked to submit to testing, in accordance with 49 CFR 382. Testing for any other substances will be conducted within established timeframes under DOT regulations.

e. General Provisions for Reasonable Suspicion Testing:

(1) The appropriate trained supervisor or Management official will gather and document all information, including dates and times, facts, information sources, and circumstances leading to and supporting the suspicion. This information is submitted to the Director, Human Resource Management (HRM), or appropriate delegate who has the authority to approve reasonable suspicion testing requests. Copies of these records will be provided to the Union upon request in conjunction with representational matters in accordance with the Privacy Act.

(2) Before the testing occurs, the employee will be informed of the reasons for the test and provided with the documentation described in (1) above, excluding information sources.

(3) Under no circumstances shall reasonable suspicion testing be used as a punitive measure.

6. Post-Accident Testing

a. Post-accident testing applies to all employees if they meet Executive Order post-accident testing criteria. Employees in DOT Test Designated Positions are covered by DOT provisions while they are driving a commercial motor vehicle. Accidents that do not meet the criteria for post-accident testing may still result in an employee being tested under the reasonable suspicion program if criteria for testing under that program are met.

b. Executive Order post-accident testing for illegal drugs covers all employees who are reasonably suspected of having caused or contributed to an accident that occurred within the scope of their employment or while in official duty status; the Director, HRM, or appropriate delegatee will use objective evidence to make this determination.

c. Executive Order post-accident testing for illegal drugs is also required when the accident results in:

- (1) Death or personal injury requiring immediate hospitalization for in-patient treatment (as opposed to short-term emergency room care), or
- (2) Damage to Government or private property estimated to be in excess of \$10,000. The damage estimate shall be made by an Agency official using an objective basis.

d. Executive Order post-accident tests for illegal drugs must be completed within 32 hours of the accident.

e. DOT post-accident testing applies to drivers involved in accidents while performing safety-sensitive functions associated with operating a commercial motor vehicle, and requires testing for both alcohol and controlled substance use. Alcohol testing will be administered promptly within 2 hours, and no later than 8 hours following the accident; drug testing must be administered within 32 hours of the accident. Testing is required when the accident results in:

- (1) Loss of human life, or
- (2) Citation to the driver for moving vehicle accident and accident results in:
 - (a) Injury requiring medical treatment away from scene of accident, or
 - (b) One of the vehicles has to be towed.

7. Random Testing

a. Employees who are eligible for random testing under **both** the Executive Order (that is, drug testing) and DOT regulations (that is, drug and alcohol testing) will be randomly selected only under the DOT program.

b. Prior to scheduling testing, the supervisor will confirm the employee's availability. Whenever possible, Management will schedule testing so it can be completed during the employee's normal workday. At the time of notification, employees will proceed to the test site immediately or as soon as possible, as instructed by the supervisor.

c. A deferral of a random drug test may be granted if the employee is unavailable due to being:

- (1) In an approved leave status (sick, annual, administrative, or leave without pay);

(2) In official travel status away from the test site or is about to embark on official travel scheduled prior to testing notification; or

(3) A grievant pursuant to Subsection 1.d of this Article.

An employee whose random drug test is deferred will be subject to an unannounced test within the following 60 days.

8. Travel Time and Attendance

a. Employees shall be on official time for Management-directed drug and alcohol testing related activities, including travel.

b. The Agency shall pay travel expenses and/or provide transportation for testing in accordance with Federal Travel Regulation.

c. Overtime shall be paid or compensatory time approved in accordance with applicable laws and the Master Agreement.

9. General Testing Procedures

a. Urinalysis is the only testing method used for drug testing in this program. Use of any other drug testing method may be negotiated, as appropriate, by the National Parties.

b. Employees selected for drug testing will be provided a checklist, the contents of which will be negotiated by the Parties at the national level.

c. Collection of samples will be done in accordance with applicable HHS Mandatory Guidelines under Executive Order provisions, and in accordance with DOT regulations for DOT-covered positions. Employees are permitted to provide specimens in private unless there is a legitimate need for observation. Examples of when a sample would be observed include return-to-duty testing and suspicion of tampering. Observation must be approved by an authorized Agency official and performed by an individual of the same gender.

d. Employee may be required to provide another sample based on suspicion of tampering with the specimen.

e. An employee who is subject to being observed while providing a urine sample may request a written statement specifying the reasons for the observation, and may ask to have a Union representative present.

The observed collection shall be delayed a reasonable amount of time to permit a Union representative to travel to the collection site, provided the sample collection will occur on the designated test day, and within the time limits prescribed for reasonable suspicion and post-accident testing, to preserve sample integrity.

f. All reasonable available means will be used to protect the dignity and privacy of employees with physical handicaps or other impairments that may prevent them from providing urine specimens in the usual manner.

g. If an employee is unable to provide a volume of urine adequate for testing purposes, they will be given a reasonable amount of liquid (water, tea, or coffee). The Forest Service will allow the employee up to 3 hours on the same testing day to provide a sufficient volume.

h. If the employee is unable to provide the required specimen quantity, the testing will be discontinued and the clinic will notify the MRO and the Agency's Drug Testing Coordinator. They will be contacted by the MRO who will request satisfactory medical documentation or arrange for a medical evaluation to determine whether there is a genuine reason for the employee's inability to provide a specimen or a refusal to test (49 CFR 40.193).

i. Employees shall not be required to disclose the legitimate use of specific drugs at the outset of the program. Employees will have an opportunity to provide documentation to the MRO supporting legitimate usage upon a positive test result. Only verified positive test results are reported to the Agency.

j. An employee may arrange for private testing within 24 hours of providing an Agency-directed urine sample. A reasonable amount of appropriate leave may be approved.

10. Split Sample Collection and Testing. Split sample testing procedures as contained in DOT regulations will be followed for all sample testing. If the first sample produces a positive result, and the employee requests a test of the split sample within 72 hours, then the second test will be performed.

11. Second Sample Collection and Testing. Employees being tested may elect to have a second sample collected at the same time as the USDA sample and have it submitted by the sample collector at the employees' expense to an HHS-accredited laboratory of their choice in accordance with HHS and USDA procedures pertaining to drug testing. If a reasonable suspicion test has been conducted and the first sample tests positive for drugs whereas the second sample tests negative, the employee may request and shall receive reimbursement for the cost of the second test.

12. Response to a Positive Drug or Alcohol Test

- a. Management shall review any positive drug test, that is, consider an employee's explanation, the accuracy of the lab procedures, etc.
- b. The Parties recognize alcoholism and other drug dependencies as illnesses. It is the intent of the Parties to support rehabilitation of these employees so they can be retained in the workforce. The employee shall be referred to the EAP (see Article 26).
- c. Currently under Executive Order 12564, the Agency shall initiate action to remove from the service any employee who is found to use illegal drugs and
 - (1) Refuses to obtain counseling or rehabilitation through an EAP or
 - (2) Does not thereafter refrain from using illegal drugs.
- d. Management shall meet its obligations under the Rehabilitation Act of 1973 as amended.

13. Records Retention

- a. Records pertaining to an employee's drug and alcohol tests are confidential and releasable on a need to know basis and as otherwise required by law. These records are covered by the Privacy Act of 1974 as amended and shall be maintained in the Agency's secured files.
- b. Positive drug test results will be retained—
 - (1) In accordance with disciplinary or adverse action record retention policy, when the document is part of a disciplinary or adverse action file;
 - (2) In accordance with DOT regulations as they pertain to records retention;
 - (3) In accordance with Executive Order, HHS, and USDA regulations and policies.

14. Union Representation

- a. Employees may invoke their Weingarten Right to Union representation as appropriate (see Article 4).
- b. TDP information:
 - (1) Designation of new classes of TDPs is a change in conditions requiring appropriate notifications per Article 11.

