

Professional Employees Agreement 2011



ICE



U.S. Immigration and Customs Enforcement
and AFGE Local 511

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ARTICLE 1

RECOGNITION

- A. U.S. Department of Homeland Security, U.S. Immigration and Customs Enforcement (hereinafter, ICE or the Agency) recognizes the American Federation of Government Employees, AFL-CIO (hereinafter, AFGE) as the exclusive collective bargaining representative for all professional employees of the Agency, as certified by the Federal Labor Relations Authority in Case No. WA-RP-07-0018 (June 22, 2007). Excluded from the bargaining unit are non-professional employees, management officials, supervisors, and employees described in 5 U.S.C. §§ 7112(b) (2), (3), (4), (6) and (7).

- B. The Agency acknowledges that AFGE has delegated authority for administration of this Agreement and for all other day-to-day representational functions to AFGE Local 511 (hereinafter, Local 511 or the Union). Accordingly, except for negotiation of this Collective Bargaining Agreement and for matters affecting the certification of the bargaining unit, the Agency will deal with Local 511 as AFGE's authorized representative for all labor relations matters, unless and until AFGE should give written notice to the Agency that its delegation of authority to Local 511 has been amended or withdrawn.

ARTICLE 2
EFFECT OF LAW AND REGULATION
AND
OTHER GENERAL PROVISIONS

- A. In the administration of all matters covered by this Agreement, the Parties are governed by existing or future laws and by government-wide rules or regulations that are in effect on the effective date of this Agreement. In the administration of this Agreement, should any conflict arise between the terms of this Agreement and any present or future laws, provisions of such laws shall supersede conflicting provisions of this Agreement.

- B. Should any conflict arise in the administration of this Agreement between the terms of this Agreement and any government-wide rule or regulation, such as the Code of Federal Regulations, or Department of Homeland Security Orders, Directives, Instructions, Policies, Manuals and issuances similar to aforementioned (other than a rule or regulation implementing 5 U.S.C. § 2302), issued after the effective date of this Agreement, the terms of this Agreement will supersede and govern.

- C. In any conflict between the terms of this Agreement and any provision of ICE Orders, Directives, Instructions, Handbooks, Manuals, policies, procedures, rules or regulations, including local office practices, personnel policies and matters affecting conditions of employment, regardless of date of issuance or establishment, the terms of the Agreement will govern.

- D. Should any part of this Agreement or any provision or provisions contained herein be rendered or declared invalid by reason of any of the contingencies referred to in this Article, such invalidation of such provision or provisions of this Agreement shall not invalidate those unaffected parts or provisions contained in this Agreement and they shall remain in full force and effect.

- E. The requirements of this Article shall apply to all supplemental, implementing, subsidiary or informal agreements between the Parties.

- F. In a number of the provisions of this Agreement, statutes or regulations are restated for the convenience of the Parties and the employees covered by the Agreement. In restating the provisions of such statutes and regulations, some minor changes to the statutory and regulatory language have been made for clarity or to place that language in context. These wording changes are not intended to change the meaning of the language in question. However, should there be any conflict between the language of this Agreement and the language of applicable statutes, or regulations in effect at the time the Agreement became effective, the language of the statutes and regulations is controlling.

G. The Parties have included a number of provisions of general applicability within this Article for the sake of a centralized reference; however, the same terms remain in their original Article(s) for the ease of the reader's access and understanding of the terms within the context which they arise. The following are provisions apply generally in implementation of this Agreement:

1. "Seniority" means:
 - a. For attorneys, "seniority" is the time as an Agency attorney (including time as an attorney with legacy INS, U.S. Customs Service, and General Services Administration).
 - b. For all other bargaining unit positions, "seniority" is time based on the employee's service computation date.
2. "Day" means a calendar day unless otherwise specified.
3. Time limits established by this Agreement shall begin to run on the day after the date of the event or action that triggers the time limit.
4. Whenever the last day by which an action must be accomplished falls on a weekend, Federal holiday or other day when the Agency's office is closed, the last day for action will be the next day that the office is open.
5. Any time limit established by this Agreement may be extended by mutual agreement.
6. Neither Party will unreasonably deny a reasonable request for an extension of time. Absent extraordinary circumstances, such requests must be made at least two workdays in advance of the deadline.
7. Service, filing or delivery of notices, requests, demands, decisions or other documents ("service") provided for in this Agreement shall be accomplished by personal delivery, certified mail, or electronic mail ("e-mail").
 - a. Where service is by e-mail, electronic read receipt will constitute proof of service. Each Party may designate up to four recipients. Documents transmitted by e-mail will be sent to each Party's designees at their government e-mail address. The Parties' designees will ensure their electronic read receipt is enabled and, where requested, will acknowledge receipt promptly.
 - b. When service is by e-mail, the subject line of the e-mail shall put the addressee on notice that an identified document is being served, e.g., "Agency Notice of Proposed Change," or "Union Request for Information under § 7114(b)(4)."

- c. Facsimile transmission may be used for service only when the receiving Party expressly consents to such means in regard to a particular document.
- d. The Parties will act in good faith in receipting for documents and will not attempt to evade the service of documents upon them.

ARTICLE 3

EMPLOYEE RIGHTS

Section 1. Employee Rights

Employees covered by this Agreement 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, and each employee shall be protected in the exercise of such right.

A. Except as otherwise provided by law, such rights include the right:

1. To act for a labor organization in the capacity of a representative and the right, in that capacity, to present the views of the labor organization to heads of agencies and other officials of the Executive Branch of the government, the Congress or other appropriate authorities; and
2. To engage in collective bargaining with respect to conditions of employment through the Union as provided by law and this Agreement.

B. Nothing in this Section, or this Agreement, authorizes participation in the management of a labor organization by a management official, a supervisor, or a confidential employee, except as specifically provided by law, or by an employee if the participation or activity would result in a conflict or apparent conflict of interest or would otherwise be incompatible with law or with the official duties of the employee.

Section 2. Prohibited Personnel Practices

Employees are protected by law from prohibited personnel actions. The law provides that any Federal employee who has authority to take, direct others to take, recommend, or approve any personnel action, shall not, with respect to such authority:

A. Discriminate for or against any employee or applicant for employment:

1. On the basis of race, color, religion, sex, or national origin, as prohibited under § 717 of the Civil Rights Act of 1964;
2. On the basis of age, as prohibited under §§ 12 and 15 of the Age Discrimination in Employment Act of 1967;
3. On the basis of sex, as prohibited under § 6(d) of the Fair Labor Standards Act of 1938;
4. On the basis of handicapping condition, as prohibited under § 501 of the Rehabilitation Act of 1973, as amended;

5. On the basis of marital status or political affiliation, as prohibited under any law, rule, or regulation;
 6. On the basis of sexual orientation, as prohibited by Executive Orders 11478 and 13087; or
 7. On the basis of parental status, as prohibited by Executive Order 11478, as amended by Executive Order 13152.
- B. Solicit or consider any recommendation or statement, oral or written, with respect to any individual who requests or is under consideration for any personnel action unless such recommendation or statement is based on the personal knowledge or records of the person furnishing it and consists of:
1. An evaluation of the work performance, ability, aptitude or general qualifications of such individual; or
 2. An evaluation of the character, loyalty, or suitability of such individual.
- C. Coerce the political activity of any person (including the providing of any political contribution or service), or take any action against any employee or applicant for employment as a reprisal for the refusal of any person to engage in such political activity.
- D. Deceive or willfully obstruct any person with respect to such person's right to compete for employment.
- E. Influence any person to withdraw from competition for any position for the purpose of improving or injuring the prospects of any other person for employment.
- F. Grant any preference or advantage not authorized by law, rule, or regulation to any employee or applicant for employment (including defining the scope or manner of competition or the requirements for any position) for the purpose of improving or injuring the prospects of any particular person for employment.
- G. Appoint, employ, promote, advance, or advocate for appointment, employment, promotion, or advancement, in or to a civilian position any individual who is a relative (as defined in Title 5 of the United States Code) of such employee if such position is in the Agency in which such employee is serving as a public official (as defined in Title 5 of the United States Code) or over which such employee exercises jurisdiction or control as such an official.
- H. Take or fail to take a personnel action with respect to any employee or applicant for employment as reprisal for:
1. Any disclosure of information by an employee or applicant which the employee or applicant reasonably believes evidences:

