

# LOCAL SUPPLEMENT AGREEMENT

Robins Air Force Base and AFGE Local 987

## ABSTRACT

This document supersedes the 1982 version of the LSA and all supporting Memoranda of Agreement not specifically carried forward in the MOA Annex at the end of this document. All past practices associated with the 1982 LSA are voided. The terms of this LSA now govern. Users are expected to thoroughly know this agreement and to use the agreement to standardize the relationship between Agency management, the union, and the employees. The Preamble sets the tone and the expectations.

## **Preamble**

P-1 The parties are committed to work together to resolve problems for the betterment of the Robins Air Force Base mission and all employees.

P-2 The parties agree that a constructive and cooperative working relationship between labor and management is essential to achieving the Air Force mission and to ensuring a quality work environment for all employees. The parties recognize that this relationship must be built on a solid foundation of trust, mutual respect, and a shared responsibility for organizational success.

P-3 Therefore, the parties agree to work together using partnership principles, labor-management forums, and / or this LSA, to identify problems and craft solutions, enhance productivity, and deliver the best quality of service to the War Fighter.

## **Index of Articles**

1. Hours of Work and Tours of Duty
2. Overtime
3. Alternate Supervisors
4. VERA / VSIP
5. Annual and Sick Leave Call-In Procedures
6. Nurses and Dental Hygienists
7. Civilian Police and Security Guards
8. Holiday Staffing
9. AFGE Bulletin Boards and AFGE Newspaper Stands
10. Reduction In Force (RIF)
11. Last Chance Agreements
12. Union Facilities
13. Access to GIS from Local 987's Union Hall
14. Computer and Printer Access

**Annex of Continuing MOAs** is at the end of the LSA.

## **Article 1**

### **Hours of Work and Tours of Duty**

1.1 The administrative workweek shall be seven (7) consecutive days, Sunday through Saturday. The basic workweek shall be five (5) eight-hour days, normally Monday through Friday. Uncommon tours of duty which include Saturday and Sunday or both may be required where operations extend over more than five (5) days of the administrative workweek. Generally, employees will be scheduled to work the same hours each day of the basic workweek except areas where flextime is authorized. The occurrence of a holiday shall not affect the designation of the basic workweek.

1.2 Existing hours of work and meal period for specific organizations, as documented in applicable regulations, policies, and command level agreements, will remain in effect with no requirement to negotiate/consult the assigning employees to those existing hours of work or meal periods. When the employer contemplates establishing new hours of work, or meal periods not documented in the applicable regulations, policies, and command level agreements, the employer will fulfill the obligation to consult/negotiate the impact with AFGE Local 987. The employer agrees not to change the hours of work for a group of employees arbitrarily or for the convenience of one or a few employees. The union will be notified of the necessity for an emergency change as soon as practical. Temporary changes for disaster alerts, to determine operational readiness, or changes which become necessary because of military-type exercises ordered by higher authority will be implemented as if an actual emergency existed.

1.3 Changes in hours of work and tours of duty shall be announced in writing at least one week in advance per statutory requirements, cover at least two pay periods, and be posted on all official bulletin boards in the affected area. If time permits management will strive to provide two weeks advance written notice. Exceptions to these requirements shall be made in emergency, and in circumstances such as those mentioned in paragraph 2 of this article. If possible, supervisors will allow eight (8) hours for rest between shift changes. If eight (8) hours rest cannot be provided, the employee will be given the written reason why it was not possible upon request.

1.4 In accordance with applicable regulations, policies, and command level agreements compensable rest periods will be granted during regular tours or during overtime work when one or more of the following conditions are met:

1.4.1 Protecting employees' health by relief from hazardous work or work which requires continual or considerable physical exertion.

1.4.2 Reduction of accident rate by removal of the fatigue potential.

1.4.3 Work in confined spaces or in areas where normal personnel activities are restricted.

1.4.4 Possible increase in or maintenance of high quality or quantity protection attributable to the rest period. It is agreed that employees and supervisors have a joint responsibility to observe the time limits established for the break period.

1.4.5 Warning systems which are used to alert employees of the forthcoming break end will not be interpreted as signaling the end of the rest period.

1.5 Where multiple shift operations and/or uncommon tours exist, consistent with skill and grade level requirements, manning for the swing/owl shift and/or uncommon tour will be as follows:

1.5.1 Where multiple shift operations and/or uncommon tours exist, the owl shift will be staffed first, the swing shift second and the uncommon tour last. Shift rotation shall normally be each six weeks. Swing and owl shifts and uncommon tours of duty will first be made with volunteers, provided this results in a balance of skills and grade levels. If there are more volunteers than needed to staff the shift/uncommon tour volunteers will be rotated at the end of each six week period. Initially, those volunteers with the most seniority will staff the shift/uncommon tour. If there is not enough volunteers to staff the shift/uncommon tour, employees will be drafted each six-week period on a rotational basis in inverse order of seniority using SCD-Leave. The mere fact that an employee volunteered and was accepted for a specific shift or uncommon tour of duty does not take such an employee out of draft consideration when at a later date it is determined that employees must be drafted to staff a particular shift or other uncommon tour of duty.

1.5.2 Exceptions to the above procedures: In specific areas that are currently using, or where in the future it is determined feasible and mutually agreeable by the parties to this agreement, volunteers will be solicited by management for rotational shifts and/or uncommon tour each 48 weeks (eight six week periods) and at no other time. The owl shift will be established first, the swing shift second, and the uncommon tour last. Simultaneously, when an employee volunteers for a specific shift or uncommon tour of duty, the employee may also volunteer for their primary rest days. If the employee is not offered the rest days desired, they will be offered alternate rest days. When an agreement cannot be reached on rest days, the employee will then be considered a non-volunteer for the shift or uncommon tour of duty. Rest days when assigned will be in effect for the 48-week shift. If there are more volunteers than needed to staff the shift uncommon tour, the volunteers will be rotated at the end of each six-week period. Rotated volunteers will be assigned to the rest day of the employee displaced. Rotation will continue throughout the 48-week periods from among those initially volunteering. If there are less volunteers than needed to staff the shift, or if there are exactly enough to staff the shift/uncommon tour, the volunteers will serve for the entire 48-week period. An employee who has volunteered for a shift/uncommon tour may, at the end of any six-week period, become a non-volunteer for the balance of the 48-week period by notifying the appropriate supervisor in writing at least three weeks prior to the end of the six week period. Such employee will serve the balance of the six-weeks and thereafter be subject to a draft for any shift/uncommon tour in accordance with the following: If there are not enough volunteers to staff the shift/uncommon tour, employees will be drafted each six-week period on a rotational basis in inverse order of seniority. In those instances where it is necessary to draft personnel to fill positions on a shift/uncommon tour after the initial volunteer period (eight six week periods), additional employees may volunteer to fill positions (for the remainder of the 48-week period) on that shift/uncommon tour up to the point that draftees are not required on the shift/uncommon tour. In the event there are more volunteers than required, employee(s) with the most senior Service Computation Date (SCD) will be allowed to fill the position(s) on the shift/uncommon

tour. In no event shall additional volunteers be allowed to displace volunteers already serving during the 48-week period. Should a tie breaker be needed, the last 4 of the SSN with the highest number will take preference when the Local Supplement Agreement becomes effective.

1.6 Exceptions of individuals from shift assignments, as specified in this article, will be permitted by agreement between the Group Director / Commander, or Deputy, or equivalent, and appropriate Group Steward, or designee. Request for exceptions will be submitted in writing prior to the beginning of each six-week rotational period.

1.7 Dependent on the nature on the job, a reasonable amount of time for employees to clean up prior to lunch period and at the end of the workday will be allowed. In the same manner, a reasonable amount of time will be allowed to employees for cleaning work areas, tools, equipment, inventory of tools (as required) and for storage of tools and equipment. Changing into and from required uniforms or special work clothing will also be accomplished within the established tour of duty.