(2) Annually in July, Management will furnish the NFFE-FSC President or designee a servicewide list of any and all:

(a) Positions in the random test pool, including, at a minimum, the employee name, position title, series, grade, organization coding, and test pool designation code for each position,

(b) Employees who were randomly selected for testing during the past year, and

(c) Employees who were tested during the past year.

c. Laboratory Information:

(1) Upon request, Management will make available to the Union at the national level a list of the clinics and laboratories being used.

(2) The Parties agree to jointly pursue an approval from the USDA for Union inspection of any testing facilities or certified laboratories used in the Agency's testing program. Article 5 release procedures for the Union representative are to be followed.

ARTICLE 44

ALTERNATIVE DISPUTE RESOLUTION

1. Alternative Dispute Resolution (ADR). There are a number of ADR techniques by which disputes can be resolved at a level that usually does not include an administrative hearing or litigation (for example, informal consultation, group intervention, mediation, work group assessment, facilitation, etc.).

2. The parties involved in the dispute may use any mutually acceptable dispute resolution process and neutral third party, if they so choose.

3. Any neutral party used in resolving workplace disputes will report to the appropriate NFFE-FSC Vice-President and Conflict Management Program (CMP) Manager:

a. ADR technique used (CMP, Positive Work Environment, negotiated, or other).

b. Outcome of Resolution Process (successful or not).

4. The Conflict Management and Prevention Program has been established as a Forest Service ADR resource for workplace disputes. Additional ADR techniques, forms, and processes can be negotiated at the appropriate level.
5. If the parties elect to use the ADR technique of mediation, the neutral selected for mediation must meet the requirements of U.S. Department of Agriculture Departmental Regulation 4710-001, dated April 5, 2006.
6. In resolving grievances through the use of ADR techniques, the Settlement Template in Appendix D must be used.
7. When an issue other than a grievance is settled through the use of ADR techniques, the Parties recommend that the settlement be documented in writing, and that the following items be considered in documenting this agreement:
 - a. Terms and conditions of agreement, including steps to be taken if one of the parties does not comply.
 - b. Timelines for action items: include who, what, when, how, and why.
 - c. Monitoring and follow-up clauses.
 - d. Degree of confidentiality.
 - e. Duration of agreement.
 - f. Signatures of the parties.
 - g. Distribution of the agreement.
8. The use of ADR does not automatically extend any timelines in this Master Agreement. Grievance timelines may be extended under the provisions of Article 9.

ARTICLE 45

DURATION AND EXTENT

1. The effective date of this Master Agreement shall be the date of approval by the Director, Office of Human Resource Management (OHRM), Office of the Secretary of Agriculture, or on the 31st day after execution of this Master Agreement, if the Director of OHRM has neither approved nor disapproved the Master Agreement. It shall expire 3 years after the effective date. It will remain in effect for yearly periods thereafter, automatically renewing itself on the day after the anniversary of the expiration date unless either

Party serves the other with written notice, not more than 105 calendar days nor less than 60 calendar days prior to the expiration date, of its desire to terminate or modify this Master Agreement.

2. Pursuant to Section 1 of this Article, both Parties shall meet within 90 calendar days of the receipt of the other Party's notice to terminate or modify this Master Agreement. When either Party notifies the other Party that it wishes to modify this Master Agreement, the Master Agreement will be extended until the effective date of the modified Master Agreement. The provisions of any article in this Master Agreement may not be reopened through the midterm bargaining process except by mutual agreement or where necessitated by statutory changes.

In witness thereof, the Parties hereto executed this basic Labor-Management Agreement. The effective date of this Agreement is September 13, 2019.

For the USDA, Forest Service:



Mary Beth Stewart, Chief Negotiator
Senior Manager

For the National Federation of Federal Employees:



Melissa Baumann, Chief Negotiator
NFFE-FSC President



Ashleigh Trimble
Labor Relations Supervisor



Ken Dinsmore
NFFE Local Lodge 251, President

APPENDIX A **Updated January 31, 2017**

DEPARTMENT OF AGRICULTURE U.S. FOREST SERVICE and NATIONAL FEDERATION OF FEDERAL EMPLOYEES, FEDERAL DISTRICT NO. 1 IAMAW, AFL-CIO

The listing below is a summary of the U.S. Federal Labor Relations Authority (FLRA) descriptions of both the Professional consolidated bargaining unit (WA-RP-05-0046, 8/31/05) and the Mixed consolidated bargaining unit (WA-RP-05-0047, 8/31/05), and there may be some difference between the two bargaining units, particularly in the area of inclusion of nonpermanent employees. The most current official descriptions of the units available at the time of this Master Agreement were included as Appendices A (Mixed Consolidated Unit) and B (Professional Consolidated Unit) in FLRA case WA-RP-16-0055 (1/31/2017). This summary combines those descriptions for ease of reference only and does not in any way affect the FLRA's official descriptions of the certified bargaining units.

Local Lodge numbers are subject to change. This Appendix is provided for reference only. Updates and or changes can be found on the union information section of the HRM Labor Relations Web page at http://fsweb.asc.fs.fed.us/HRM/labor_relations/index.php.

WASHINGTON OFFICE

Washington Office (Local Lodge 1919)

INCLUDED: All nonprofessional employees employed by and assigned to U.S. Department of Agriculture (USDA), Forest Service Headquarters and located in the metropolitan area, Washington, DC.

EXCLUDED: All management officials, professional employees, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Content Analysis Team (Local Lodge Determined by Location)

INCLUDED: All Content Analysis Team nonprofessional employees employed by the Forest Service Headquarters in detached units outside the Washington, DC, metropolitan area.

EXCLUDED: All management officials, Content Analysis Team professional employees employed by the Forest Service Headquarters in detached units outside the Washington, DC, metropolitan area; supervisors; and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Enterprise Program (Local Lodge 2200)

INCLUDED: All professional and nonprofessional employees of the Forest Service Enterprise Program.

EXCLUDED: All supervisors, management officials, 30-day special need employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Financial Management (Local Lodge 2197)

INCLUDED: All professional and nonprofessional employees of the Forest Service, Financial Management.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Human Resources Management (Local Lodge 2200)*

INCLUDED: All General Schedule professional and nonprofessional employees of the Forest Service, Albuquerque Service Center, Human Resources Management, Albuquerque, New Mexico.

EXCLUDED: All supervisors, management officials, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Grey Towers National Historic Landmark (Local Lodge 1919)

INCLUDED: All nonprofessional employees of the Forest Service employed at the Grey Towers National Historic Landmark.

EXCLUDED: All professional employees, management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Chief Information Office (Local Lodge 2196)

INCLUDED: All nonprofessional employees of the Forest Service, Chief Information Office.

EXCLUDED: All management officials, professional employees, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

International Institute of Tropical Forestry (Local Lodge 466)

INCLUDED: All nonprofessional employees of the International Institute of Tropical Forestry, Rio Piedras, Puerto Rico.

EXCLUDED: All management officials, professional employees, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Law Enforcement and Investigations (Local Lodge 5300)

INCLUDED: All nonprofessional employees of the Forest Service Law, Enforcement and Investigations.

EXCLUDED: All professional employees, supervisors, management officials, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Missoula Technology Development Center (Local Lodge 60)

INCLUDED: All professional and nonprofessional employees, including those employed on temporary appointments of 6 months or longer, assigned to the Forest Service, Missoula Technology Development Center, Missoula, Montana.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

San Dimas Technology and Development Center (Local Lodge 60)

INCLUDED: All professional and nonprofessional employees of the Forest Service, San Dimas Technology and Development Center.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

RESEARCH

Forest Products Laboratory (Local Lodge 276)

INCLUDED: All professional employees of the Forest Products Laboratory. All nonprofessional employees of the Forest Products Laboratory including all permanent full-time and part-time Wage Grade employees and term and temporary employees with appointments of 90 days or more.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Pacific Southwest Forest and Range Experiment Station (Local Lodge 2066)

INCLUDED: All nonprofessional employees of the Pacific Southwest Forest and Range Experiment Station.