- a. A violation of any law, rule, or regulation, or
 - b. Gross mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety,
- if such disclosure is not specifically prohibited by law and if such information is not specifically required by Executive Order to be kept secret in the interest of national defense or the conduct of foreign affairs; or
- 2. Any disclosure to the Special Counsel or to the Inspector General of an agency or another employee designated by the head of the agency to receive such disclosures, of information which the employee or applicant reasonably believes evidences:
 - a. A violation of any law, rule, or regulation; or
 - b. Gross mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety.
- I. Take or fail to take, or threaten to take or fail to take, any personnel action against any employee or applicant for employment because of
 - 1. the exercise of any appeal, complaint, or grievance right granted by any law, rule, or regulation;
 - 2. testifying for or otherwise lawfully assisting any individual in the exercise of any right referred to in 1., above;
 - 3. cooperating with or disclosing information to the Inspector General of an agency, or the Special Counsel, in accordance with applicable provisions of law; or
 - 4. refusing to obey an order that would require the individual to violate a law.
 - J. Discriminate for or against an employee or applicant for employment on the basis of conduct which does not adversely affect the performance of the employee or applicant or the performance of others, except that nothing in this subsection shall prohibit the Agency from taking into account in determining suitability or fitness any conviction of the employee or applicant for any crime under the laws of any State, of the District of Columbia, or of the United States.
 - K. Knowingly take, recommend, or approve any personnel action if the taking of the action would violate a veterans' preference requirement.
 - L. Knowingly fail to take, recommend, or approve any personnel action if the failure to take such action would violate a veterans' preference requirement.

M. Take or fail to take any other personnel action if the taking of or failure to take such action violates any law, rule, or regulation implementing, or directly concerning the merit system principles contained in 5 U.S.C. § 2301.

Section 3. Information to Congress

Nothing in Section 2., above, shall be construed to authorize the withholding of information from Congress or the taking of any personnel action against an employee who discloses information to Congress.

Section 4. Equal Employment Opportunity

Nothing in Section 2., above, shall be construed to extinguish or lessen any effort to achieve equal employment opportunity through affirmative action or any right or remedy available to any employee or applicant for employment in the civil service under:

1. Section 717 of the Civil Rights Act of 1964 prohibiting discrimination on the basis of race, color, religion, sex, or national origin;
2. Sections 12 and 15 of the Age Discrimination in Employment Act of 1967, prohibiting discrimination on the basis of age;
3. Section 6(d) of the Fair Labor Standards Act of 1938, prohibiting discrimination on the basis of sex;
4. Section 501 of the Rehabilitation Act of 1973, prohibiting discrimination on the basis of handicapping condition;
5. The provisions of any law, rule, or regulation prohibiting discrimination on the basis of marital status or political affiliation;
6. Executive Orders 11478 and 13087 prohibiting discrimination on the basis of sexual orientation; or
7. Executive Order 11478, as amended by Executive Order 13152, prohibiting discrimination on the basis of parental status.

Section 5. Selection of Complaint Procedure

An employee aggrieved under Section 4., above, may raise the matter under a statutory procedure or the grievance and arbitration procedure provided in this Agreement, but not under both.

- A. An employee shall be deemed to have exercised his or her option under this Section at such time as the employee timely initiates an action under the applicable statutory procedure or

timely files a written grievance under the provisions of this Agreement, whichever occurs first.

- B. The selection of the negotiated grievance procedures contained in this Agreement to process a complaint of discrimination shall in no manner prejudice the right of an aggrieved employee to request the Merit Systems Protection Board (MSPB) to review the final decision in the case of any personnel action that could have been appealed to the MSPB or where applicable to request the Equal Employment Opportunity Commission (EEOC) to review a final decision in any other matter involving a complaint of discrimination of the type prohibited by any law administered by the EEOC. Appeals to the MSPB or the EEOC shall be filed pursuant to such regulations as the MSPB or the EEOC may prescribe.
- C. Except as provided in subsection B., above, an employee may only file his or her complaint under the grievance and arbitration provisions contained in this Agreement.

Section 6. Private Discussions

Any discussions with individual employees concerning counseling, evaluations, workload review, or disciplinary actions will be conducted so as to ensure the privacy and dignity of the employee.

Section 7. Voluntary Programs

Participation in the Combined Federal Campaign, United States Bond Drives, Blood Donor Drives, and other comparable programs will be on a voluntary basis.

Section 8. Gifts

Contributions for gifts for supervisors, management officials or fellow employees will be strictly voluntary and in compliance with the ethics program.

Section 9. Personnel Communications

- A. Employees are strongly encouraged, but not required, to initiate individual personnel matters with first-line supervisors and to follow the Agency chain of command where appropriate.
- B. An employee also has the right to communicate with the appropriate member of the following offices concerning individual personnel matters:
 - 1. The servicing Human Resources Office;
 - 2. The EEO Office or the EEO Officer;
 - 3. EEO Counselors; and
 - 4. The Health and Safety Office.

Section 10. Maintenance of and Access to Official Records

- A. Official Personnel Folders (OPF) and Employee Performance Folder (EPF) will be maintained in accordance with applicable laws and regulations. Only information authorized by law or regulation will be maintained in the OPF/EPF.
- B. Each employee and/or a formally designated representative may review and request copies of any document(s) in the OPF/EPF. The Agency must explain, in writing, any denial.
- C. No record, file or document filed in the OPF/EPF that is not available to the employee or his or her representative for inspection will be made available to any unauthorized person for inspection or photocopy. Such information will be made available to any authorized person only for official use.
- D. If an employee does not have access to his or her eOPF (i.e., electronic Official Personnel Folder) or, should it become available, an electronic version of the EPF, the employee may make a written request to the servicing Human Resources Office for a print version of the OPF or EPF. The Agency will provide the requested material to the employee no later than 15 days after receipt of the request.
- E. No derogatory material of any nature that might reflect adversely upon the employee's character or Federal career will be placed in his or her OPF or EPF without his or her knowledge.

ARTICLE 4

MANAGEMENT RIGHTS

Section 1. Statutory Rights

Nothing in this Agreement shall affect the authority of any management official of the Agency:

- A. To determine the mission, budget, organization, number of employees and internal security practices of the Agency; and
- B. In accordance with applicable laws:
 - 1. 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;
 - 2. 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 appointment from:
 - 1. Among properly ranked and certified candidates for promotion: or
 - 2. Any other appropriate source; and
- D. To take whatever action may be necessary to carry out the Agency mission during emergencies.

Section 2. Permissive Rights

Nothing in this Agreement shall preclude the Agency and the Union from negotiating:

- A. 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;
- B. Procedures which the Agency will observe in exercising any authority under this Article; or
- C. Appropriate arrangements for employees adversely affected by the exercise of any authority under this Article by the Agency.