1.8 Employees whose tour of duty includes a non-paid lunch period shall be relieved from duties during such period and shall not be required to remain within the close proximity of their work station unless an emergency arises. With the exception of flexi time, meal periods apart from the hours of duty shall be scheduled to begin not less than three nor more than five hours after the start of work shift, and be posted per paragraph 3. Where more than one eight-hour shift is in operation in a 24-hour period and an overlapping of shifts to permit time off for regular scheduled meals is not feasible, an on-the-job meal period of 20 minutes will be authorized and included in the regularly scheduled tour of duty, during which employees must remain at or near their work station. If the Employer requires an employee to forego his scheduled non-compensable meal period and the employee works all of his work shift, including the meal period, all time in a pay status in excess of eight hours in a day will be considered overtime or, at the option of the employee where appropriate compensatory leave. However, at employee's request, alternate lunch periods will be granted in lieu of overtime.

1.9 The two days outside the basic workweek will be consecutive unless otherwise requested by an employee or unless necessary to comply with other provisions of this Agreement. Where uncommon tours of duty are in effect, rest days will be rotated equitably among employees in the units subject to exceptions in 5.2. The scheduling of rest days will be done on a volunteer basis so far as possible. However, no volunteers will be scheduled for Saturday and/or Sunday rest days until all employees whose rest days fall on a Saturday and/or Sunday by reason of the rest day rotation have been permitted to take said rest day if they so desire.

1.10 Employees of the same grade and skill assigned to swing and owl shift assignments may exchange days off and shift assignments by mutual consent and with the approval of the Group Director / Commander, and the appropriate Group Steward, or their designee.

1.11 Scheduled work area changes, normally at six-week intervals, will be posted two weeks in advance when this information is available to the supervisor. This provision

does not refer to individual or group changes occasioned by unforeseen manpower or work load requirements.

1.12 This Article does not preclude the change of an employee's hours of work or tours of duty because of emergencies or when an emergency requires an increase/decrease in manning to accomplish the work load, to provide training or testing, permit participating in the presentation of a grievance or appeal, undergo medical examination, or on recommendation of a physician. In addition, such a change may be made for rehabilitation associated with an administrative disciplinary action (including, but not limited to, unsatisfactory performance or conduct, or dereliction of duty), or associated with identification of the employee as a marginal employee, when the shift assignment is directly related to the circumstances justifying the disciplinary action being taken or the employee has previously been given a warning in writing; or subsequent to denial of an employee's access to classified material which necessitates a change in his shift assignment.

1.13 Nothing in this Article is intended to restrict the right of management to determine 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.

MEMORANDUM OF AGREEMENT

Concerning

Article 2 of the Local Supplement Agreement between Robins Air Force Base and the American Federation of Government Employees, Local 987

1. The Air Force Materiel Command, Robins AFB, Georgia, after referred to as the Agency, and the American Federation of Government Employees (AFGE) Local 987, herein referred to as the Union, (jointly referred to as the parties) hereby execute this agreement concerning the Delayed Implementation of Article 2 of the Local Supplement Agreement (LSA).
2. The parties understand and agree that this agreement does not seek to override the contractual requirements governing the review, approval and effective date of local supplements as captured by Section 34.09. IAW Section 34.09, local supplements shall become effective upon date of approval by the Employer ruled Council 214, shall remain in effect for the duration of the MLA, and will automatically continue in effect until renewed or renegotiated. The parties recognize that the effective date of the Local Supplement is 8 January 2015.
3. For the mutual benefit of both, the parties agree not to enforce the terms of Article 2 of the 2015 LSA or to challenge any delay in implementation of Article 2 of the 2015 LSA until on or after 1 February 2016. The parties further agree and understand that they will act in good faith towards implementation of Article 2 of the 2015 LSA and the automated tracking system
4. The undersigned agree that in the interest of improving labor-management relations, issues and any problems that arise after implementation will be first raised to the Labor Relations Officer or designated point of contact (POC) and/or the Union President or designated POC. The party will afford the other a reasonable amount of time to attempt resolution. It is understood that if dissatisfied with the resolution, all remedies available under the MLA or 5 USC 71 are available to the parties if either party believes that the other has failed to comply with any of the requirements of this MOA.
5. The MOA and terms defined within are signed and effective on the date indicated below.

/signed/  
ASHLEY J. HIGHTOWER  
Chief  
Labor Relations Office

Dec. 29, 2015  
Date

/signed/  
ROBERT B. TIDWELL  
President  
AFGE Local 987

Dec. 30 2015  
Date

MEMORANDUM OF AGREEMENT

Concerning

Article 2 of the Local Supplement Agreement between Robins Air Force Base and the American Federation of Government Employees, Local 987

1. The Air Force Materiel Command, Robins AFB, Georgia, after referred to as the Agency, and the American Federation of Government Employees (AFGE) Local 987, herein referred to as the Union, (jointly referred to as the parties) hereby execute this agreement concerning the amendment of Article 2 of the Local Supplement Agreement (LSA).
2. The parties understand and agree that this agreement does not seek to override the contractual requirements governing the review, approval and effective date of local supplements as captured by Section 34.09. IAW Section 34.09, local supplements shall become effective upon date of approval by the Employer and Council 214, shall remain in effect for the duration of the MLA, and will automatically continue in effect until renewed or renegotiated. The parties recognize that the effective date of the Local Supplement is 8 January 2015. It is further understood that the attached will be implemented within 45 calendar days from the date in which the last signature is affixed to this Agreement notwithstanding complications with the overtime automated tracking system or due to delays in training. The remaining articles of the LSA were made effective on 8 January 2015.
3. The parties understand that the restatements and clarification of intent as captured in the attachment to this MOA will serve to replace the previously negotiated terms.
4. The undersigned agree that in the interest of improving labor-management relations, issues and any problems that arise after implementation will be first raised to the Labor Relations Officer or designated point of contact (POC) and/or the Union President or designated POC. The party will afford the other a reasonable amount of time to attempt resolution. It is understood that if dissatisfied with the resolution, all remedies available under the MLA or 5 USC 71 are available to the parties if either party believes that the other has failed to comply with any of the requirements of this MOA.
5. The MOA and terms defined within are signed and effective on the date indicated below.

/signed/  
ASHLEY J. HIGHTOWER  
Chief  
Labor Relations Office

Jan. 11, 2016  
Date

/signed/  
ROBERT B. TIDWELL  
President  
AFGE Local 987

Jan. 11, 2016  
Date



DEPARTMENT OF THE AIR FORCE  
78TH AIR BASE WING (AFMC)  
ROBINS AIR FORCE BASE  
GEORGIA

23 February 2016

78 FSS/FSMCL  
215 Page Rd, Suite 360  
Robins AFB GA 31098-1860

Mr. Robert Tidwell, President  
AFGE Local 987  
P.O. Box 1 079  
Warner Robins, GA 31099

Dear Mr. Tidwell,

This being sent in reference to the Memorandum of Agreement concerning Article 2 of the Local Supplement Agreement between Robins Air Force Base and the American Federation of Government Employees, Local 987. Within said document it is identified that the terms "will be implemented within 45 calendar days from the date in which the last signature is affixed to this Agreement, notwithstanding complications with the overtime automated tracking system or due to delays in training."

Due to complications with the development of the overtime tracking system, the training schedule has subsequently been impacted. As such, in order to allow for training of management and stewards, there exists a need to alter the date of implementation to 28 March 2016.

Training is slated to occur 3 March 2016 and conclude 18 March 2016. Following 18 March 2016, we will verify attendance and allow for additional sessions if so required. As time is of the essence, we have pressed with distributing notification to the organizational training managers to press with scheduling supervision, members of management and the respective area stewards.

Acknowledgment and concurrence of the above is requested below.

If you have any questions, comments or concerns, please contact the undersigned at Commercial: (478) 926-5592 or DSN: 468-5592. If I am unavailable, please feel free to contact Mr. Melvin Smith, DSN 497-8676, Commercial (478) 327-8676.