EXCLUDED: All management officials, professional employees, supervisors, 30-day special need employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Rocky Mountain Research Station (Local Lodge 1950)

INCLUDED: All professional and nonprofessional employees of the Rocky Mountain Research Station.

EXCLUDED: All management officials, supervisors, and nonprofessional temporary employees with less than 90-day appointments and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Southern Research Station (Local Lodge 1950)

INCLUDED: All professional employees of the Southern Research Station, Forest Inventory and Analysis.

EXCLUDED: All nonprofessional employees, management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

JOB CORPS CIVILIAN CONSERVATION CENTERS

Anaconda Job Corps Civilian Conservation Center (Local Lodge 1697)

INCLUDED: All professional and nonprofessional employees at the Anaconda Job Corps Civilian Conservation Center, Anaconda, Montana.

EXCLUDED: All management officials, temporary employees employed for less than 90 days, supervisors and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Angell Job Corps Civilian Conservation Center (Local Lodge 1697)

INCLUDED: All professional and nonprofessional employees of the Angell Job Corps Civilian Conservation Center, including temporary employees.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Blackwell Job Corps Civilian Conservation Center (Local Lodge 1840)

INCLUDED: All professional and nonprofessional employees of the Blackwell Job Corps Civilian Conservation Center.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Cass Job Corps Civilian Conservation Center (Local Lodge 1840)

INCLUDED: All professional and nonprofessional employees of the Cass Job Corps Civilian Conservation Center.

EXCLUDED: All management officials, supervisors, employees with appointments not to exceed 90 days, and employees described 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Centennial Job Corps Civilian Conservation Center (Local Lodge 1697)

INCLUDED: All professional and nonprofessional employees of the Centennial Job Corps Civilian Conservation Center, Nampa, Idaho.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Curlew Job Corps Civilian Conservation Center (Local Lodge 1697)

INCLUDED: All professional and nonprofessional employees of the Curlew Job Corps Civilian Conservation Center.

EXCLUDED: All management officials, supervisors, temporary employees, casual employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Flatwoods Job Corps Civilian Conservation Center (Local Lodge 1855)

INCLUDED: All professional and nonprofessional employees of the Flatwoods Job Corps Civilian Conservation Center, Coeburn, Virginia.

EXCLUDED: All management officials, supervisors, temporary employees serving under appointments of 90 days or less without expectation of continued employment, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

**Frenchburg Job Corps Civilian Conservation Center
(Local Lodge 1855)**

INCLUDED: All professional and nonprofessional employees of the Frenchburg Job Corps Civilian Conservation Center, Mariba, Kentucky.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Golconda Job Corps Civilian Conservation Center (Local Lodge 1840)

INCLUDED: All professional and nonprofessional employees of the Golconda Job Corps Civilian Conservation Center.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

**Great Onyx Job Corps Civilian Conservation Center
(Local Lodge 1855)**

INCLUDED: All professional and nonprofessional General Schedule employees of the Great Onyx Job Corps Civilian Conservation Center, Mammoth Cave, Kentucky.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

**Harpers Ferry Job Corps Civilian Conservation Center
(Local Lodge 1855)**

INCLUDED: All professional and nonprofessional Wage Grade and General Schedule employees of the Harpers Ferry Job Corps Civilian Conservation Center, Harpers Ferry, West Virginia.

EXCLUDED: Management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

**Jacobs Creek Job Corps Civilian Conservation Center
(Local Lodge 1855)**

INCLUDED: All professional and nonprofessional employees of the Jacobs Creek Job Corps Civilian Conservation Center.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Mingo Job Corps Civilian Conservation Center (Local Lodge 1840)

INCLUDED: All professional and nonprofessional employees of the Mingo Job Corps Civilian Conservation Center, Puxico, Missouri.

EXCLUDED: All employees with appointments of 30 days or less; management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

**Oconaluftee Job Corps Civilian Conservation Center
(Local Lodge 1855)**

INCLUDED: All Wage Grade and General Schedule nonprofessional employees of the Oconaluftee Job Corps Civilian Conservation Center, Cherokee, North Carolina.

EXCLUDED: All professional employees, management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Pine Knot Job Corps Civilian Conservation Center (Local Lodge 1855)

INCLUDED: All permanent full-time and part-time professional and nonprofessional employees of the Pine Knot Job Corps Civilian Conservation Center, Pine Knot, Kentucky.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

**Timberlake Job Corps Civilian Conservation Center
(Local Lodge 1697)**

INCLUDED: All professional and nonprofessional employees of the Timberlake Job Corps Civilian Conversation Center.

EXCLUDED: All management officials, supervisors, 30-day special need employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

**Trapper Creek Job Corps Civilian Conservation Center
(Local Lodge 1697)**

INCLUDED: All professional employees and nonprofessional employees with continuing appointments of the Trapper Creek Job Corps Civilian Conservation Center.

EXCLUDED: All management officials, supervisors and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

**Wolf Creek Job Corps Civilian Conservation Center
(Local Lodge 1697)**

INCLUDED: All professional and nonprofessional employees of the Wolf Creek Job Corps Civilian Conservation Center.

EXCLUDED: All management officials, supervisors, employees of the Wolf Creek Job Corps Civilian Conservation Center who are serving temporary appointments, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

REGION 1 (NORTHERN REGION)

Regional Office (Local Lodge 60)

INCLUDED: All professional and nonprofessional employees of the Forest Service Regional Office, Missoula, Montana, with continuing appointments of 6 months or longer including those in the excepted indefinite, excepted conditional and temporary appointments.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Aerial Fire Depot (Local Lodge 60)

INCLUDED: All permanent nonprofessional employees of the Aerial Fire Depot.

EXCLUDED: All management officials, professional employees, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Regional Field Services Facility (Local Lodge 60)

INCLUDED: All permanent, full-time professional and nonprofessional employees of the Regional Field Services Facility, Missoula, Montana, including permanent seasonal employees with more than 6-month terms.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Beaverhead-Deerlodge National Forest (Local Lodge 1241)

INCLUDED: All professional and nonprofessional employees of the Beaverhead-Deerlodge National Forest with appointment guarantees of 13 pay periods per year or more.

EXCLUDED: All management officials, temporary employees, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Bitterroot National Forest (Local Lodge 60)

INCLUDED: All professional and nonprofessional employees of the Bitterroot National Forest with continuing appointments.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Clearwater National Forest (Local Lodge 1295)

INCLUDED: All professional and nonprofessional employees of Clearwater National Forest with continuing appointments.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Flathead National Forest (Local Lodge 1241)

INCLUDED: All professional and nonprofessional employees of the Flathead National Forest.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Helena National Forest (Local Lodge 1241)

INCLUDED: All professional employees of the Helena National Forest and all nonprofessional employees of the Helena National Forest with permanent or continuing appointments.

EXCLUDED: All management officials, supervisors, nonprofessional temporary employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Idaho Panhandle National Forests (Local Lodge 1295)

INCLUDED: All professional and nonprofessional employees of the Idaho Panhandle National Forests including all regular seasonal temporary employees and the temporary intermittent employees of the nursery.

EXCLUDED: All management officials, supervisors and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Kootenai National Forest (Local Lodge 1398)

INCLUDED: All professional and nonprofessional employees of the Kootenai National Forest.