ARTICLE 5

UNION RIGHTS

- A. The Agency recognizes the Union as the exclusive representative of all employees in the bargaining unit, as described in Article 1 of this Agreement. The Union shall have all such rights and be subject to all such limitations as provided by law and the Union is entitled to act for and, as provided in Article 1, to negotiate agreements covering all employees in the unit. The Union is responsible for representing the interest of all employees in the unit without discrimination and without regard to labor organization membership.
- B. The Union shall be given the opportunity to be represented at any formal discussion between one or more representatives of the Agency and one or more employees in the unit or their representatives concerning any grievance or any personnel policy, practice or other general condition of employment.
- C. The Agency will endeavor to give the Union as much advance notice as possible of such formal discussions. Advance notice will be at least 36 hours, operational needs permitting. For formal discussions having bargaining unit-wide implications, e.g., which would require a Union Representative's travel to Washington, D.C., advance notice will be at least 48 hours, operational needs permitting. Where practicable, the Union will receive advance copies of documents to be supplied to employees at the discussion.
- D. The Union shall have the right to present its views, either orally or in writing, to the Agency on any matters of concern regarding personnel policies and practices and matters affecting working conditions.
- E. Except as limited elsewhere in this Agreement, all matters affecting conditions of employment of employees are appropriate subjects for consultation and, where required by applicable law, negotiations between the Parties.

ARTICLE 6
STATUS OF EMPLOYEE REPRESENTATIVES

- A. The Agency shall not impose any restraint (except as may be otherwise provided in this Agreement), interference, coercion, or discrimination against employees in the exercise of their rights to organize and designate representatives of their own choosing for the purposes of collective bargaining, the presentation of grievances, appeals from adverse actions, Labor-Management Relations, or upon duly designated employee representatives acting on behalf of an employee or group of employees within the bargaining unit.
- B. A reasonable number of Stewards may be designated by the Union who shall be recognized as employee representatives for employees in the designated locations, or other Agency facility in which they are designated to be Stewards. The Union will supply the Agency with their names, which may be posted on appropriate bulletin boards. It shall be the duty of the Union to notify the Agency of any changes in the roster of Stewards.
- C. Upon request and approval in advance, Union Representatives are authorized to perform and discharge the duties and responsibilities which may be properly assigned to them under law by the Union in accordance with this Agreement and any supplemental agreement or agreements hereunder. Consistent with law, there shall be no restraint, interference, coercion, or discrimination against a Union Representative because of the performance of these duties while they are serving as Union Representatives. Union Representatives shall be relieved from official duties and performance requirements during the period they are serving as Union Representatives. This does not preclude employees being called back to their official duties when there is an operational need for their services. The Agency recognizes Union Representatives may at times conduct representational duties away from the work place.
- D. The Union will furnish the Agency written notice of the names of the Union Representatives and advise the Agency of any changes in its list of designated Union Representatives.

ARTICLE 7

USE OF OFFICIAL TIME

Section 1. Purpose

Official time permits bargaining unit employees to perform authorized representational activities on behalf of the Union during times they otherwise would be in a regular duty status, without loss of pay or charge to annual leave. This Article specifies the types of activities for which official time may be available, provides for the allocation of official time to various Union Representatives, and establishes the procedures applicable to the requesting, approval, and recording of official time use.

Section 2. Activities for Which Official Time May be Permitted

Union Representatives may be granted official time to conduct representational functions where such is authorized pursuant to, and consistent with, applicable statutes, regulations, and Executive Orders relating to complaints, grievances, appeals and other matters involving dealings with Agency officials. Official time may be authorized for the following:

- A. to confer with employees or groups of employees regarding matters for which they may seek relief under the terms of this Agreement;
- B. to prepare, present, and/or respond to grievances;
- C. to prepare replies and attend meetings regarding proposal notices of disciplinary actions, adverse actions or actions under 5 CFR part 432 based upon unacceptable performance;
- D. to prepare for arbitration, including preparation of witnesses, to present arbitration cases, and for any purposes required by the arbitrator after the hearing (e.g., writing briefs);
- E. to prepare a reconsideration statement for the denial of a within-grade increase and attend related meetings;
- F. to meet with national representatives of the Union regarding representational activities;
- G. to participate in a Federal Labor Relations Authority (FLRA) investigation or hearing preparation;
- H. to act as the technical advisor in arbitration or FLRA hearings where there is not another Union Representative on official time;
- I. to attend hearings or meetings as an observer where bargaining unit employees have elected to pursue a grievance without Union representation;
- J. to participate in or conduct approved labor-management relations (LMR) training;

- K. to prepare, maintain, or review Union records and reports required by Federal agencies;
- L. to respond to requests by members of Congress for information or to testify before Congress;
- M. to prepare for, participate in, or travel to or from negotiations for Mid-Term Bargaining as provided in Article 9 of this Agreement and on any related third party proceedings;
- N. to present employee appeals under statutory or regulatory appeal procedures when the Union is the designated representative;
- O. to attend Formal Discussions and Investigative Examinations under Article 25 of this Agreement;
- P. to attend any other meeting scheduled by the Agency to which the Agency has invited the Union as general representative of the bargaining unit; and
- Q. to attend Union-initiated discussions with Agency management officials concerning conditions of employment.

Section 3. Allocation of Official Time

A. Fixed Official Time for Union President

1. The Union President will be granted 100% official time to represent the Union and the bargaining unit consistent with Section 2., above.
2. When the Union President is on leave for more than one continuous week, he or she may designate another representative to act for the President. The employee acting for the President will be granted 100% official time during the period the President is on leave. Every effort will be made to notify the Agency of the designation of the other employee who will act for the President two pay periods in advance.

B. Fixed Official Time for One Union Representative designated by the Union President

1. The Union Representative designated by the Union President having primary responsibility for representing non-attorney bargaining unit positions will be granted 25% official time for representational activities consistent with Section 2., above. On an annual basis, the Union President will inform the Agency's Director of Employee and Labor and Employee Relations, or designee, of the individual to whom this grant of 25% official time applies. The 25% official time will be scheduled by mutual agreement of the applicable Union Representative and his or her supervisor.
2. The Representative designated by the Union President will exert his or her best efforts to schedule and manage the need to perform representational activities during working hours in such a manner as to accomplish as many of those representational activities

during the allotted 25% of time as practicable. However, additional official time may be granted to the extent reasonable, necessary and in the public interest.

C. Treasurer

1. The Treasurer will be granted two hours per pay period to prepare and complete reports required by Federal agencies. In addition, up to 40 hours will be granted each calendar year between the end of the Union's fiscal year (December 31) and the Federal tax filing deadline (April 15) to file required reports and tax returns. The 40 hours may be used at one time or in increments at the request of the Treasurer. There is no carryover of time not used for this purpose from year-to-year.
2. If necessitated by changed circumstances, the Treasurer will be granted up to 24 hours additional official time to attend, including time to travel to and from, training regarding governmental requirements for record keeping and reporting. "Changed circumstances" refers to such events as the appointment of a new Treasurer or the issuance of new laws or regulations affecting record keeping and reporting requirements.

D. Other Union Representatives will be granted amounts of official time as are reasonable, necessary and in the public interest.