Acknowledgement/Concurrence:

ROBERT TIDWELL  
President, AFGE Local 987

ASHLEY J. HIGHTOWER  
Chief, Labor Relations Office

## **Article 2 Overtime**

2.1 The union recognizes the right of the employer to require employees to perform overtime work when required to accomplish the mission. Overtime is defined as any hours worked in excess of the regularly scheduled tour of duty, i.e., time worked before or after one's regularly scheduled working hours. It is understood that weekend overtime is not a tour of duty and management has the flexibility to schedule overtime work to balance mission requirements, for efficiency and for economy of operations. As such, it is understood that situations may arise which warrant the scheduling of weekend overtime work for a straight eight hour period. If this occurs, coordination for approval/allowance from Personnel is not required. Rationale for exceptions in the scheduling of weekend overtime hours include, but are not limited to, avoidance of unfavorable weather conditions (e.g. extreme heat, extreme cold, etc.) and to meet mission requirements/deadlines.

2.2 Generally, employees will be scheduled to work the same hours each day of the basic workweek, except in areas where flextime is authorized. This same methodology applies for weekend overtime. If the employee's tour of duty is 0700-1545, Monday-Friday, then the employee's weekend overtime tour of duty is 0700-1545.

2.3 Accumulated Overtime Hours is all overtime worked plus hours charged for not reporting or leaving early from overtime for personal reasons. (See Overtime Call-In procedures below in 2.4.2 immediately below.)

### **2.4 Overtime Call-in Procedures**

2.4.1 All employees must use proper call-in procedures in accordance with (IAW) the Master Labor Agreement and applicable MOA's during overtime situations.

2.4.2 If an employee leaves early or calls in on overtime she/he will be charged in the Overtime Automated Tracking System "OATS" the greater number of hours worked in that work group for the overtime assignment, i.e., the employee will be paid for hours worked but charged in the automated system for the hours scheduled to work overtime. Exceptions to the sentence above will only exist when the assigned overtime task is complete and/or the employee is released by the supervisor for other than personal reasons (e.g. employees will not be charged personal hours when they are on military orders). The parties agree employees who are not properly relieved in accordance with the above or no show for overtime may be considered to have failed to report for duty.

## 2.5 General Schedule Overtime

2.5.1 General Schedule overtime will be allocated equitably based on work assignments within the work area, e.g., by program, by desk, certifications as required, grade, etc. If there is a common pool of GS employees with the same grade, series, skills, etc., and the overtime work can be accomplished by more than one employee the following Wage Grade and Wage Leader procedures will be applicable.

## 2.6 Wage Grade and Wage Leader Overtime

### 2.6.1 General

2.6.2 Employees shall be charged for all Accumulated Overtime Hours. All accumulated overtime hours shall be properly posted to the overtime records as soon as possible. The overtime records will be normally updated no later than the close of business on the third regular duty day following the completion of overtime worked. Overtime worked by personnel on TDY shall be posted to their records not later than the end of the first full pay period after returning from TDY.

2.6.3 No employee shall be placed in a non-pay status during the regular shift hours in his/her basic workweek in order to compensate or offset hours worked outside his/her regular work shift or basic workweek to avoid paying overtime.

2.6.4 Breaks and lunch periods-during overtime are governed by the Local Supplement Agreement controlling Hours of Work and Tours of Duty. Employees will be given a break at the end of their normal tour of duty prior to beginning at least two hours of overtime and will receive a break two hours later if the overtime will last four hours. For overtime scheduled for eight hours on Saturday/Sunday or on a Holiday the same start, break, lunch, and stop times as observed during the normal workweek will apply in accordance with the applicable regulations, policies, and command level agreements, unless mutually agreed upon otherwise by the President of AFGE Local 987 and the 78 ABW Commander or their designee. It is agreed employees and managers have a joint responsibility to observe the time limits established for the break and lunch periods.

2.6.5 Employees assigned to work overtime will receive at least two hours advance notice, if possible. When two hours' notice cannot be given to employees, reasonable explanation will be given to the affected employees or representative when requested.

2.6.6 Overtime work requirements that change prior to implementation, i.e., new requirements or deviations from work scheduled on Thursday which requires fewer or more employees, or work requirements which have been reduced, increased, or cancelled, will be identified as soon as possible. Employees not in duty status the

day of the overtime requirement will not be considered (excludes overtime worked Saturday and Sunday).

2.6.7 When it is determined through the grievance or arbitration process that the grievant, or grievants, has been denied the opportunity for overtime work in violation of this article, the grievant(s) shall be made whole in accordance with 5 USC 5596 unless management provides substantiating evidence that the employee's silence has contributed to the error. In these instances, the only remedy will be for the employee to retain their standing on the overtime register. Payment is limited to the grievant(s) that were improperly bypassed and cannot exceed the number of employees worked in violation of this article.

2.6.8 Personnel transferred or reassigned will carry their accumulative time to their new assignment if available. If not available, employees newly assigned, loaned, detailed or TDY will be credited with the amount of time equal to the lowest person in the first area of consideration. New hired employees will be eligible for overtime after they have attained current certifications, e.g., license, certification, PAC Matrix, if required, skills, and knowledge, i.e., grade and series, to perform the work, and meet Health Qualification Placement Record (HQPR) requirements. New employees will be credited with the amount of Accumulated Overtime Hours equal to the highest person in the first area of consideration.

## 2.7 Employee Volunteer Requirements

2.7.1 An employee on approved leave is responsible for alerting her/his supervisor that she/he is available for overtime not later than noon Wednesday. If the employee calls in to alert the supervisor, the supervisor will update the overtime volunteer list. Further, it is understood all employees are responsible for ensuring their name is on the volunteer overtime lists.

## 2.8 Overtime Records

2.8.1 Upon the effective date of the Local Supplement Agreement, in its entirety, the new overtime record will reflect zero hours for each employee. Employees will initially be ranked by Leave SCD with the senior person taking preference. Should a tie breaker be needed, the last 4 of the SSN with the highest number will take preference when the Local Supplement Agreement becomes effective. In subsequent years, new overtime records will be established on the first full pay period of each calendar year. Employees will be placed on the new overtime record in inverse order of total Accumulated Overtime Hours for the previous year. Overtime records will be retained for 90 calendar days after the calendar year ends or until any outstanding grievances are settled or resolved whichever is the later of the two. Volunteer "sign-up" sheets will be filed and maintained at the Flight/Branch or equivalent and, upon request, will be made available to the AFGE representatives on the same basis as other overtime records.

2.8.2 The parties agree all Wage Grade organizations shall use one standard automated system for all overtime worked.

2.8.3 Regardless of volunteer or draft selection, the parties agree Accumulated Overtime Hours will be the critical data point for overtime selection.

## 2.9 Area of Consideration for Overtime Selection

2.9.1 The first area of consideration will be defined as those employees in the immediate area working the assignment with the requirement to work overtime, i.e., the shop. The employees must have current certifications, e.g., license, certification, PAC Matrix, if required, skills, and knowledge, i.e., grade and series, and meet Health Qualification Placement Record requirements to perform the work. First and second areas of consideration are the same for areas which use skill pools, if applicable.

2.9.2 The second area of consideration will be defined as those employees in the Flight who have the current certifications, e.g., license, certification, PAC Matrix, if required, skills, and knowledge, i.e., grade and series, to perform the work, and meet Health Qualification Placement Record requirements. Selections from this area of consideration will be by lowest accumulated overtime hours per the overtime records.

2.9.3 Supervisors, after not obtaining sufficient volunteers for overtime by the described first and second consideration process, may seek qualified volunteers from other shifts prior to drafting their employees for required overtime. If insufficient volunteers are obtained from the second area of consideration the supervisor will draft from among employees with the requisite skills in the first area of consideration.

2.9.4 Persons on detail or loan within a flight will be considered with their original unit of assignment until their detail or loan has exceeded five days.