EXCLUDED: All management officials, supervisors, employees on temporary appointments, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Lewis and Clark National Forest (Local Lodge 1241)

INCLUDED: All professional and nonprofessional employees, including regular seasonal employees, of the Lewis and Clark National Forest.

EXCLUDED: All management officials, supervisors, temporary employees with an expectation of employment of less than 90 days, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Lolo National Forest (Local Lodge 60)

INCLUDED: All professional and nonprofessional employees of the Lolo National Forest with continuing appointments, including employees at Missoula, Ninemile, Plains, Seeley Lake, Superior, and Thompson Falls Ranger Districts.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Nez Perce National Forest (Local Lodge 1295)

INCLUDED: All professional employees of the Nez Perce National Forest with continuing appointments and all nonprofessional employees of the Nez Perce National Forest, including temporary and term employees.

EXCLUDED: All management officials, supervisors and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

REGION 2 (ROCKY MOUNTAIN REGION)

Regional Office (Local Lodge 2004)

INCLUDED: All full-time and part-time nonprofessional employees employed by the Forest Service Regional Office located in Lakewood, Colorado, including regional office personnel assigned to other locations in Colorado and temporary employees expected to be employed for more than 90 days.

EXCLUDED: All management officials, professional employees, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Bighorn National Forest (Local Lodge 2004)

INCLUDED: All professional and nonprofessional employees of the Bighorn National Forest.

EXCLUDED: All management officials, supervisors, temporary and term employees with continued expectation of employment of 90 days or less, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Black Hills National Forest (Local Lodge 2004)

INCLUDED: All nonprofessional employees of the Black Hills National Forest.

EXCLUDED: All management officials, professional employees, supervisors, employees of the Boxelder Job Corps Civilian Conservation Center, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Rio Grande National Forest (Local Lodge 2004)

INCLUDED: All professional and nonprofessional employees of the Rio Grande National Forest.

EXCLUDED: All management officials, supervisors, 30 day special need employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

White River National Forest (Local Lodge 2004)

INCLUDED: All nonprofessional employees of the White River National Forest.

EXCLUDED: All management officials, professional employees, supervisors, temporary and term employees with less than 90 day appointments, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

REGION 3 (SOUTHWESTERN REGION)

Carson National Forest (Local Lodge 376)

INCLUDED: All professional employees of the Carson National Forest and all nonprofessional employees of the Carson National Forest with an employment expectation of 90 days or more.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Coronado National Forest (Local Lodge 376)

INCLUDED: All nonprofessional employees of the Coronado National Forest with an employment expectation of 90 days or more.

EXCLUDED: All management officials, professional employees, supervisors, seasonal supervisors during that portion of the year when they exercise supervisory authority, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Coconino National Forest (Local Lodge 376)

INCLUDED: All nonprofessional employees of the Coconino National Forest including temporary employees.

EXCLUDED: All management officials, professional employees, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Kaibab National Forest (Local Lodge 376)

INCLUDED: All professional permanent and temporary employees of the Kaibab National Forest with expectations of continued employment of more than 90 days and all nonprofessional employees of the Kaibab National Forest, including seasonal supervisors during those periods when they do not function as supervisors, and including employees appointed under the student employment programs with expectation of continued employment of 90 days or more.

EXCLUDED: All management officials, supervisors, temporary employees with appointments of 90 days or less, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Tonto National Forest (Local Lodge 376)

INCLUDED: All nonprofessional employees of the Tonto National Forest with continuing appointments in excess of 1 year or temporary appointments for more than 90 days.

EXCLUDED: All management officials, professional employees, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

REGION 4 (INTERMOUNTAIN REGION)

Regional Office (Local Lodge 125)

INCLUDED: All full-time and less than full-time (with 6 months or more tour of duty) professional and nonprofessional employees of the Intermountain Region, Forest Service, Regional Office.

EXCLUDED: All management officials, supervisors, 30-day special need employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Boise National Forest (Local Lodge 1753)

INCLUDED: All professional and nonprofessional employees employed by the Boise National Forest.

EXCLUDED: All management officials, supervisors, 30-day special need employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Bridger-Teton National Forest (Local Lodge 125)

INCLUDED: All nonprofessional employees of the Bridger-Teton National Forest.

EXCLUDED: All management officials, professional employees, supervisors, 30-day special need employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Challis National Forest (Local Lodge 1753)

INCLUDED: All professional and nonprofessional employees of the Challis National Forest with continuing appointments.

Appendix A

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Dixie National Forest (Local Lodge 125)

INCLUDED: All professional and nonprofessional employees of the Dixie National Forest.

EXCLUDED: All management officials, supervisors, 30-day special need employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Fishlake National Forest (Local Lodge 125)

INCLUDED: All professional employees of the Fishlake National Forest.

EXCLUDED: All management officials, nonprofessional employees, supervisors, 30-day special need employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Humboldt-Toiyabe National Forest (Local Lodge 125)

INCLUDED: All professional employees of the Forest Service, Humboldt-Toiyabe National Forest.

EXCLUDED: All nonprofessional employees, management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Manti-LaSal National Forest (Local Lodge 125)

INCLUDED: All nonprofessional employees of the Manti-LaSal National Forest.

EXCLUDED: All management officials, professional employees, supervisors, 30-day special need employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Payette National Forest (Local Lodge 1753)

INCLUDED: All professional and nonprofessional employees of the Payette National Forest.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Salmon National Forest (Local Lodge 1753)

INCLUDED: All permanent full time and permanent part-time professional and nonprofessional employees of the Salmon National Forest.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

REGION 5 (PACIFIC SOUTHWEST REGION)

Regional Office (Local Lodge 1981)

INCLUDED: All professional and nonprofessional employees of the Region 5 Regional Office of the Forest Service, including all employees employed by the regional office and assigned to other locations within the region.

EXCLUDED: All management officials, supervisors, 30-day special need employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Angeles National Forest (Local Lodge 1650)

INCLUDED: All professional and nonprofessional employees of the Angeles National Forest including nonprofessional temporary employees with appointments of 1 year or more.

EXCLUDED: All management officials, supervisors, nonprofessional permanent employees appointed for less than 13 full time pay periods per year, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7) and the Administration Operations Specialist, GS-0301-09.

Eldorado National Forest (Local Lodge 1781)

INCLUDED: All professional and nonprofessional employees of the Eldorado National Forest.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Inyo National Forest (Local Lodge 2081)

INCLUDED: All professional and nonprofessional employees of the Inyo National Forest.

EXCLUDED: All management officials, supervisors, 30-day special need employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Klamath National Forest (Local Lodge 1865)

INCLUDED: All professional employees of the Klamath National Forest and all nonprofessional employees of the Klamath National Forest, including regular seasonal employees and supervisors during that portion of the year they exercise no supervisory authority.

EXCLUDED: All management officials, supervisors, temporary employees whose appointments do not exceed 30 days, and employees described in 5 U.S.C. 7112(b) (2), (3), (4), (6), and (7).

Lake Tahoe Basin Management Unit (Local Lodge 1781)

INCLUDED: All professional and nonprofessional employees of the Lake Tahoe Basin Management Unit.

EXCLUDED: All management officials, supervisors, 30-day special need employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Lassen National Forest (Local Lodge 2153)

INCLUDED: All professional and nonprofessional employees of the Lassen National Forest.

EXCLUDED: All management officials, supervisors, nonprofessional 30-day special need employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Los Padres National Forest (Local Lodge 2023)

INCLUDED: All professional and nonprofessional employees of the Los Padres National Forest.

EXCLUDED: All management officials, supervisors, 30-day special need employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Mendocino National Forest (Local Lodge 2135)

INCLUDED: All professional and nonprofessional employees of the Mendocino National Forest.