Section 4. Required Procedures

- A. Union Representatives will make every effort to schedule use of official time and make advance written requests to the Agency in accordance with this subsection. Occasionally, circumstances may arise requiring a Union Representative to respond immediately to a representational need. In these circumstances, the Union Representative will inform the immediate supervisor of the use of official time and will submit the official time request form as soon after the fact as possible.
- B. Union Representatives will request official time in advance using the standard official time request form at Appendix A and supervisors will respond to such requests in a timely manner. Reasonable efforts shall be made to accommodate requests for use of official time. When a request must be denied in whole or in part, the Agency will explain the reason for the denial on the official time request form.
- C. Where representational activity will involve meeting during the duty time of a bargaining unit employee other than a Union Representative, the employee or the Union Representative must obtain approval of the employee's supervisor for the employee's use of official time, also using the standard official time request form.

Section 5. Parameters on Use of Official Time

- A. Official time for representational activities is available for use only during the tour of duty as described in Article 15, during time when the Union Representative otherwise would be in a duty status. The Union Representatives are required to report to their duty stations (i.e.,

normal worksite), except when it is necessary to be at another location to perform the representational activity, in which case the Representative will provide contact information so that he or she can be contacted regarding LMR matters or recalled if needed to perform Agency work.

- B. Internal Union business cannot be performed while a Union Representative is on official time.
- C. While on official time, Union Representatives are relieved of official duties, but are subject to recall to duty if needed to perform Agency work. In the event the Representative is recalled to perform Agency work, the charge to official time will be stopped until the representational activity is resumed.
- D. Union Representatives will receive performance appraisals based only upon Agency-assigned work.
- E. Activities for which an employee normally would be required to charge to annual, sick or other appropriate leave, if he or she were not a Union Representative, cannot be charged to official time.

Section 6. Official Time for Labor-Management Relations Training

Union Representatives will receive official time for approved LMR training, including official time for travel in connection with that training, in accordance with the provisions of Article 11 Training and Development.

Section 7. Travel and Per Diem Expenses for Union Representatives

- A. The Agency will pay Union Representatives' travel and per diem expenses for attending meetings to which the Agency has invited the Union to attend in person away from the respective Union Representative's duty station.
- B. The Agency will pay for witness, grievant and Union Representatives' travel and per diem expenses for participation in arbitration hearings in accordance with Article 22.
- C. The Agency will pay travel and per diem expenses for a Union Representative who is providing representation of an employee making an oral response to a proposed removal action (i.e., under adverse action or 5 CFR part 432 performance-based action procedures).
- D. The Agency will pay up to a cumulative total of \$15,000 per fiscal year for Union Representatives' travel and per diem expenses for Mid-Term Bargaining in accordance with Article 9. Any funds not used in the fiscal year for which allotted will not be available in any subsequent year.

- E. Unless specifically granted under a provision of this Agreement, or at the sole discretion of the Agency, the Agency will not pay travel or per diem expenses for any other representational activity.
- F. Payment of travel and per diem expenses under this Section will be consistent with Federal Travel Regulations.

ARTICLE 8
FACILITIES, SERVICES AND ACCESS TO EMPLOYEES

Section 1. General

National, Regional and Local Representatives of the Union shall normally be permitted access to all Agency offices with bargaining unit employees. It is understood that such Union Representatives shall give reasonable advance notice to the supervisor in charge of the office of their impending visit. If the supervisor cannot approve the visit for valid operational reasons, the supervisor will make an alternative arrangement for the Representatives. Upon arrival, the Representatives shall advise the supervisor of their presence. Such Representatives shall not interfere with the work of employees during duty hours.

Section 2. Bulletin Boards

- A. Each Agency office will provide for the Union's exclusive use a dedicated bulletin board space in a place of prominence not ordinarily frequented by the public and reasonably accessible for posting material published by the Union.
- B. In each office facility with 30 or more bargaining unit employees, the Agency will provide to the Union for its exclusive use a minimum of one lockable bulletin board (of approximately 3x4 feet). The bulletin board will be permanently attached to the walls where building regulations permit such permanent installations. Such bulletin board(s) shall be in an employee high traffic and visibility area out of public view (e.g., in employee break rooms or near elevators), such that all bargaining unit employees may have easy access. The key shall be in the sole possession of the Union. Subject to mutually acceptable space and within landlord requirements, the Union may install, at its own expense, a bulletin board of up to 3x4 feet in addition to the bulletin board supplied by the Agency.
- C. In each office facility with fewer than 30 bargaining unit employees, where building and landlord requirements permit, the Union may install at its own expense a bulletin board of up to 3x4 feet.
- D. Material that does not violate any law, contain libelous material or personal attacks may be posted on Union bulletin boards.

Section 3. Union Meetings

- A. Upon reasonable advance request by the Union, the Agency will provide available meeting space in areas occupied by the Agency for meetings during non-duty hours. The Union will comply with all security, safety and housekeeping rules in effect at that time and place.
- B. Nothing in this Section shall be construed as permitting meetings or the use of Agency supplied equipment during duty time for the purpose of conducting internal Union business.

- C. Employees attending meetings under subsection B., above, will do so only during non-duty hours, for example lunch time or while they are in a leave status.
- D. Upon reasonable advance request by the Union, the Agency will provide confidential meeting space during official hours of business, in areas occupied by the Agency, for the following purposes:
 - 1. Preparing or discussing a grievance or appeal;
 - 2. Caucusing immediately before, after, and during scheduled meetings with the Agency;
 - 3. Discussing matters directly related to the administration of this Agreement; or
 - 4. Matters relating to the Union's representation of employees.
- E. Upon reasonable advance request, mutually agreed upon space will be provided, if available, by the Agency to be used in conjunction with elections governed by Local by-laws. Space will be made available for the ballot box for the duration of the election period. The Union will comply with security and housekeeping rules in effect at that time and place. The Union acknowledges that the Agency assumes no responsibility for the safety or security of the ballot boxes.

Section 4. Photocopying

Except for internal Union business, the Union is authorized the use of Agency photocopying equipment for representational purposes, such use being subject to the Agency's need of the equipment for Agency work requirements. For more than *de minimis* tasks, the Union will supply its own paper.

Section 5. Use of Communication Equipment

- A. Upon reasonable advance request by the Union, the Agency will provide access to teleconference facilities, video conference facilities, video equipment (i.e., TV and DVD player), and other conferencing services routinely used in that work location. The Union will follow the same use procedures as all other users.
- B. Employee Union Officers or Stewards are authorized the use of the Agency's electronic mail system, telephones, scanners and facsimile machines to conduct Union representational activities. The Union's use of the Agency's communications systems and equipment will be solely for proper and legitimate representational Union purposes, and not for internal Union business. The Union acknowledges that the electronic mail system is administered by the Agency's Office of the Chief Information Officer (OCIO), and that its use is subject to OCIO security procedures and requirements and Office of Professional Responsibility investigations.

- C. The Agency will establish a bargaining unit group code for the Union's exclusive use and the Union will designate up to two points of contact who will be responsible for electronic communication using the group code and for coordination with the Agency's Employee and Labor Relations (E&LR) Director, or designee, regarding concerns that may arise. The group code will be updated quarterly at a minimum.
- D. The Union's use of Agency communication facilities and services identified above is subject to the Agency's work requirements.
- E. The Agency will not interfere with the reasonable access of the Union to the Agency's internal electronic mail system and facsimile transmission equipment and will not inquire into the content of Union communications. The Agency will make no effort to gain purposeful knowledge of the content of such communications.
- F. As described more fully in Article 9, notices, proposals, and correspondence related to representational matters may be transmitted by e-mail with electronic read receipt requested, where service is applicable. Electronic read receipt by one designee will constitute proof of service. Documents transmitted by e-mail will be sent to all of a Party's designees, not to exceed four government email addressees by each Party. The Parties' designees will ensure their electronic read receipt is enabled and, where requested, will acknowledge receipt promptly. In the alternative, certified mail or personal delivery will constitute formal service. Facsimile transmission may be used only when the receiving Party expressly consents to such means in regard to a particular document.