## 2.10 Weekend Overtime Application

2.10.1 Employees will not be assigned specific tasks or work that results in or creates inequitable consideration/distribution of overtime.

2.10.2 There will be one volunteer sign-up sheet roster posted for all potential overtime days for the week. The volunteer sheet will be for Friday - Thursday overtime.

2.10.3 Management will post a weekly voluntary sign-up sheet within the first area of consideration on the official bulletin board or other official location known by all concerned, e.g., outside the supervisor's office, whereby employees within the first area of consideration who wish to work overtime may make such desires known. The posting area must be known, consistently used, and accessible by all. For

LOCAL SUPPLEMENT AGREEMENT

planning purposes, management will solicit for volunteers regardless if an overtime requirement has been determined/identified.

2.10.4 Voluntary sign-up sheets will be posted each Monday by 0900 (or first workday thereafter) and will be closed to volunteers noon Wednesday. The supervisor will post the overtime roster by noon Thursday. Both parties understand the exceptions below (major job/WCD tasks/CEG jobs) may apply. There is no requirement to re-compute Accumulated overtime hours during the week overtime has been projected. The overtime hours will be recalculated for the next week's overtime. The cut-off period to re-calculate the hours earned ends at midnight Tuesday prior to the Friday - Thursday overtime period.

Overtime Requirements Sign-up												
Name	Shop	Shift	Series	Grade	Initial next to the day(s) you wish to be considered							
					Fri, 1 Jan	Sat, 2 Jan	Sun, 3 Jan	Mon, 4 Jan	Tue, 5 Jan	Wed, 6 Jan	Thu, 7 Jan	
John Doe												
Jerry Smith												
Lisa Jones												
Christa A												

2.10.5 Employees who volunteer for overtime who have current certifications, e.g., license, certification, PAC Matrix, if required, skills, and knowledge, i.e., grade and series, to perform the work, and meet Health Qualification Placement Record requirements, with the lowest Accumulated Overtime Hours will be selected unless the work is in a state where the employee working is required to finish the major job/WCD tasks/CEG jobs to avoid undue disruption of work, for example, employee performing specialized repairs/modifications in conjunction with engineers, rigging, etc. The intent is equitable application of overtime and to avoid favoring any employee. Employees who do not "sign-up" for overtime will not be considered for the voluntary overtime.

2.10.6 It is agreed between both parties when it is necessary to draft an employee to work overtime, the person with the lowest Accumulated Overtime Hours in the first area of consideration will be drafted first. The draftee must have the current certifications, e.g., license, certification, PAC Matrix, if required, skills, and knowledge, i.e., grade and series, to perform the work, and meet Health Qualification Placement Record requirements. When an employee does not volunteer to work overtime and is subsequently drafted to work; the employee will only be charged the actual overtime hours worked.

**2.11 Weekend Draft**

2.11.1 No employee will be drafted more than two weekends in a row, followed by at least a one-weekend break except in the instance where it has been determined the overtime is essential to accomplish organizational missions.

2.11.2 Refer to Section 1.9 of the 2015 LSA; it states the two days outside the basic workweek will be consecutive unless necessary to comply with other provisions of the Agreement. For the purposes of determining when the one-weekend break is authorized and for defining weekend overtime, it is understood and agreed, a weekend is defined as working either of the weekend days (i.e. Saturday or Sunday) or both weekend days (i.e. Saturday and Sunday).

2.11.3 The parties agree that when an employee is drafted for overtime and the overtime shift is cancelled prior to the shift being worked, the draft should be credited to the employee as a draft, whether the overtime is worked or not. When an employee is drafted for overtime, the employee does not report to perform the overtime work and the reason for the absence is for personal reasons, the draft will not be credited to the employee.

## 2.12 Weekday Overtime Application

2.12.1 Generally, weekday overtime will be announced during the administrative workweek for which the overtime is scheduled to be worked.

2.12.2 Overtime will be distributed as fairly and as equitably as possible among employees. Employees not in duty status the day of the weekday overtime requirement will not be considered.

2.12.3 There will be one volunteer sign-up sheet roster posted for all potential overtime days for the week. The volunteer sheet will be for Friday - Thursday overtime.

2.12.4 Management will solicit volunteers for weekday overtime in the following manner. For planning purposes, management will solicit for volunteers regardless if an overtime requirement has been determined/identified. It is understood that the weekday sign-up sheet volunteers will allow management to have a list of pre-identified weekday volunteers in the event employees are needed to work weekday overtime. It is further understood that if the employee is no longer available (e.g. on leave, departed from work, no longer in a duty status) at the time in which the weekday overtime requirement is to be announced, they will not be considered. It is understood that work requirements may be cancelled and that associated overtime may also be cancelled. As such, the parties agree and understand that there is no entitlement to overtime pay or remedy available if overtime is cancelled. It is further understood that mission/work requirements may change and that, if this occurs, work requirements and overtime requirements may need to be updated.

2.12.5 Management will post the weekly (Friday-Thursday) voluntary sign-up sheet within the first area of consideration on the official bulletin board or other official location known by all concerned (e.g., outside the supervisor's office) whereby employees within the first area of consideration, who desire to work overtime, may make such desires known. It is understood that the posting area

must be known, consistently used, and accessible by all. Employees may elect to volunteer (sign up) for zero days, individual days, or all available days.

2.12.6 Voluntary sign-up sheets (for Friday-Thursday) will be posted each Monday by 0900 (or first workday thereafter) and will be closed to volunteers noon Wednesday. There is no requirement to re-compute Accumulated overtime hours during the week overtime has been projected. The overtime hours will be recalculated for the next week's overtime. The cut-off period to re-calculate the hours earned ends at midnight Tuesday prior to the Friday – Thursday overtime period. There are no specific posting requirements for the weekday overtime assignments. However, the selections must be recorded for record keeping purposes.

2.12.7 Employees who volunteer for overtime who have current certifications, e.g., license, certification, PAC Matrix, if required, skills, and knowledge, i.e., grade and series, to perform the work, and meet Health Qualification Placement Record requirements, with the lowest Accumulated Overtime Hours will be selected unless the work is in a state where the employee working is required to finish the major job/WCD tasks/CEG jobs to avoid undue disruption of work, for example, employee performing specialized repairs/modifications in conjunction with engineers, rigging, etc. The intent is equitable application of overtime and to avoid favoring any employee. Employees who do not "sign-up" for overtime will not be considered for the voluntary overtime.

2.12.8 It is agreed between both parties when it is necessary to draft an employee to work overtime, the person with the lowest Accumulated Overtime Hours in the first area of consideration will be drafted first. The draftee must have the current certifications, e.g., license, certification, PAC Matrix, if required, skills, and knowledge, i.e., grade and series, to perform the work, and meet Health Qualification Placement Record requirements. When an employee does not volunteer to work overtime and *is* subsequently drafted to work; the employee will only be charged the actual overtime hours worked.

## 2.13 Overtime Hours Calculations

2.13.1 Employees who do not sign the volunteer list will no longer be charged declination hours.

2.13.2 Employees drafted will only be charged for the hours worked or hours not worked (if criteria in Overtime Call-in procedures in 2.4.2 above apply). They will not be assessed additional "draft hours."

## 2.14 Limited Duty/FMLA Overtime

2.14.1 The parties agree all employees returning from "limited duty status" or from an FMLA absence who were not eligible for overtime during this period will retain prior hours if available or if the hours are unavailable the employee will be placed on the overtime roster and assigned the same number of Accumulated Overtime Hours

equal to the lowest employee on the roster. It is understood said employees must have current certifications, e.g., license, certification, PAC Matrix, if required, skills, and knowledge, i.e., grade and series, to perform the work.

2.14.2 Employees on limited duty who are performing the same work during the normal week that will be required on overtime are eligible for overtime. These employees may volunteer and/or be drafted as required. It is agreed employees and managers have a joint responsibility to ensure employees do not exceed limitations or restrictions as defined by the most current HQPR.