EXCLUDED: All management officials, supervisors, 30-day special need employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Modoc National Forest (Local Lodge 1836)

INCLUDED: All professional and nonprofessional employees of the Modoc National Forest including all regular seasonal employees and seasonal supervisors during that period of the year when they exercise no supervisory authority.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Plumas National Forest (Local Lodge 1995)

INCLUDED: All professional and nonprofessional employees of the Plumas National Forest.

EXCLUDED: All management officials, supervisors, 30-day special need employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

San Bernardino National Forest (Local Lodge 1558)

INCLUDED: All nonprofessional employees of the San Bernardino National Forest.

EXCLUDED: All management officials, professional employees, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Sequoia National Forest (Local Lodge 721)

INCLUDED: All professional and nonprofessional employees of the Sequoia National Forest.

EXCLUDED: All management officials, supervisors, 30-day special need employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Shasta Trinity National Forest (Local Lodge 1771)

INCLUDED: All professional and nonprofessional employees of the Shasta Trinity National Forest.

EXCLUDED: All management officials, supervisors, 30-day special need employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Six Rivers National Forest (Local Lodge 1937)

INCLUDED: All professional and nonprofessional employees of the Six Rivers National Forest.

EXCLUDED: All management officials, supervisors, 30-day special need employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Stanislaus National Forest (Local Lodge 2195)

INCLUDED: All professional and nonprofessional employees of the Stanislaus National Forest.

EXCLUDED: All management officials, supervisors, employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7), and employees during that portion of the year when they function as supervisors.

REGION 6 (PACIFIC NORTHWEST REGION)

Regional Office (Local Lodge 1968)

INCLUDED: All professional and nonprofessional employees of the Pacific Northwest Regional Office.

EXCLUDED: All management officials, supervisors, temporary employees, employees of the mail room and reproduction unit, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Colville National Forest (Local Lodge 34)

INCLUDED: All professional employees of the Colville National Forest, including temporary employees, and all nonprofessional employees of the Colville National Forest.

EXCLUDED: All management officials, supervisors, nonprofessional temporary employees, casual employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Deschutes National Forest (Local Lodge 642)

INCLUDED: All nonprofessional employees of the Deschutes National Forest.

EXCLUDED: All management officials, professional employees, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Fremont National Forest (Local Lodge 642)

INCLUDED: All professional employees of the Fremont National Forest, including temporary employees, and all nonprofessional employees of the Fremont National Forest.

EXCLUDED: All management officials, supervisors, 30-day special need employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Gifford Pinchot National Forest (Local Lodge 1968)

INCLUDED: All professional and nonprofessional employees of the Gifford Pinchot National Forest.

EXCLUDED: All management officials, supervisors, nonprofessional casual and intermittent employees, nonprofessional seasonal employees with no reasonable expectancy of reemployment, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Malheur National Forest (Local Lodge 642)

INCLUDED: All professional and nonprofessional employees of the Malheur National Forest with appointments of more than 30 days.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Mt. Baker-Snoqualmie National Forest (Local Lodge 34)

INCLUDED: All professional and nonprofessional employees of the Mt. Baker-Snoqualmie National Forest with appointments of more than 30 days.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Mt. Hood National Forest (Local Lodge 1968)

INCLUDED: All professional and nonprofessional employees of the Mt. Hood National Forest, including employees of the Columbia River Gorge National Scenic Area.

EXCLUDED: All management officials, supervisors, 30-day special need employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Ochoco National Forest (Local Lodge 642)

INCLUDED: All professional and nonprofessional employees of the Ochoco National Forest.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Okanogan National Forest (Local Lodge 34)

INCLUDED: All professional and nonprofessional employees of the Okanogan National Forest, including nonprofessional temporary employees.

EXCLUDED: All management officials, supervisors, professional temporary employees, professional 30-day special need employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Olympic National Forest (Local Lodge 34)

INCLUDED: All professional and nonprofessional employees of the Olympic National Forest.

EXCLUDED: All management officials, supervisors, 30-day special need employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Rogue River National Forest (Local Lodge 457)

INCLUDED: All professional and nonprofessional employees of the Rogue River National Forest.

EXCLUDED: All management officials, supervisors, 30-day special need employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Siskiyou National Forest (Local Lodge 457)

INCLUDED: All professional and nonprofessional employees of the Siskiyou National Forest.

EXCLUDED: All management officials, supervisors, nonprofessional 30-day special need employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Siuslaw National Forest (Local Lodge 457)

INCLUDED: All professional and nonprofessional employees of the Siuslaw National Forest, including temporary employees.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Umatilla National Forest (Local Lodge 642)

INCLUDED: All professional employees of the Umatilla National Forest, including temporary employees, and all nonprofessional employees of the Umatilla National Forest, including nonprofessional permanent seasonal employees working less than 20 pay periods per year and all nonprofessional temporary employees.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Umpqua National Forest (Local Lodge 457)

INCLUDED: All professional and nonprofessional employees of the Umpqua National Forest.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Wallowa-Whitman National Forest (Local Lodge 642)

INCLUDED: All professional and nonprofessional employees of the Wallowa-Whitman National Forest, including employees on permanent part-time appointments and permanent seasonal continuing appointments, and all professional temporary employees.

EXCLUDED: All management officials, supervisors, nonprofessional temporary employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Wenatchee National Forest (Local Lodge 34)

INCLUDED: All professional and nonprofessional employees of the Wenatchee National Forest.

EXCLUDED: All management officials, supervisors, temporary intermittent and casual employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Willamette National Forest (Local Lodge 457)

INCLUDED: All professional and nonprofessional employees of the Willamette National Forest including temporary employees with appointments of 30 days or more.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Winema National Forest (Local Lodge 642)

INCLUDED: All professional and nonprofessional employees of the Winema National Forest.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

REGION 8 (SOUTHERN REGION)

Regional Office (Local Lodge 466)

INCLUDED: All professional and nonprofessional employees of the Forest Service Southern Regional Office.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Alabama National Forests (Local Lodge 466)

INCLUDED: All nonprofessional employees of the National Forests in Alabama.

EXCLUDED: All management officials, professional employees, supervisors, employees with appointments of 90 days or less, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Chattahoochee-Oconee National Forest (Local Lodge 466)

INCLUDED: All nonprofessional employees of the Chattahoochee-Oconee National Forest.

EXCLUDED: All management officials, professional employees, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Cherokee National Forest (Local Lodge 466)

INCLUDED: All nonprofessional employees of the Cherokee National Forest.

EXCLUDED: All management officials, professional employees, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Daniel Boone National Forest (Local Lodge 466)

INCLUDED: All nonprofessional employees of the Daniel Boone National Forest.

EXCLUDED: All management officials, professional employees, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

El Yunque National Forest (Local Lodge 466)

INCLUDED: All professional and nonprofessional employees of the El Yunque National Forests, Puerto Rico, including temporary employees with appointments of 90 days or more.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

National Forests in Florida (Local Lodge 466)

INCLUDED: All professional and nonprofessional employees of the National Forests in Florida.

EXCLUDED: All supervisors, management officials, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

George Washington and Jefferson National Forests (Local Lodge 466)

INCLUDED: All professional and nonprofessional employees of the George Washington and Jefferson National Forests.

EXCLUDED: All management officials, supervisors, temporary employees serving appointments of 90 days or less without expectation of continued employment, professional 30-day special need employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

National Forests in North Carolina (Local Lodge 466)

INCLUDED: All professional and nonprofessional employees of the National Forests in North Carolina including regular seasonal or temporary employees.