Section 6. Computer Resources and Reference Materials

- A. Access to the Agency's administrative manuals, memoranda, procedures, etc., shall be available through the Agency Internet, Agency Sharepoint site, Intranet or internal regulation distribution.
- B. The ordinarily available attorney on-line research tools, including Westlaw, may be used by the Union for representational purposes provided there is no additional cost to the Agency.
- C. Wherever the Agency maintains print or any electronic reference material (for example, Interpreter Releases, Broida Law & Practice, CCH), this material will be made accessible for shared use provided there is no additional cost to the Agency.

Section 7. Mail

- A. Consistent with postal regulations, the Union shall have *de minimis* use of Agency metered mail for correspondence with the E&LR Director and other appropriate Agency officials (to include a copy to the E&LR Director, or designee) regarding labor relations representational matters. This, however, does not permit the Union to use other types of mail services such as express, overnight, registered, or certified mail, at Agency expense. The Union may deposit mail relating to representational matters for pick up by the Agency's contract commercial

delivery service (e.g., FedEx, DHL, UPS) if such use does not result in any cost to the Agency.

- B. The Union shall have use of existing local internal mail for labor relations representational matters, other than mass mailings. However, this does not obligate the Agency to maintain any internal mail delivery system.

Section 8. Orientation

A Union Representative, who is in duty status, will be allowed to provide a 15-minute orientation to each new employee/transferee. The Union Representative will cover only the labor relations law, the provisions of this Agreement, and Union/Management matters. No recruiting or other internal Union business may be conducted during the orientation. If there is no Union Representative at the same site as the effected new employee/transferee, the Union President or designee, can communicate with the new employee/transferee.

Section 9. Personnel Roster and Telephone Directory

- A. On a monthly basis, the Agency will provide the Union President and Treasurer a listing of all bargaining unit members in the Office of the Principal Legal Advisor, including employee names and duty stations, and identifying separations and transfers occurring during the month.
- B. On a semiannual basis, the Agency will provide the Union President and Treasurer a listing of all bargaining unit members, including names and duty stations and identifying new employees during the previous six months.
- C. The Agency will include a separate page listing in the attorney telephone directories of the following: the names, office locations and addresses, and office telephone numbers of all Officers and Stewards of the Union. The Union will provide a listing of Union Representatives on a regular and timely basis.

Section 10. Notice in Changes of Bargaining Unit Status

- A. When the Agency makes a determination that a position/employee is no longer part of the bargaining unit based on a work assignment, the Agency will provide the Union President and Treasurer written notice, including the employee's name and location, and the reason for the exclusion in order to provide the Union with a timely opportunity to contest such determination. The Agency and the Union may agree that a change in duties may exempt a position/employee from the bargaining unit. Such notice does not apply when an employee is promoted or reassigned to a supervisory position.
- B. When the Agency determines that an employee is no longer excluded from the bargaining unit, the Agency will provide the Union President and Treasurer written notice, including the employee's name and location; and a Union Representative will be provided 15 minutes to communicate with that employee.

Section 11. Union Office Space and Technology

- A. Union Officers and Stewards on official time status will have use of their private government office space for their representational duties and will be provided lockable storage space. The Union Officer or Steward will also be permitted to maintain the same seniority status for office selections.
- B. For a Union Officer who qualifies for at least 50% official time status, the Agency will provide a BlackBerry, laptop computer (with wireless connection and VPN token), printer, scanner, or other communication devices for use at the Officer's government office or other authorized location for representational purposes.
- C. The Union will be provided office space as needed at the Agency's headquarters building.

Section 12. Parking

When negotiating for parking for building facilities, the Agency will consider seeking employee parking at no or minimal expense to the employees. Employee safety is a mutual concern. When remote parking is the only option, the Parties agree that, upon request by the Union on a case-by-case basis, the Agency will endeavor to provide after-hours parking at adjacent Agency- or other government-controlled parking facilities providing that such after-hours parking does not result in additional costs to the Agency.

Section 13. Copies of the Collective Bargaining Agreement

The Union will be provided 125 hard copies of this collective bargaining agreement for distribution to Officers and Stewards. This collective bargaining agreement will also be made available electronically on the ICE intranet at http://intranet.ice.dhs.gov/hc/emp_lbr_rltns/. Contact ICEELR@dhs.gov for technical assistance

Section 14. Space Reallocation

Consistent with law and government-wide rules and regulations, the Agency will notify the Union of any non-*de minimis* space reallocation and will bargain with the Union, to the extent required by law and this Agreement. Space reallocation encompasses new acquisitions, relocations, expansions, consolidations or reductions of physical space that affect employee working conditions anywhere within the Agency.

ARTICLE 9

MID-TERM BARGAINING

Section 1. General Provisions

- A. The purpose of this Article is to prescribe the circumstances and procedures under which the Agency and the Union shall engage in negotiations during the term of this Agreement. The Article shall be administered in accordance with 5 U.S.C. Chapter 71 and this Agreement.
- B. The Parties will engage in mid-term bargaining as provided in Sections 2. and 3. below and, otherwise, only by mutual agreement.
- C. The Parties recognize that from time-to-time during the life of the Agreement, the need will arise for the Agency to introduce and/or modify existing Agency personnel policies, practices, and/or working conditions not covered by this Agreement or to exercise its statutory management rights in a manner that affects conditions of employment.
- D. In applying the provisions of this Article:
 - 1. Any time limit may be extended by mutual agreement.
 - 2. “Day” means calendar day unless otherwise specified.
 - 3. Whenever the last day by which an action must be accomplished falls on a weekend, Federal holiday or other day when the Agency’s office is closed, the last day for action will be the next day that the office is open.
- E. In this Article, as elsewhere in this Agreement, the Parties use terms of art developed through the precedent and regulations of third parties charged with administering the Civil Service Reform Act of 1978 (e.g., FLRA, MSPB, OPM). These terms of art include, but are not limited to, “the necessary functioning of the agency” and “covered by.” It is the intent of the Parties that where terms of art are used in this Agreement, they are to be interpreted in a manner consistent with the precedent and regulations of those third parties at the time this Agreement is negotiated.
- F. The Parties are committed to the use of pre-decisional involvement (PDI) to allow the Parties a reasonable period of time to make efforts to resolve issues through a consultative and cooperative approach. However, PDI is not mandatory. If the Parties are unable to reach agreement through PDI or in circumstances where PDI has not been used, bargaining may occur in accordance with this Article.
- G. Nothing in this Agreement shall be deemed to waive either Party’s statutory right unless such waiver is clear and unmistakable.

H. Post-Implementation Bargaining. Effective management of ICE and its resources is a mutual concern. On some occasions, the necessary functioning of the Agency may require implementation prior to bargaining. On those occasions, the Union retains the right to demand post-implementation bargaining.

Section 2. Agency Initiated Changes

A. Notice and Opportunity to Bargain. To the extent provided by law and this Agreement, the Union shall be given notice and an opportunity to bargain over Agency initiated changes in matters affecting conditions of employment of bargaining unit employees. Any condition of employment covered by this Agreement may not be changed except as permitted by law. The Agency shall serve its notice of the proposed change upon the President of Local 511, or designee.