2.14.3 It is understood if the employee is on Limited Duty or approved FMLA leave at the change of a calendar year the overtime record will revert to the normal overtime record update process.

#### 2.15 **Re-open/Modify Overtime Article**

2.15.1 It is agreed and understood that both parties reserve the right to re-open and modify this article only to address any future "OATS" computer or software programming problems or issues.

## **Article 3**

### **Alternate Supervisors**

#### **3.1 GENERAL.**

3.1.1 An alternate supervisor is a person designated in advance who will act in the absence of the regular first-line supervisor, performing basic supervision duties as required during the period of absence. Exceptions to this would be performing any personnel-related duties (i.e., posting to AF Form 971, *Supervisor's Employee Brief*, etc.). In areas with Production and HR supervisors the Alternate Supervisor selection process will only be applicable for the Production Supervisor. An alternate supervisor will not have access to AF Form 971. When the supervisor is present, the alternate shall still perform his / her regular duties and will perform no supervisory duties and receive no special privileges. Absence of the supervisor will include, and be limited to, times when the supervisor is on leave, temporary duty, detail/loan, or attending a meeting out of the immediate work area. Supervisors have the inherent responsibility to ensure the work areas are under proper supervision at all times. If the alternate supervisor is unavailable, the next alternate in rotation on the list will fill in as alternate supervisor and assume the duties thereof. As soon as someone other than the supervisor is placed in charge, all employees, as appropriate, must be notified.

#### **3.2 PROCEDURES.**

3.2.1 The rotation and duration of the appointment will be the same as the shift rotation in each work area or not more than 12 weeks for areas which do not change shifts. An alternate selected for the last period of the fiscal year (FY) will serve 16 weeks. Should a vacancy / vacancies occur on the alternate supervisor listing, supervisors will refer to the procedures outlined in paragraphs 1.1. and 2.3. Normally, rosters will be established not later than the 1st day of October of each year with appointments posted. However, due to shift rotation and movement of employees to other positions, rosters may / will be established or updated each shift change or throughout the FY. New candidates to the shift will be added to the bottom of the roster if candidates have already been identified for that shift. Individuals who actually serve in the supervisory position for more than 30 consecutive days are covered by Article 13 of the Master Labor Agreement. All time actually served will be documented in the TAA system or other system of record. Lists will be posted in each work area and will remain in effect until the start of the next FY.

3.2.2 Procedures for Volunteers. The most senior level journeymen (WG, GS, and Work Leader [WL]) employees who have at least one (1) year in the shop or time in grade and who desire to act as alternate supervisors may volunteer for this duty. Supervisors shall post a sign-up sheet within the immediate area. In administrative areas, where appropriate, supervisors may request volunteers by electronic means (i.e., e-mail – if an employee is interested in volunteering, he/she may reply in kind). The sign-up sheet shall remain posted for two weeks to allow all employees an

opportunity to volunteer. Employees will be ranked according to the following criteria:

- Annual appraisal (must have received an overall rating of “pass” or “met”)
- SCD-LV by seniority
- Last 4 of the Social Security Number with the highest number taking precedence

3.2.3 Supervisors in each area / shift will select the four most senior level journeymen employees from the volunteer list for alternate supervisor.

3.2.4 If there are fewer than four volunteers, said volunteers may be used as alternate supervisors before having to “draft” journeymen within that specific shop/ line as long as all employees in that shop / line are advised and aware of this action. Volunteers will be offered first opportunity to serve as alternate supervisor before having to “draft” employees since a “draft” is considered unfavorable. Volunteers have preference over journeymen who have been drafted and will be considered first in rotation.

3.3 Procedures for Drafting. Normally, a draft will only occur when there are no volunteers. In the event there are no volunteers, the WL will be drafted first in areas where there are WLs. If the WL is not available or if there are no WLs, then the supervisor will draft the journeyman employee based on the criteria in paragraph 1.1. to meet the requirement for alternate supervisor. At the end of the shift rotation, volunteers may be solicited again for that shop / line, prior to drafting another work leader and/or journeyman for the shift rotation. If a journeyman volunteers, then paragraph 1.1. applies. Once “draft” selections have been made, employees selected will be ranked in ascending order and placed below the journeymen who have volunteered.

3.4 Alternate supervisors will be selected on a rotational basis according to position on the list. Any employee with a pending disciplinary action or letter of consideration for action will be exempt from alternate supervisor duty, as will union stewards since a conflict of interest may exist. It is understood that disciplinary action is not punitive but corrective; therefore, after the decision or dismissal of disciplinary action, the employee will be reinstated into the roster at his / her prior position after consummation of any disciplinary action or dismissal of disciplinary action.

3.5 An employee who has initially volunteered and later decides to decline to serve as alternate supervisor will not have an opportunity for reconsideration until the next FY. If an employee is physically limited or otherwise unable to perform the full range of responsibilities of the alternate supervisor position, unless the limitations can be reasonably accommodated, the employee will not be considered at the time of eligible rotation. However, if the employee’s physical limitations and/or restrictions are lifted, the employee will be reinstated into the roster at his / her prior position.

**Article 4****Voluntary Early Retirement Authority / Voluntary Separation Incentive Program (VERA/VSIP)**

4.1 Management and the Union agree that the Agency will advise the workforce at the appropriate time of the scheduled windows for VERA/VSIP activity. Further they agree to a 14 calendar day window to accept applications. The agency will notify all employees, through available means, of the VERA/VSIP eligibility criteria at the time of announcement, including who may or may not be included or excluded. The agency will identify eligible employees with as much specificity as necessary to reasonably determine if they are eligible for the program. The Agency will consider employees within the same series and grade equitably in accordance with rules and regulations. The Agency agrees to keep the Local President informed as information becomes available with respect to eligible applicants and selection criteria for the VERA/VSIP. The Union will be given the opportunity to meet with management prior to the implementation of the program to discuss the criteria for selection of applicants. If requested, the Union will be provided the criteria / selection process and number of VERA/VSIP positions.

4.2 Employees eligible for the VERA/VSIP program who are TDY, on enforced leave, on suspension, on extended annual or sick leave, and/or do not have computer access shall be made aware of the opportunity to apply for VERA/VSIP by his or her supervisor. Employees will need to work with their supervisor to ensure their VERA/VSIP application is properly and timely submitted to the servicing personnel office. The employee's supervisor will maintain documentation to support the notification of these employees to apply for the program.

4.3 Employees with a valid Robins address will receive e-mail notification concerning the program. Employees who do not have an address will receive written notification. The supervisor should obtain signature confirmation that the employee received the notification and must provide a copy of this to the employee.

4.4 Only those employees who apply within the window of opportunity will be considered unless the reason set forth in the agreement did not occur. If so validated, said employee(s) will be placed per the appropriate process. It is understood the employee bears the burden to prove this situation occurred.

4.5 Employees will be given seven-calendar days from receipt of an offer to either accept or decline the VERA/VSIP offer. Failure to respond within the required time will be considered a declination. The Agency agrees to be fair and equitable with respect to employees who fail to accept or decline the VERA/VSIP offer. The Agency will address any request for extensions due to emergency circumstances on a case by case basis. If employees are unable to be contacted, the servicing personnel office will contact the supervisor and the supervisor will use emergency contact procedures to secure acceptance or declination but the final validation for acceptance will be the employee's signature.

**Article 5**  
**Annual & Sick Leave Call-In Procedures**

5.1 In the interest of clarifying the Call-In Procedures and reducing conflict the parties agree to the following procedures. Employees may leave a voicemail if the supervisor is not immediately available. If both parties have the capability / availability, employees may further use text or email to contact the immediate supervisor or designee. It is understood the MLA procedures govern response times and approval.