EXCLUDED: All management officials, supervisors, employees of the Schenck and Lyndon B. Johnson Job Corps Civilian Conservation Centers, 30-day special need employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Francis Marion and Sumter National Forests (Local Lodge 466)

INCLUDED: All professional and nonprofessional employees of the Francis Marion and Sumter National Forests.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Ozark-St. Francis National Forest (Local Lodge 466)

INCLUDED: All nonprofessional employees of the Ozark-St. Francis National Forest.

EXCLUDED: All management officials, professional employees, supervisors, temporary employees with appointments not to exceed 90 days, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Savannah River (Local Lodge 466)

INCLUDED: All professional and nonprofessional employees of the Forest Service, Savannah River, South Carolina.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

REGION 9 (EASTERN REGION)

Regional Office (Local Lodge 2165)

INCLUDED: All professional and nonprofessional employees of the Forest Service Eastern Regional Office.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Allegheny National Forest (Local Lodge 2198)

INCLUDED: All professional and nonprofessional employees employed by the Forest Service, Allegheny National Forest.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Chequamegon-Nicolet National Forests (Local Lodge 2165)

INCLUDED: All professional and nonprofessional employees of the Chequamegon-Nicolet National Forests.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Hiawatha National Forest (Local Lodge 2086)

INCLUDED: All professional and nonprofessional employees of the Hiawatha National Forest, including regular, seasonal and temporary employees of 30 days or more.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Huron-Manistee National Forest (Local Lodge 2086)

INCLUDED: All professional and nonprofessional employees of the Huron-Manistee National Forest.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Ottawa National Forest (Local Lodge 2165)

INCLUDED: All professional and nonprofessional employees of the Ottawa National Forest.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Shawnee National Forest (Local Lodge 2198)

INCLUDED: All professional and nonprofessional employees of the Shawnee National Forest, including nonprofessional temporary employees.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

Superior National Forest (Local Lodge 2138)

INCLUDED: All professional and nonprofessional employees of the Superior National Forest.

EXCLUDED: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

REGION 10 (ALASKA)

Regional Office, Tongass National Forest, Chugach National Forest (Local Lodge 251)

INCLUDED: All professional and nonprofessional Forest Service employees within the Alaska Region including the Regional Office, the Tongass National Forest and Chugach National Forest.

EXCLUDED: All management officials, supervisors, temporary employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7).

APPENDIX B

ACRONYMS COMMONLY USED IN THE MASTER AGREEMENT

AAA	American Arbitration Association
ADR	Alternative Dispute Resolution
ASC	Albuquerque Service Centers
AWOL	Absent Without Leave
AWS	Alternative Work Schedule
BUE	Bargaining Unit Employee
CCC	Civilian Conservation Center/Corps
CFR	Code of Federal Regulations
CTAP	Career Transition Assistance Program
CU	Clarification of Unit Petition
CVP	Council Vice President (Forest Service Council)
DOL	U.S. Department of Labor
EEO	Equal Employment Opportunity
EEOC	U.S. Equal Employment Opportunity Commission
eOPF	Electronic Official Personnel Folder
FECA	Federal Employees Compensation Act
FLSA	Fair Labor Standards Act
FLRA	U.S. Federal Labor Relations Authority
FMCS	Federal Mediation and Conciliation Service
FMLA	Family and Medical Leave Act
FSC	Forest Service Council, National Federation of Federal Employees
FSH	Forest Service Handbook
FSIP	Federal Services Impasses Panel
FSM	Forest Service Manual
FSPC	Forest Service Partnership Council
FTR	Federal Travel Regulation
GAO	U.S. Government Accountability Office

IAMAW	International Association of Machinists and Aerospace Workers
IITF	International Institute of Tropical Forestry
LEI	Law Enforcement and Investigations
LMR	Labor-Management Relations
LWOP	Leave Without Pay
MOU	Memorandum of Understanding
MSPB	Merit Systems Protection Board
NFFE	National Federation of Federal Employees
NFFE-FSC	National Federation of Federal Employees – Forest Service Council
OMB	U.S. Office of Management and Budget
OPM	U.S. Office of Personnel Management
OSC	Office of Special Counsel
OSHA	Occupational Safety and Health Administration (U.S. Department of Labor)
OWCP	Office of Workers’ Compensation Programs (U.S. Department of Labor)
PIP	Performance Improvement Period
RIF	Reduction In Force
RO	Regional Office
TOF	Transfer of Function
ULP	Unfair Labor Practice
WO	Washington Office
USC	United States Code (Law)
USDA	U.S. Department of Agriculture
WGI	Within-Grade Increase
WRAPS	Workforce Reduction and Placement System

APPENDIX C

COMPETITIVE AREAS TO BE USED FOR REDUCTION-IN-FORCE

Management has determined that the competitive areas that it will use in the event of reduction in force (RIF) will be:

1. Washington Office (WO) employees in the Washington, DC, metropolitan area compete within the metropolitan area by Deputy Chief program area or the Chief's program area, as applicable to their reporting structure.
2. Law Enforcement and Investigations employees located outside the Washington, DC, metropolitan area compete Regionwide within Law Enforcement and Investigations.
3. Civilian Conservation Corps Center employees compete Centerwide. Civilian Conservation Corps employees in the National Office compete National Office wide.
4. Employees of a Regional Office (RO) compete with other employees of that same RO who are in the same commuting area.
5. Employees of a National Forest compete with other employees of that same National Forest who are in the same commuting area.
6. Employees of a Research Station compete with other employees of that same Research Station who are in the same commuting area.
7. Employees of the International Institute of Tropical Forestry (IITF) compete with employees of the Institute who are in the same commuting area.
8. of State and Private Forestry in the Northeastern Area (NA) compete with other NA employees who are in the same commuting area.
9. When a position or group of positions is detached from its administrative unit (meaning only the following units: WO, RO, National Forest, Station, NA, or IITF), employees in those positions will compete with other employees in the same commuting area and same administrative unit.

APPENDIX D

GRIEVANCE SETTLEMENT AGREEMENT

This Settlement Agreement (“Agreement”), made by and between (*grievant’s name*), Forest Service Council-National Federation of Federal Employees (Union), and the USDA Forest Service, collectively “the Parties,” constitutes a full and final settlement of any and all alleged issues raised in the grievance filed on (*date*).

The Parties agree that resolution of this matter is in their mutual best interests and have agreed to set forth the terms of this Agreement in writing. This Agreement is authorized under 5 U.S.C. 71 and Article 9 of the Master Agreement.

Items in italics below are issues for the Parties to address and include in the Agreement, as applicable. All other text is mandatory language.

A. The Agency Agrees:

a. (State specifically who, what, when, where, and how the agency agrees to do.)

B. The Grievant Agrees:

a. (State specifically who, what, when, where, and how the grievant agrees to do.)

b. To withdraw the grievance filed on (*date*) and any and all other related grievances, appeals, or complaints that have been filed, if applicable.

C. The Union Agrees:

a. (State specifically who, what, when, where, and how the union agrees to do.)

D. The Parties Agree:

a. To cooperate in good faith to complete implementation of this Agreement and abide by the terms of this Agreement. If a Party believes that the other has not fully complied with one or more terms of this Agreement, that Party or his/her representative shall make a good faith effort to contact the other Party to discuss and seek correction of any compliance or implementation issues before taking formal action. This does not affect any time limits for taking further action.

b. The terms of this Agreement may not be used by any other individual to justify or request similar terms and resolution.

c. If a Party believes that another Party has failed to comply with the terms of this Agreement, the Party may:

(1) File a new step 1 grievance requesting that the terms of the settlement agreement be specifically implemented, OR

(2) Reinstate the grievance at the next step from where the settlement occurred, if applicable.