B. Content of Notice. The notice will, at a minimum, contain the following information:

1. A description of the proposed change and the scope;
2. The Agency's plans for implementing the change;
3. Information that is relevant and necessary for the Union to understand the change; and
4. The proposed implementation date, which normally will be not less than 30 days after the date of the notice.

C. Union Response to Notice of Proposed Change

1. Request for Briefing. Within seven days after receipt of the notice of proposed change and any supporting documentation, as provided in subsection B., above, the President of Local 511, or designee, shall inform the E&LR Director, or designee, whether the Union requests a briefing on the change and, if so, identify the issues the Agency should address. The E&LR Director, or designee, will determine the manner, nature and extent of the briefing.
2. Request for Additional Information. Within 14 days after receipt of the notice of proposed change or within seven days after the briefing if a briefing is conducted, the Union may request additional information, in accordance with 5 U.S.C. § 7114(b)(4).
3. Demand to Bargain. The Union will submit any demand to bargain and its bargaining proposals not later than:
 - a. Fourteen days after receipt of the Agency's response to the § 7114(b)(4) information request;
 - b. Twenty-one days after the briefing, if no § 7114(b)(4) information request is made; or

- c. Thirty days after receipt of the notice of proposed change, if the Union neither requests a briefing nor makes a § 7114(b)(4) information request.

Section 3. Union-Initiated Mid-Term Bargaining

- A. In addition to bargaining pursuant to Section 2., above, the Union can propose up to two new Articles at the middle of the original term of this Agreement to address matters that are substantively negotiable (i.e., to exclude matters affecting reserved management rights or permissive subjects of bargaining), that are not already covered by the specific provisions of this Agreement, by the bargaining leading to this Agreement, or by bargaining under Section 2. of this Article.
- B. To exercise this right, the Union will serve notice, including the Union's proposal(s), on the ICE Director of Employee and Labor Relations (E&LR Director), or designee, during the 30 day period preceding the midterm anniversary date.
- C. The Agency will respond to the Union's notice within 30 days of receipt of the proposal(s).
- D. Negotiations shall be conducted in accordance with the Ground Rules provided in Section 5., below.
- E. The Union's proposal will not be implemented except by agreement of the Parties or as directed consequent to statutory impasse resolution procedures.

Section 4. Service of Notices and Demands

- A. Service of all notices, requests, demands or documents provided for under this Article shall be accomplished by personal delivery, certified mail, or electronic mail. As applicable, time limits shall begin to run on the day after the date of the receipt of the document that triggers the particular time limit. Electronic read receipt will constitute proof of service. Each Party may designate up to four recipients. Documents transmitted by e-mail will be sent to each Party's designees at their government e-mail address. The Parties' designees will ensure their electronic read receipt is enabled and, where requested, will acknowledge receipt promptly. Facsimile transmission may be used only when the receiving Party expressly consents to such means in regard to a particular document. The Parties will act in good faith in receipting for documents and will not attempt to evade the service of documents upon them.
- B. When service is by e-mail, the subject line of the e-mail shall put the addressee on notice that an identified document is being served, e.g., "Agency Notice of Proposed Change," or "Union Request for Information under § 7114(b)(4)."

Section 5. Ground Rules

- A. Commencing Negotiations. If the Parties are unable to reach agreement on the proposed changes during the procedures provided in Section 1.E. or, as applicable, Section 2. or 3., negotiations will commence as expeditiously as possible.
1. Mid-term bargaining negotiations may be conducted by telephone, videoconference, or in person and unless otherwise agreed shall begin at 9:00 a.m. Eastern Time, on the second Tuesday following the date a demand to bargain is received by the Agency under Section 2., or, if applicable, the Agency's response is received by the Union under Section 3.C.
 2. When the Agency-provided travel fund under Article 7, Section 7.D. has been exhausted, negotiations will be conducted by telephone or videoconference, unless the Union elects to fund its own travel expenses for its Representatives.
- B. Duty to Bargain in Good Faith. The duties of the Parties to negotiate in good faith under this Article shall include the following obligations:
1. Resolve to Reach Agreement. To approach the negotiations with sincere resolve to reach agreement;
 2. Duly Authorized Representative. To be represented by duly authorized representatives prepared to discuss and negotiate on the subjects authorized by this Article; and
 3. Reasonable Times. To meet at reasonable times, as frequently as may be necessary, and to avoid unnecessary delay.
- C. Chief Negotiators. Each Party shall be represented at the negotiations at all times by one duly authorized Chief Negotiator or an Alternate Chief Negotiator who may act in the absence of the Chief Negotiator. The Chief Negotiators will be prepared and authorized to reach agreement on all matters subject to negotiations and to sign off on agreements for their respective Party.
- D. Bargaining Teams
1. The Union will name up to two Representatives as its bargaining team; or if the Agency has more than two representatives, an equal number as the Agency.
 - a. When Agency travel authorizations will be required for Union team members, the Union will inform the Agency of those employees at the earliest practicable date prior to the first date of travel for each negotiating session, and will provide all information the Agency needs for issuance of each employee's travel authorization.
 - b. With supervisory approval, the Union Representative may choose to travel outside the regular duty hours for the convenience of the employee or the benefit of the Government based on such factors as cost and time away from the duty station. The

maximum reimbursement for per diem/subsistence will be limited to that which would have been allowed had the employee traveled during regular duty hours.

2. The Chief Negotiators will inform each other of the members of their bargaining teams and alternates before the date bargaining is scheduled to begin and will give advance notice of any changes thereafter. The name, title, location, e-mail address, and telephone number of each team member will be provided.
3. Each Party may designate alternates, who will participate in the negotiations in the absence of any other team member.

E. Bargaining Procedures

1. The starting date and the daily schedule for negotiations will be established by the Chief Negotiators.
2. No official transcript or electronic recordings will be made during the negotiations; however, each Party may designate a note taker to keep notes and records during the session(s).
3. Either Party may call a caucus at any time. Caucuses will not exceed 60 minutes except by agreement of the Chief Negotiators. A Party may call no more than two caucuses in a day except by agreement of the Chief Negotiators.
4. The Parties will strive to conduct negotiations as expeditiously as possible and will avoid unnecessary delays. If a break in negotiations is necessary, the Chief Negotiators will agree on a time and date to resume prior to any recess.
5. The Chief Negotiators may, through mutual agreement, permit subject matter experts to attend the negotiating sessions for the purpose of presenting information that will help the Parties to resolve issues. The expert will leave the negotiating session as soon as the presentation to the negotiating teams is finished, unless otherwise agreed.
6. All proposals and counterproposals will be provided in electronic format and, if applicable, in hard copy. Proposals and counterproposals will be identified as either Union or Agency, and numbered successively. As each proposal or counterproposal is taken up, the Party offering that proposal or counterproposal will explain it, and will, at a minimum, provide the meaning and objectives of the proposed language. There will be ample opportunity for questions and answers, additional information, and other discussion. The Parties will follow this procedure in a good-faith effort to reach agreement.
7. Both Parties will strive to make the language in the agreement as clear, simple, and understandable as possible.

8. When agreement is reached, the Chief Negotiators will sign and date two copies of the agreement (e.g., Memorandum of Agreement) and each Chief Negotiator will retain a copy.