**Article 6**  
**Bargaining Unit Medical Professionals**  
**Nurses / Dental Hygienists**

6.1 This article is specific to bargaining unit Professional Nurses, Dental Hygienists, License Practical Nurses, and Nursing Assistant. In addition, all articles of the Master Labor Agreement (MLA), Local Supplement Agreement (LSA), Memorandum of Agreements (MOA) and civilian personnel instructions apply.

6.2 The parties agree Nurses are not required to wear uniforms. If this changes and uniforms become a requirement the parties recognize the obligation to bargain procedures and appropriate arrangements prior to implementation. Nurses will adhere to Dress and Appearance guidelines as specified in accordance with applicable regulations, policies, and command level agreements.

6.3 The parties recognize the Agency provides scrubs to Dental Hygienists at no cost to the employee. If this changes, the parties recognize the obligation to bargain procedures and appropriate arrangements prior to implementation. The agency provides scrubs to dental hygienists due to the nature of their duties, direct interaction with patients where they may be exposed to bodily fluids. The Agency will provide other Personal Protective Equipment (PPE) as required for the employee to perform their duties.

**Article 7  
Civilian Police / Security Guards**

7.1 It is recognized by the parties that due to the type of work being performed by the employees of the unit (driving motorized vehicles, standing or sitting for long periods of time in isolated locations and during the hours of darkness and responding to emergency situations) alertness of employees is of the utmost importance. Therefore, adequate and timely relief will be given employees to obtain a beverage on an as required basis. The Defense Force Commander (78th Security Forces Squadron Commander) or his / her designated representative will periodically inquire through the appropriate AFGE steward to determine if employees are given adequate and timely relief for beverage and latrine breaks.

7.2 The Department of Air Force Police / Guards will adhere to the article governing Hours of Work / Tours of Duty.

7.3 Latrine breaks shall be on an as required basis. Employees who do not have immediate access to latrine facilities because of the location or nature of their assignment shall request by the most available means of communication to be temporarily relieved. The Employer will take the most immediate action possible to ensure prompt relief of the employee.

7.4 Prior to the on-coming shift Guard Mount, the supervisor will post the duty assignments for the flight's next daily work shift. To the maximum extent possible the daily manning of posts will be on a rotational basis as equitably as possible among personnel assigned to Flight. The official assignments as reflected on the daily police blotter will be the record to establish equitable rotation.

7.5 Uniforms will be furnished at no cost to the employee or a uniform allowance will be paid in accordance with applicable laws and instructions. Initial issue of uniforms and protective clothing will be in accordance with applicable regulations, policies, and command level agreements. Uniforms are replaced annually or upon need due to being unserviceable or presenting an unprofessional appearance.

7.6 The Employer retains the right to prescribe the uniform of the day. The Defense Force Commander will consider the mission, employees' needs, comfort, and weather conditions in determining the uniform.

**Article 8  
Holiday Staffing**

8.1 Eligible employees shall be entitled to all holidays that are now established by Federal Law and those that may be added by Federal Law, and all holidays designated by Executive Order shall be observed as regular holidays.

8.2 Eligible employees shall receive eight hours of pay at their regular rate plus any appropriate premium pay on all days designate as holidays on which they are required to work. Employees working on holidays within their basic workweek shall receive the same pay as they would receive plus a day's pay to which they are entitled for a holiday. Eligible employees working on a holiday outside their basic workweek shall receive the same pay for the holiday as they would normally receive on an overtime day, since they are compensated for the holiday within their basic workweek.

8.3 When a holiday falls on one of an employee's scheduled days off, the holiday for such employee shall be determined in accordance with the following:

8.3.1 For those employees whose regularly scheduled workweek is Monday through Friday, when the holiday falls on Saturday, the day observed will be Friday; when the holiday falls on Sunday, the day observed will be Monday.

8.3.2 Employees whose workweek is other than Monday through Friday will receive holiday benefits according to the following schedule when a holiday falls on a non-workday:

**Holiday Table**

<b>Scheduled Days Off</b>	<b>When Holiday Falls On</b>	<b>Days off in Lieu of Holiday</b>
<b>Sunday-Monday</b>	<b>Sunday Monday</b>	<b>Tuesday Tuesday</b>
<b>Monday-Tuesday</b>	<b>Monday Tuesday</b>	<b>Sunday Sunday</b>
<b>Tuesday-Wednesday</b>	<b>Tuesday Wednesday</b>	<b>Monday Monday</b>
<b>Wednesday-Thursday</b>	<b>Wednesday Thursday</b>	<b>Tuesday Tuesday</b>
<b>Thursday-Friday</b>	<b>Thursday Friday</b>	<b>Wednesday Wednesday</b>
<b>Friday-Saturday</b>	<b>Friday Saturday</b>	<b>Thursday Thursday</b>

8.3.3 The calendar day on which a shift begins is considered the day of duty, e.g., if a shift starts at 2345 on Sunday, the day of duty is Sunday.

Note 2: Some employees may not get three consecutive days off depending upon the start of their shift.

8.4 It is agreed that work on holidays or observed holidays shall be held to an absolute minimum subject to the mission requirements of the Agency. Normally, a minimum of one week's advance notice will be provided to employees required to work holidays.

8.5 The Employer will, upon request, relieve an employee from holiday assignment if his/her reason is valid and there is another qualified employee available for the assignment.

#### 8.6 Area of Consideration for Holiday Selection

8.6.1 Supervisors will maintain a separate Holiday Roster for Holiday work. Supervisors will track / maintain Actual Accumulated Holiday Hours Worked in the same manner as Overtime records. Employees will initially be ranked by Leave SCD with the senior person taking preference. Should a tie breaker be needed, the last 4 of the SSN with the highest number will take preference when the Local Supplement Agreement becomes effective.

8.6.2 The first area of consideration will be defined as those employees in the immediate area working the assignment with the requirement to work the holiday, i.e., the RCC, work-crew, shop, or team. The employees must have current certifications, e.g., license, certification, PAC Matrix, if required, skills, and knowledge, i.e., grade and series, to perform the work. The first and second areas of consideration are the same for areas which use skill pools, if applicable. See third area of consideration below if applicable.

8.6.3 The second area of consideration will be defined as those employees in the Flight who have the current certifications, e.g., license, certification, PAC Matrix, if required, skills, and knowledge, i.e., grade and series, to perform the work.

8.6.4 The third area of consideration will be defined as those employees across the Flight or equivalent, or skill pool, from other shifts that have the current certifications, e.g., license, certification, PAC Matrix, if required, skills, and knowledge, i.e., grade and series, to perform the work.

8.6.5 Managers will consider volunteers who have the current certifications, e.g., license, certification, PAC Matrix, if required, skills, and knowledge, i.e., grade and series, to perform the work from the first area of consideration to work the holiday. If sufficient volunteers are not received, the manager will seek volunteers with current certifications, e.g., license, certification, PAC Matrix, if required, skills, and knowledge, i.e., grade and series, to perform the work from the second area of consideration. Managers, after not obtaining sufficient volunteers for the holiday by the described first and second consideration process will seek qualified volunteers from other shifts, the third area of consideration, and prior to drafting their employees for the required holiday work. If sufficient volunteers still are not attained from the third area of consideration the supervisor will draft the remaining requirement from the first area of consideration. When necessary to draft an employee to work the holiday, the person with the lowest Actual Accumulated Holiday Hours Worked will be drafted first. Employees will initially be ranked by Leave SCD with the junior

person taking preference. Should a tie breaker be needed, the last 4 of the SSN with the highest number will take preference when the Local Supplement Agreement becomes effective. It is understood the draftee must have the current certifications, e.g., license, certification, PAC Matrix, if required, skills, and knowledge, i.e., grade and series, to perform the work.