Either 1 or 2 above must be done within 30 days following the date on which the grievant knew or should have known of alleged noncompliance.

d. The Parties are entering into this Agreement voluntarily, without coercion or duress, and that they fully understand the terms of this Agreement.

e. The effective date of this Agreement is the date that the last person listed below signs and dates this Agreement.

f. (Insert confidentiality clause; that is, degree of confidentiality, is it applicable, to whom, why and what clauses, at what level, etc.)

g. (State duration/date or triggering event for closure of this Agreement.)

Grievant's Signature

Date

Print Grievant's Name

Union Representative's Signature

Date

Print Union Representative's Name

USFS Agency Representative's Signature

Date

Print USFS Agency Representative's Name

APPENDIX E

ARTICLE 11 ISSUE PROPOSAL CHECKLIST

The Designated Official will furnish a written notice to the appropriate officials for the responding party as designated in Article 11, Section 3.d. At a minimum, the notice will—

- 1.** Be addressed and copied in accordance with Article 11.3.(d).
- 2.** Contain the phrase “Article 11 Notice” in addition to the issue title in the subject header of the letter and of an email message if that is the method of delivery.
- 3.** Include a clear written description of the proposed change.
- 4.** For management-initiated changes, identify the scope of anticipated negotiations (i.e., substance or appropriate arrangements and procedures).
- 5.** Provide summary background and rationale for the determination to make the proposed change.
- 6.** Identify potential impacts to bargaining unit employees.
- 7.** Identify the proposed implementation date, if known.
- 8.** Identify the proposing party’s lead negotiator and any other required contacts (e.g., Labor Relations), including their contact information.
- 9.** Identify the “reply-due” date (timeline per Article 11.3.(b)).
- 10.** Include, as attachments, information to the extent not prohibited by law, which is reasonably available and necessary for full and proper discussion and understanding of the substance of the proposed changes.
- 11.** Be signed or transmitted by the appropriate designated official or designee.
- 12.** The proposing party may also include proposed ground rules.

ARTICLE 11 RESPONSE TO PROPOSAL CHECKLIST

If the responding party invokes negotiations, the responding party's Designated Official or their designee will furnish a written response to the lead negotiator for the proposing party. At a minimum, the response will:

1. Be addressed to the lead negotiator and other contacts, as identified in the notice per Item 8 of the Proposal Checklist.
2. Contain the phrase "Article 11 Response" in addition to the issue title in the subject header of the letter or of an email message, if that is the method of delivery.
3. Reference the date of the initial notice and its receipt. Identify any proposed adjustment to the "reply-due" date based on date of receipt (timeline per Article 11.3.(b)).
4. Identify the name and contact information of the responding party's lead negotiator and any other contacts.
5. Identify available dates for discussions to begin; include response to any dates proposed in the initial notification.
6. If applicable, include any initial request for additional information that may be required related to the topic being negotiated.
7. Include one of the following (unless the responding party believes that the additional information being requested precludes them from doing so (Article 11.3.(f))):
 - a. For management-initiated changes in the exercise of its reserved Management Rights, any initial proposals addressing procedures and appropriate arrangements;
 - b. For Management- or Union-proposed changes on issues that are negotiable as to the substance of the changes:
 - (1) Any initial counterproposals if traditional negotiation process is proposed in ground rules; or
 - (2) Any initial interests and issues if interest-based negotiations are proposed in ground rules.
8. Proposed ground rules or response to proposed ground rules, if provided

ARTICLE 11 GROUND RULES CHECKLIST

Ground Rules are negotiable under Article 11. The parties will negotiate a ground rules agreement for each negotiation as appropriate.

At a minimum, ground rules proposals will include:

1. Reference to the proposal.
2. Identification of the proposed method of negotiations (e.g., Interest Based, Traditional, etc.).
3. Location (if face-to-face) or other proposed method of conducting the negotiations.
4. Proposed number of team members. Each party is entitled to a team of equal numbers. The Union may negotiate for additional members.

Ground Rules proposals should also consider:

1. Date(s) and time(s).
2. Use of caucuses.
3. Use of alternate team members.
4. Use of subject matter experts in negotiation sessions.
5. Use of a facilitator.
6. Communications.
7. Timelines for subsequent exchange of proposals, if a traditional negotiation process is used.
8. Timelines for subsequent exchange of issues and interests, if Interest-Based negotiation process is used.
9. Preferred behavioral norms; for example, respect, side conversations, cell phones, etc.
10. Any other factors that need to be considered given the complexity of the issues being negotiated (e.g., IBN training, equipment needs, notetakers, observers, etc.).

APPENDIX F

Forest Service Repromotion Plan

1 Purpose: This program is established to ensure that Forest Service (FS) employees eligible for or receiving grade retention are given automatic two-year repromotion priority consideration for positions that will facilitate their non-competitive progression back to the retained grade, any Intervening grade, or retained pay (I.e., back to a grade level to which the pay can be accommodated within the rate range of that grade).

2. Coverage:

A. All FS employees up to grade GS-15 or in the Federal Wage System, who are eligible for grade retention under S CFR Part 536, are eligible for repromotion priority consideration under this plan who were reduced in grade because of:

- (1) An error in the prior classification of a position;
- (2) A change in OPM classification standards without a change in duties and responsibilities;
- (3) A change in the duties and responsibilities caused by gradual erosion/position audit or by management action;
- (4) The application of reduction-in-for re procedures; or
- (5) A reorganization, when qualifying under FSM 6152 and subsequent non-competitive placement actions taken under such procedures (i.e., Pre-WRAPS or WRAPS)

B. Employees become eligible for repromotion priority consideration under this program upon the effective date of their demotion.

C Eligibility under the automatic priority consideration program will end two (2) years from the effective date of the action that gave them entitlement; or when grade or pay retention ceases whichever occurs first. After which, the employee is still eligible for priority consideration to be repromoted to the highest grade previously held on a permanent basis (or intervening grade), If they apply for a position.

D. Employees downgraded as a result of action taken under 5 CFR 752 or S CFR 432 are not covered by the plan.

3 Repromotion Consideration Entitlement. Repromotion eligibles will be given automatic priority consideration for positions advertised in the local commuting area (i.e., 49 miles from official duty station) of the employee's current, permanent position of record when the vacant position meets the following criteria:

A. The grade or full performance level is higher than that of the employee's current position (i.e., employee can be repromoted), and the position is in a job series for which the employee is qualified at the grade level at which the position is being filled.

B. The full performance level is no higher than the actual grade the employee held on a permanent basis immediately prior the action that resulted in eligibility for repromotion (i.e., there is no greater promotion potential for the position that would require competition). NOTE: Priority consideration will not be given for positions at the employee's current (reduced) grade unless the position has a higher full performance level.

C. There are no other employees who are entitled to a special or higher "priority consideration" to the vacancy as outlined in Order of Consideration When Filling a Vacancy."

4. Repromotion Plan Placement Requirements:

- A. Forest Service Repromotion Plan eligible employees will be managed nationally, but does not preclude local Human Resources staff from facilitating, identifying, or making placement opportunities.
- B. Repromotion job offers must be made in writing, with an accompanying position descriptions (PD), and allowing the employee no less than seven (7) working days to respond.
- C. Templates and fact sheets for notifying employees upon receiving repromotion eligibility and an offer of a repromotion opportunity have been developed in collaboration with the National Federation of Federal Employees — Forest Service Council.
- D. Human Resources staff is reminded to check for specific procedures that may be addressed in collective bargaining agreements.
- E. As described in 5 CFR 536, FS Repromotion Plan eligible employees who refuse a reasonable offer in the commuting area will have their grade and pay retention benefits terminated and will lose repromotion priority consideration under this program.