F. Facilities and Equipment

1. When negotiations are conducted in person, they will be held in a suitable meeting room arranged for by the Agency at ICE Headquarters or other mutually agreed upon site. Where practicable, the Agency will furnish the Union negotiating team with a caucus room, such as a conference room or other private meeting space which is in close proximity to the negotiation room. Where providing a separate caucus room is not practicable, the Union will be provided the negotiations room as its caucus room.
2. When negotiations are conducted at ICE Headquarters, the Agency will provide the Union bargaining team with customary and routine office equipment, supplies, and services, including but not limited to at least one computer hard-wired with Internet access, telephone(s) other than a conference phone, desks and/or tables and chairs, office supplies, and access to at least one dedicated printer, one dedicated scanner and one photocopier.
3. Whether negotiations are conducted in person or by telephone or videoconferencing, Union bargaining team members who are ICE employees may use their Agency-issued office equipment and available local ICE office equipment and supplies.

G. Issues of Negotiability and Duty to Bargain

1. If either Party alleges that it is not obligated to negotiate on a particular proposal, the Parties will make a reasonable effort to resolve their differences. If the Parties are not able to do so, each Party is free to take appropriate action. For example, either Party may request, in writing, a written declaration of non-negotiability/no-duty-to-bargain, in which event the other Party will provide a written statement explaining the basis of its non-negotiable allegation. The written statement will be provided within 10 days of the other Party's written request.
2. If the Union files a negotiability appeal with the FLRA, and the Agency withdraws its allegation of non-negotiability or the Union proposal or a portion of the proposal is ruled negotiable before a final agreement has been reached, the Parties will commence negotiations on the proposal or portion of the proposal within 30 days of the final disposition of the negotiability appeal. Agreed upon provisions will be incorporated into the Agreement.
3. A pending negotiability appeal will not delay a final agreement. The Parties will make every attempt to reach agreement on all other provisions and will initial/sign the agreement once that agreement is reached.

4. If the Agency files an unfair labor practice charge over a Union allegation that it has no duty to bargain over a particular proposal, and the Union withdraws its allegation or a dispositive ruling becomes final that there is a duty to bargain over the Agency proposal or a portion of the proposal before a final agreement has been reached, the Parties will commence negotiations on the proposal or portion of the proposal within 30 days of the ruling becoming final. Agreed upon provisions will be incorporated into the Agreement.
 5. A pending unfair labor practice charge filed by the Agency over a Union declaration that it has no duty to bargain over an Agency proposal will not delay a final agreement. The Parties will make every attempt to reach agreement on all other provisions of the Agreement and will initial/sign the Agreement once that agreement is reached.
- I. Impasses. Impasses in mid-term bargaining negotiations will be resolved in accord with the following:
1. Impasse During Negotiation. During mid-term negotiations, when it has been determined that an impasse has been reached, the item shall be set aside. After all negotiable items on which agreement can be reached have been disposed of, the Parties shall once more attempt to resolve any existing impasse item.
 2. Mediation. If such consideration does not result in the resolution of the impasse, the assistance of the Federal Mediation and Conciliation Service may be requested by either of the Parties.
 3. Referral to Impasses Panel. Any impasse which remains unresolved following mediation may be referred to the Federal Service Impasses Panel in accordance with 5 U.S.C. § 7119(b).
 4. Agreements Allowed. The procedure described above shall not preclude the Parties from agreeing on any issues or from entering into complete agreement with the assistance of the Mediator or the Panel.
- J. Agency Head or Designee Review and Effective Date
1. The agreement will go into effect on the earlier of the date it is approved by the Agency Head or designee or 30 days after it is executed, in accordance with law.
 2. If the Agency Head, or designee, disapproves the agreement, the Agency's Chief Negotiator will notify the Union's Chief Negotiator immediately, including which particular provisions were found to be contrary to law, rule or regulation, as well as the particular law, rule or regulation that the Agency Head, or designee, claims was violated. The Chief Negotiators will then set a date promptly to resume negotiations within 30 days, in an effort to reach agreement. If negotiations are resumed, the Agency will provide an explanation in order to expedite and facilitate clarifications or changes the Parties may make to resolve the disapproval. In the alternative, the Union may decline further negotiations and instead take appropriate legal action, including submitting the

disputed issues to the Federal Labor Relations Authority and/or the appropriate court, as provided by law. Upon a final disposition that a disapproved provision is within the scope of bargaining, the provision shall automatically become part of the agreement and go into effect immediately.

ARTICLE 10

NOTICE TO EMPLOYEES

Section 1. Notice of Union Officers

The annual notice of employees' right to request Union representation in investigative interviews, provided in Article 25 of this Agreement, will also inform employees that "AFGE, through Local 511, represents the bargaining unit of ICE professional employees in all labor-management matters. The Collective Bargaining Agreement is available online through the ICE Office of Human Capital website on the ICE Intranet at http://intranet.ice.dhs.gov/hc/emp_lbr_rltns/labor_rltns/.

Section 2. New Employees/Transferees

- A. All new bargaining unit employees will be informed in writing by the Agency that the Union is the exclusive representative of employees in the unit.
- B. During the in-processing of new or transferring bargaining unit employees, the Agency will inform the employees in writing (1) of the names, email addresses and telephone numbers of the local Stewards and national Officers (consistent with the information the Union has provided in writing to the Agency); (2) that this Agreement is available in electronic format and the location of the internet address to find the Agreement; and (3) that the Union will be provided an opportunity to give a 15-minute orientation pursuant to Article 8, Section 8. Upon request by the Union President, the Agency will confirm that it has provided this information.
- C. The Agency will also advise each new bargaining unit employee of the employee's right, freely and without fear of penalty or reprisal, to form, join and assist a labor organization or refrain there from.
- D. The Union will be invited, at its expense, to attend each offering of the NAT (New Attorney Training) course conducted by the Agency and will be introduced to the course participants. The Union may invite the NAT course participants to remain after training hours for a presentation or reception.

Section 3. Copy of Notice for Union Representative

- A. An employee who receives a personally addressed notice, proposal or correspondence from the Agency concerning:
 - 1. An adverse action;
 - 2. A disciplinary action;

4. Denial of a within-grade salary increase;
5. A fitness for duty examination; or
6. An involuntary reassignment or transfer;

shall receive an additional copy, which states at the top of the first page, "This copy may at your option be furnished to your Union Representative."

Section 4. Leave and Earnings Statements

Each employee will be furnished, on a biweekly basis, a National Finance Center payroll earnings statement showing the employee's total cumulative earnings and total cumulative deductions from the first yearly pay period in each standard category. The statement shall also contain annual leave and sick leave balances.

Section 5. Work Place Injuries

The Agency will provide an employee who is injured while in a duty status with a copy of the brochure entitled, "When Injured at Work," within a reasonable time after the filing of an official accident or injury report, with no more than two copies to be sent to an individual in one year.

ARTICLE 11

TRAINING AND DEVELOPMENT

Section 1. General

- A. Training and development of employees is important to ensure maintenance of a knowledgeable, skilled, and able workforce necessary for effective accomplishment of the Agency mission.
- B. Employees are encouraged to take advantage of training and educational opportunities that will enhance skills and qualifications needed in order to increase efficiency in the performance of assigned duties and to pursue career development interests. Such opportunities may include: trial advocacy/legal writing, auditing/accounting, library science, health sciences, architecture, and engineering courses. Employees also are encouraged to pursue career interests through self-education, self-development and self-training.
- C. Where the employee is attending job-related training approved by the Agency, the employee will be in a duty status during periods of time the employee is attending training and would otherwise be on duty. Upon request, the employee may be given an in lieu of AWS day off, so long as it can be done within the same pay period, when training takes place on the employee's assigned AWS day.
- D. The Agency will maintain training records as required by law and regulation.
- E. The selection for training will be free from prohibited personnel practices.