8.7 Weekend Overtime in conjunction with Holiday Work. In situations whereby weekend overtime work is contiguous with holiday work, i.e., Saturday and Sunday overtime with a Monday or Friday holiday, both parties agree that only those employees who possess the current certifications, e.g., license, certification, PAC Matrix, if required, skills, and knowledge, i.e., grade and series, to perform the work who volunteer for the entire duration, i.e., Saturday through Monday or Friday through Sunday, will be considered for the weekend overtime and holiday work. If there is an insufficient number of volunteers to accomplish the entire holiday weekend overtime work load, then managers will solicit volunteers for the remaining days to be worked, e.g., volunteers for Saturday and Sunday but not the holiday, or individual days unless there is a loss of continuity. Employees with current certifications, e.g., license, certification, PAC Matrix, if required, skills, and knowledge, i.e., grade and series, to perform the work will be drafted for the entire period in accordance with existing overtime procedures.

## **Article 9**

### **AFGE Bulletin Boards and AFGE Newspaper Stands**

9.1 The parties agree to the following terms relative to AFGE Bulletin Boards and AFGE Local 987 Newspaper Stands.

9.2 The union may install AFGE Bulletin Boards, no larger than 3' x 5', in close proximity to any and all areas where Official Agency Bulletin Boards are located. Exact location must be coordinated with AFGE, CE, and Facility Managers prior to installation.

9.3 Additionally, CE will coordinate on all installation and removal of Union bulletin boards. AFGE will be afforded the opportunity to identify other buildings where they feel the need may exist for bulletin boards and upon mutual agreement may be afforded the opportunity to install said bulletin boards in mutually agreed upon locations.

9.4 Additionally, as old buildings are demolished and new buildings are established, AFGE Local 987 will be notified in accordance with the Master Labor Agreement (MLA) and afforded the opportunity to remove and/or install bulletin boards. Any removal, replacement and/or changes to any AFGE bulletin boards must be coordinated and mutually agreed to by the Robins AFB Labor Relations Office. In addition, AFGE maintains all rights in accordance with Article 33 of the Master Labor Agreement.

9.5 The union may locate its outdoor newspaper stands in the same or close to the locations the agency locates its official publication. The newspaper stands will be in compliance with agency security requirements.

9.6 AGFE Local 987 will be responsible for maintenance, appearance, and upkeep of all assigned union bulletin boards.

## **Article 10**

### **Reduction In Force (RIF)**

#### **10.1 Notification Requirements**

10.1.1 At the earliest feasible date, and prior to notification of affected employees, the Employer will notify the Union of the proposed implementation date of a Reduction in Force (RIF) and/or transfer of function activity where five or more unit employees are identified to be reduced in grade or separated by reduction in force procedures.

10.1.2 The Employer agrees to provide the following information as soon as it is available to the Union:

10.1.2.1 The reason for the RIF or transfer of function.

10.1.2.2 The numbers, types and grades of employees involved.

10.1.2.3 The anticipated effective date of the action.

10.1.3 The Union may designate one representative who will be permitted to review RIF notices and placement actions pending issuance by the Civilian Personnel Office. All persons who have access to RIF information will maintain the confidence of the information until such information is officially released. This does not preclude the Union representative(s) designated in accordance with this Section from discussing the RIF and information pertaining thereto with the local Union President who will also abide by the confidentiality requirement. If the RIF will reduce in grade, separate, or otherwise adversely affect 300 or more activity unit employees, one representative for each multiple of 300, not to exceed 4 representatives, may be designated by the union. The Union may appoint an alternate for each designee with the understanding the alternates will only be recognized when the primary representative(s) is not available to perform the designated duties.

#### **10.2 Reducing Impact of RIF**

10.2.1 In the event of a RIF, existing vacancies will be utilized to the maximum extent possible to place employees in continuing positions in order to minimize adverse actions and reduce separations.

10.2.2 The Employer shall request, when appropriate, that HQ AFMC, or other authority as appropriate, determine the agency is undergoing a major RIF for the purpose of authorizing voluntary retirements under 5 USC 8336(d)(2). Upon request, the Employer will provide the Union information and consider recommendations concerning selection criteria for early retirement and associated incentives to be offered to bargaining unit employees.

10.2.3 At such time as a RIF has been announced, the Employer shall meet individually with affected employees eligible for optional or involuntary retirement and who request it to explain its benefits.

### 10.3 **RIF Placement**

10.3.1 The Employer, consistent with mission requirements, shall make a maximum effort to waive qualification requirements in assignments to vacant positions during reductions in force.

10.3.2 Employees whose qualification requirements were waived and placed in a position with different duties from those previously performed will receive job related training as determined necessary by the Employer to enable the employee to perform work at an acceptable level.

### 10.4 **Access to Information**

10.4.1 Retention registers shall be established and employees listed in order of their retention standing, tenure group, and sub-group.

10.4.2 An employee affected by RIF or the designated representative has the right to inspect RIF records pertaining to the employee's individual action.

### 10.5 **RIF Notices**

10.5.1 The Employer shall provide a written notice to each employee affected by a change to lower grade or separation in a RIF at least sixty (60) calendar days prior to the effective date. The notice shall state what action is being taken, the effective date of the action, the employee's service computation date, and sub-group. It shall describe the employee's competitive area and competitive level. Rights of appeal and time limits on such appeals will also be in the notice.

### 10.6 **Pay Retention**

10.6.1 Pay retention for affected employees will be allowed as provided for under appropriate law and regulations.

### 10.7 Off Base Unemployment / Reemployment

10.7.1 In the event of a RIF affecting release of employees, the Employer will determine from the appropriate State Employment service whether any of the affected employees may be eligible for training at government expense and, if so, will inform the employees how to apply for such training.

10.7.2 The Employer will advise employees who are separated by RIF of other federal agencies within the competitive area who may be a possible source of employment.

10.7.3 Any career or career conditional employee who is separated because of RIF will be placed on a reemployment priority list in accordance with applicable rules and regulations, and such employees will be given preference for rehiring in temporary and permanent positions for which they are qualified. It is understood the

acceptance of temporary employment will not alter an employee's right to be offered permanent employment.

#### 10.8 **Details During RIF**

10.8.1 Employees on detail will not be released from the position of detail but rather the employee's permanent position.

#### 10.9 **Transfer of Function - Relocation Expenses**

10.9.1 The Employer agrees to pay relocation expenses for employees relocated by transfer of function as allowable under appropriate regulations.

10.9.2 The Employer will grant excused absence to those employees moving as a result of RIF or transfer of function to find new housing and schools, to make arrangements for disposition of their current homes, and to handle any other matter involved in the move, to the extent allowed under appropriate regulations.

#### 10.10 **Employees Who Choose Not to Transfer**

10.10.1 For employees who do not wish to transfer with their function, the Employer will make every effort to find a position within the competitive area to place the employee in accordance with mandatory placement priorities.

#### 10.11 **Information Update to Union**

10.11.1 The Employer will periodically update the Union on the status of the RIF and/or transfer of function.

10.11.2 Employees who are downgraded as a result of RIF will be entitled to appropriate priority promotional consideration in accordance with Article 14 of the Master Labor Agreement.

**Article 11**  
**Last Chance Agreements**

11.1 In the interest of clarifying the term of Last Chance Agreements (LCA) the parties agree LCAs will not exceed one year from the date of signatures.

## **Article 12**

### **Union Facilities**

12.1 In the interest of enhancing the privacy of employees and stewards, reducing Official Time travel to and from the off-base AFGE Office, and resolving conflict at the lowest level, the parties agree to establish one Satellite AFGE Office in the vicinity of building 140 and one in the vicinity of building 125.

12.2 The expected benefit of this Article is to reduce Official Time and the number of grievances / complaints which are filed. The baseline grievance / complaints data for comparative purposes is the FY13 end-of-year grievance data.

12.3 The parties understand the stewards who use the offices are subject to the MLA's Official Time procedures and are expected to be on approved 949s. Management may check the 949s for non-full time stewards at any time relative to Satellite Office usage. The steward will enter into the 949 remarks section that a grievance / complaint was avoided as appropriate.