APPENDIX G

Order of Consideration When Filling a Vacancy

During the recruitment process, managers must be aware that there may be individuals who are entitled to special or “priority” consideration for the vacancy. In some cases, the individual is entitled to be placed in the vacancy (placement rights); in other cases, the entitlement falls short of a mandated placement (priority placement consideration). The nature of the special consideration depends upon the program involved. Consider individuals in the following order:

	Type of Candidate	Must be Placed	Must be Considered	Remarks
1	Forest Service employee with statutory return rights.	X		Statutory return rights include: a. Restoration after military furlough. b. An employee returning after full recovery from Workers’ Compensation. c. Placement of an employee after their participation in an international assignment.
2	Individual awarded position resulting from a formal complaint/dispute or granted a position as a settlement.	X		Settlement cannot exceed full relief or be in violation of statute or regulation. The settlement must have been a nondiscretionary action directed by a qualified legal or administrative body (MSPB, EEOC, or OSC).

	Type of Candidate	Must be Placed	Must be Considered	Remarks
3	Employee who received a directed reassignment after his/her position was abolished and has return rights once the position is reestablished.	X		<p>Employee has return rights for a 2-year period if his/her former or like position (title, series, grade, duties, duty location) is announced.</p> <p>Language on the directed reassignment: In accordance with FSH 6109.12.20.21, if you accept a directed reassignment, you will be entitled to priority placement consideration to return to your former position for a 2-year period following the effective date of the directed reassignment, according to the following conditions:</p> <ul style="list-style-type: none"> a. Your former or like position is being reestablished and is announced; b. You apply to the vacancy announcement of the former or like position and inform the contact for the vacancy, in writing, of your entitlement to priority consideration; and, c. There is no one with greater placement rights to the vacancy, in accordance with this "Order of Consideration When Filling a Vacancy."
4	Employee who received a reasonable accommodation reassignment as an assignment of last resort when all other options through the reasonable accommodation process have been exhausted.	X		
5	Forest Service employee subject to reassignment or voluntary change to lower grade under a reorganization plan.	X		<p>Employee is Pre-WRAPs.</p> <p>Offers must be made in accordance with the labor agreement for bargaining unit employees, and in accordance with agency policy for nonbargaining unit employees.</p>
6	Forest Service employee listed in WRAPS.	X		<p>Offers must be made in accordance with the labor agreement for bargaining unit employees and in accordance with agency policy for nonbargaining unit employees.</p>

	Type of Candidate	Must be Placed	Must be Considered	Remarks
7	An employee returning from Worker's Compensation who is LESS than fully recovered.		X	
8	A surplus or displaced employees in the commuting area and eligible for selection priority under the USDA CTAP, who has applied, or identified, and determined to be well-qualified for the position.	X		<p>A CTAP eligible must be considered and placed in the position unless there is a job-related reason for not doing so.</p> <p>CTAP eligibles must be placed in the following order:</p> <ul style="list-style-type: none"> a. Forest Service employee with RIF separation notice; b. Forest Service employee subject to displacement under WRAPS; c. Other USDA eligible employee.
9	Employee who was not promoted or considered for a position because of a violation of the Merit Promotion Plan.		X	Employee must receive priority consideration before other applicants are ranked and referred for selection. Reference USDA DR4030-335-002 and the Forest Service Supplement—Corrective Actions.
10	An individual awarded a position as a result of an informal complaint/dispute or granted a position as a settlement.	X	X	<p>Settlement cannot exceed full relief (also known as "discretionary" actions directed by an appropriate management official). Placement or consideration depends on the settlement agreement.</p> <p>The settlement agreement will be the determining factor in whether the employee receives placement rights or priority placement consideration for selection.</p>
11	Forest Service employee in the NFFE bargaining unit with repromotion consideration rights in the commuting area of a vacancy.		X	
12	USDA (including Forest Service) employee with repromotion rights in the commuting area of a vacancy.		X	

	Type of Candidate	Must be Placed	Must be Considered	Remarks
13	Former NFFE bargaining unit employees with reemployment rights separated from the RIF competitive area of the vacancy.	X		Offers of placement must be made in accordance with the labor agreement for NFFE bargaining unit employees and in accordance with agency policy for nonbargaining unit employees. (May not be on the RPL but would be eligible.)
14	Former USDA (including Forest Service) employee with reemployment rights in the commuting area of the vacancy per the USDA RPL.	X		
15	Displaced employee in the commuting area who has applied, or identified, and is eligible for selection priority under the ICTAP.	X		Vacancy must be advertised for consideration to Government-wide or all sources applicants and tentative selectee must be outside USDA.
	Eligible employee on the certificate of eligibles and all others not included above.	Upon clearance of the above listed priorities, proceed with selection process.		

CTAP = Career Transition Assistance Plan

DR = Departmental Regulation

EEOC = Equal Employment Opportunity Commission

FSH = Forest Service Handbook

ICTAP = Intergovernmental Career Transition Assistance Plan

MSPB = U.S. Merit Systems Protection Board

NFFE = National Federation of Federal Employees

Pre-WRAPS = Pre-Workforce Restructuring and Placement System

OSC = U.S. Office of Special Counsel

RIF = reduction in force

RPL = Reemployment Priority List

USDA = U.S. Department of Agriculture

WRAPS = Workforce Restructuring and Placement System

APPENDIX H

Employee Name:		
Title, Series, and Grade		
Position Number »»	MR:	IP:

AGREEMENT FOR PERMANENT SEASONAL EMPLOYMENT

(Reference 5 CFR 340.402)

As a Permanent Seasonal Employee, you are subject to seasonal release and recall to duty as a condition of your employment. Normally, you are released to nonduty status at the end of the season and recalled to duty the next season. Release and recall procedures will be based on a combination of factors subject to negotiations at the local level.

The minimum period you are guaranteed and will be expected to work is _____ pay periods. You may work additional pay periods with your agreement. After the minimum number of pay periods has been worked, and you are placed in nonduty status, any recall to duty for purposes of training or work may be done only with the mutual agreement of you and your supervisor. The minimum period may be reduced, following applicable procedures and notice.

The calendar year is the basis for determining the period of employment. The initial year of appointment under this agreement may involve less than the minimum period depending on the date of appointment.

Service credit under a seasonal tour is credited in the following manner: “Service credit” is the amount of employment time credited to an employee’s record and determines eligibility for a variety of benefits. The following outlines the amount of service credit allowed during the employee’s nonpay portion of their tour.

1. Leave Accrual, Retirement, and Retention—Service credit is granted for up to a maximum of 6 months of nonpay status in each calendar year.
2. Probationary Period/Trial Period (when applicable)—A maximum of 22 workdays in nonpay status is creditable toward completion of the probationary period. This is 22 in the aggregate, not each time an employee is placed in nonpay status.

3. Career Tenure (Career Conditional Appointments)—The first 30 calendar days of each period of nonpay status is creditable for career tenure.
4. Within Grade Increases for Wage Grade (WG)—One workweek in nonpay status is credited for step 2, three workweeks for step 3, and four workweeks for steps 4 and 5.
5. Within Grade Increases for General Schedule (GS)—Two workweeks in nonpay status are credited for steps 2 thru 4, four workweeks for steps 5 through 7, and six workweeks for steps 8 thru 10.

A Permanent Seasonal Employee who is expected to work at least 6 months per year is eligible for health and life insurance coverage. The employee is responsible for payment of their share of the health insurance premium while in nonpay status. If an employee is in pay status for less than 6 months, their benefits are affected.

This Agreement is effective the date signed by both parties. Please sign this original and eFax to Human Resource Management Case Manager for placement in your electronic Official Personnel Folder (eOPF).

Employee

Date

Supervisor

Date

Distribution: Original – Supervisor; Copy 1 – Employee; Copy 2 – EDR; e-Faxed copy – HRM Case Manager (for eOPF)