12.4 The parties agree AFGE's stewards will log office usage to help determine the agency's Return on Investment by placing a copy of the AFMC Form 949 in the log book. The installation labor relations office, will track the logbook on a monthly basis to quantify the return.

12.5 The initial furnishings for each office will be commensurate with other administrative office furnishings. This includes two networked computers, a networked printer, two local / DSN phones, two desks, four chairs, and one 5-drawer lockable file cabinet. AFGE Local 987 will provide consumable office items such as paper, pens, etc.

12.6 The AFGE officials and employees who use computers in the Satellite Offices are subject to normal Air Force rules and are subject to monitoring, etc.

12.7 It is understood the building facility manager will have a master key to the offices per governing rules and may access the offices as required. The building facility manager will only issue keys authorized by AFGE Local 987's President. Not more than five keys will be issued per office.

12.8 Subject to law and regulation and upon request, with 30 days written notice, not more frequently than twice a year, the Employer will furnish the Union a list of names, positions titles, grade, salaries, and duty stations of all employees for which the Union has exclusive representation rights or expresses an interest in seeking representation rights over. Such information will be as responsive as practicable; however, it is recognized that errors may occur in the provided information.

12.9 Each month the Union will be furnished copies of the accession and separation reports prepared by the Civilian Personnel Office which contain the names, position titles, grades, and duty stations of bargaining unit employees appointed and separated during the previous month. Such information will be as responsive as

practicable; however, it is recognized that errors may occur in the provided information.

12.10 The Employer agrees that Union officers and stewards will be allowed the use of Employer telephones in the performance of those functions authorized to be accomplished on official duty time in the Agreement. Supervisors will permit stewards to use a telephone in the immediate work area when such does not unnecessarily interfere with work of the organization. The phone line provided will to the maximum extent practicable provide a reasonable degree of privacy.

12.11 Subject to need, suitable space and availability, stewards and officers will be provided the use of a locked receptacle for safekeeping of material necessary for the performance of steward/officer duties. Where such receptacles are not readily available, the Employer will procure such receptacles for this purpose not to exceed procurement of 35 such receptacles.

**Article 13**

**Access to Government Information Systems from Local 987 Union Hall**

**13.1 The Robins Air Force Base 78 ABW/SC will provide:**

13.1.1 Five (5) Compact Disks (CDs) containing the DISA authorized version of the Lightweight Portable Security (LPS) (LPS-1.3.6\_Public\_Deluxe)

13.1.2 One (1) CD containing AF approved Antivirus software,

13.1.3 Five USB CAC readers – Hand Receipt required.

13.1.4 Calling 478-926-HELP, will provide limited support for LPS related problems commensurate with the assistance provided to RAFB teleworkers. It is understood that Help Desk Services are subject to being changed by higher level headquarters which would require RAFB compliance.

**13.2 The Robins Air Force Base 78 ABW/SC will not provide:**

13.2.1 Touch labor to resolve hardware issues or connectivity issues at off-base sites.

13.2.2 Remote fix capability (e.g., resolve issues with LPS software or Union owned assets).

13.3 AFGE Local 987 will provide computers and commercial Internet connectivity.

13.3.1 Union LPS users may acquire updates to LPS software and instructional guides at <http://www.spi.dod.mil/lipose.htm>

13.4 The Union understands the Employer reserves the right to enhance computer security measures as deemed necessary. As an LPS user, the Union will automatically be subject to such enhancements and will comply, as would any other authorized user, as long as LPS is supported and still in use.

13.5 The Union shall comply with all established e-mail rules, regulations, policies and bargained agreements.

**Article 14**  
**Computer and Printer Access**

14.1 The parties recognize the need for employees in industrial areas to have access to computers and printers to access USA Jobs, etc. As such, the parties agree to centrally locate via kiosk-type workstations computers and secure-print printers to provide employee access. Employees will be given reasonable time to access the computer / printer kiosk systems during duty time. The Employer will ensure enough systems are in the work areas to allow employees reasonable access with minimal wait times.

### **Annex on Memorandum of Agreement (MOA) Status**

A-1 The parties agree the jointly reviewed MOA spreadsheet, which is attached, contains the agreed upon status of MOAs between the parties. This spreadsheet is 56 pages and contains 596 MOAs – 350 of which are declared void.

A-2 MOAs which are not captured in the spreadsheet described above are declared null and void upon signature of this agreement. MOAs signed since August 2012 will be presented to the Labor Relations Officer and the AFGE Local 987 President for review and inclusion in the spreadsheet. This will be accomplished within 90 calendar days of this agreement otherwise they too will be declared void. MOAs signed by the LSA team during negotiation will be incorporated into the list within 45 calendar days.

A-3 The undersigned further agree to merge the LSA Housekeeping and Sunset Clauses agreements, both dated 14 April 2014, into this Annex. Terms are redefined below for ease of understanding.

A-3.1 The parties agree only the AFGE Local 987 President, or written designees, and the 78 ABW Commander, or written designees, are authorized to approve any future Memorandum of Agreement or Understanding during the term of this LSA. Management officials or union stewards not designated in writing are not authorized to enter into, or sign, MOA / MOU.

A-3.2. The senior leaders will officially designate in writing personnel to act on their behalf before signature approval.

3.3 Parties below the levels described above will flow proposed MOAs / MOUs to the approval authorities for approval. MOA / MOU will not be implemented without said approval.

A-3.4 The Labor Relations Office will maintain the official “Master MOA / MOU Book” which will be shared with AFGE Local 987. It is understood AFGE Local 987 will be provided a copy upon request.

A-3.5 The parties agree this record is exempt from normal record keeping rules. As such, it is understood the MOAs / MOUs may be maintained indefinitely. The Labor Relations Office will maintain into perpetuity a copy of all MOA / MOU for historical purposes.

A-3.6 The Labor Relations Office will also establish and maintain an electronic repository for MOAs / MOUs accessible to all serviced employees. The union will also establish the same repository for ease of access.

A-3.7 In the interest of preventing MOAs / MOUs from perpetuating the parties agree to establish a set term of the agreement.

A-3.7.1 MOAs / MOUs with a specific end date will use the following clause: “This Memorandum of Agreement / Understanding will expire within the timelines outlined in the MOA / MOU unless the parties mutually agree to extend.”

A-3.7.2 Agreements / Understandings without a set term will be reviewed during the LSA’s MOA Housekeeping review which will start in April 2015 and each subsequent three year period if the LSA rolls over. If the LSA does not roll over the last review will govern the status of MOA / MOU between the parties.

A-4 Within the next 60 days the Labor Relations Officer and the AFGE Local 987 President, or designees, will meet to establish a schedule for the MOA updates listed below.

A-4.1 Joint Production Council

A-4.2 Labor Management Council

A-4.3 Physically Disqualified Displacement

A-4.4 On-Call

A-4.5 Retraining Work

A-4.6 Fast Track Promotions

A-4.7 Alternate Work Schedules / Compressed Work Schedules

A-4.8 The 209 MOAs in the spreadsheet which remain valid

A-5 The Labor Relations Officer and the AFGE Local 987 President, or written designees, are responsible for all MOA / MOU activity from the effective date of this agreement.

A-6 This agreement is effective immediately upon signature of the parties.

**Negotiating Teams**

**AFGE Local 987 Team Members**

Mr. Robert Tidwell, President, AFGE Local 987  
Mr. David Tucker, Steward  
Mr. Steve Stant, Vice President of Maintenance  
Mr. Ray Fisher, Steward  
Mr. Oguer Fierro, Steward  
Mr. Randy Drew, Steward  
Ms. Sandra Huntington, Steward

**Robins Air Force Base Team Members**

**Signatories**

\_\_\_\_\_  
**Commander, 78 ABW**  
**DATE\_\_5 Dec 2014\_**

\_\_\_\_\_  
**President, AFGE Local 987**  
**Date\_\_5 Dec 2014\_\_\_\_\_**

**LSA Effective Date:** \_\_\_\_\_