Section 2. Mandatory Training

- A. Mandatory training is training that the Agency determines is necessary for employment with the Agency or for the performance of assigned duties.
- B. When an employee is performing specialized duties as of the effective date of this Agreement or has been selected to perform specialized duties in accordance with Article 14 Temporary and Special Assignments, the Agency may assign the employee to attend the specialized mandatory training without regard to the selection process identified in Section 3., below.
- C. The Agency shall provide reasonable advance notice, normally by electronic mail, of mandatory training and reasonable duty time to complete the training.
- D. When an employee cannot attend or complete mandatory training due to unforeseen or exigent circumstances, the employee may submit a request for temporary deferral of the mandatory training. The employee must state the reason in sufficient detail to allow the Agency to make an informed and timely decision on the request for deferral. This provision is not intended to be used to request deferral of mandatory training provided through Virtual

University or other on-line training for which an employee has been given at least 30 days advance notice of the required completion date.

Section 3. Elective Training

A. Elective training may include training for human rights law, national security law, customs law, GEMS, worksite enforcement law, etc.

B. Definitions

1. Justified, legitimate reasons. Justified, legitimate reasons include such matters as mission needs, specific office conditions, direct and indirect costs, prior training attended, recent conduct deficiency that bears on an employee's attendance at training, performance issue, placement on a performance improvement plan, and workload.
2. Seniority. For attorneys, seniority is time as an Agency (including legacy INS, U.S. Customs Service, and General Services Administration) attorney. For all other bargaining unit employees, seniority is service computation date.

C. Selection Process. Absent a justified, legitimate reason, the Agency will use the following method for making employee selection for all elective, government-funded training:

1. Announce training opportunities to all eligible employees. The announcement will be by electronic mail.
2. Solicit volunteers.
3. Select on the basis of a fair and impartial seniority rotation process as determined on a local level.
4. When training is necessary for the performance of specific or specialized job assignments, initial selection(s) may be based on assignment of duties. If spaces remain thereafter, the Agency shall make selections on a rotational basis based on seniority.
5. Prior selection for training will not preclude an employee from selection for an unfilled training opportunity.
6. Upon request, the basis for disapproval of a request to attend Elective Training will be explained in writing to the employee.

Section 4. Continuing Education Required to Maintain Professional Licensure

Where possible to do so without incurring additional costs, the Agency shall provide continuing education training opportunities to all attorneys and non-attorney professionals who are required to complete continuing education for maintenance of their professional licenses (e.g., West Legal

Ed, in-house training). Such continuing education opportunities will be related to an employee's work with the Agency.

Section 5. Employee Initiated Training

- A. An employee may submit request(s) to the immediate supervisor for job-related training and/or career development opportunities.
- B. Training provided by non-governmental vendors or other entities (e.g., State or County Bar Associations, law schools, or professional associations) may be considered when available Agency or other government-sponsored training programs do not meet identified needs for knowledge, skills, and abilities bearing directly upon the performance of official duties.
- C. The training described in this Section may be approved under the following circumstances:
 - 1. The training has been applied for and approved in advance;
 - 2. Reasonable inquiry has failed to disclose the availability of a suitable and adequate program elsewhere in government;
 - 3. Funds are available to pay for the training program;
 - 4. The course is not being taken solely for the purpose of obtaining a degree; and
 - 5. The approval of such training will not create undue interference with operational requirements or an imbalance in staffing patterns.

Section 6. Reassignment Training

When an employee is reassigned on the basis of management need or position abolishment, sufficient training as determined by the Agency will be provided to the employee to enable him or her to perform the duties of the new position. The employee will be given a reasonable time to become proficient in the new position.

Section 7. New Technology Training

With the introduction of new technology, the Agency will provide appropriate basic training. Upon request, the Agency may provide additional training to employees affected by the introduction of such new technology.

Section 8. Training Recommendations

The Union may submit recommendations to the Agency concerning employee training needs and programs at any time.

Section 9. Labor-Management Relations Training for Union Officers or Stewards

A. General

1. On an annual basis, up to 15 Union Representatives, i.e., Officers or Stewards for the Union, will be granted official time to attend approved labor-management relations (LMR) training courses/conferences that are of mutual benefit to the Parties. These courses/conferences will cover topics such as contract administration, grievance handling and information relating to Federal personnel/labor relations laws, regulations, and procedures.
2. Union Representatives attending an approved LMR training course/conference pursuant to paragraph 1. will be on official time during such time they are attending training and would otherwise be in a duty status.
3. Union Representatives referred to in paragraph 1. will be authorized official time for travel to the approved training course/conference during such time they would otherwise be in a duty status. Consistent with 5 CFR § 550.1403 (definition of *Travel*), time spent traveling in connection with Union activities cannot be used to accrue compensatory time off. Training which relates to internal Union business will not be conducted or attended on official time.
4. The President of the Union or designee will submit requests to the Agency's Director of Employee and Labor Relations, or designee, for Union Representatives to attend the LMR training under this subsection. The Union will make such requests reasonably in advance of the scheduled training and the Agency will approve or disapprove such requests within a reasonable time.
5. Union Representatives may from time to time be presented with the opportunity to take advantage of last minute or standby training slots, or the need for substitution of one Union Representative for another at a training course/conference when the person originally approved for official time to attend the training course/conference experiences a problem preventing attendance as planned. Upon reasonable request by the Union to the appropriate Agency official, the Agency will act upon the request as soon as practicable and will immediately notify the Union of its decision.

B. Official Time to Travel to Attend Training at the Union's Annual Meeting

Where LMR Training that is of mutual benefit to the Parties will be held in conjunction with the Union's annual meeting, up to 30 Union Representatives will be granted official time to travel to that training before the beginning of the annual meeting during such time they would otherwise be in a duty status. Consistent with 5 CFR § 550.1403 (definition of *Travel*), time spent traveling in connection with Union activities cannot be used to accrue compensatory time off.

C. Collective Bargaining Agreement Training

1. In addition to what is provided in Subsection A.1., above, the Union will be authorized up to eight hours of official time each for up to 30 Union Representatives to attend training that the Union will provide on this Agreement. The Union will use the Agency's video facilities for this training. Representatives will use the facilities at their office or at the nearest Agency office with that capability if their office does not have the necessary equipment. The Agency will pay necessary travel expenses if a Representative has to go to another office.
2. Union Representatives presenting the training will be authorized 50 hours per trainer for up to three trainers to prepare and present the training on this Agreement. Trainers will also conduct the training by video.
3. This training will occur during the first year the Agreement is in effect.
4. The Union will coordinate the scheduling of this training with the Agency's Director of Employee and Labor Relations, or designee.
5. The Agency will reimburse the Union up to \$500.00 for printing and materials costs associated with this training. The Union will provide the Agency with receipts for any expenditures for which the Union requests reimbursement and will provide the Agency with a copy of any materials used in the training.

ARTICLE 12

HEALTH AND SAFETY

Section 1. Safe and Healthful Working Conditions

The Agency will provide safe and healthful working conditions, taking into account the mission of the Agency and the inherent hazards of the job performed. The Parties shall be governed by the Health and Safety Regulations contained in the Agency's directives and this Agreement. The appropriate management official in the bargaining unit chain-of-command will request the participation of a Union Representative on any national or regional level safety and health committee.

Section 2. Reporting of Unsafe Conditions

- A. The Union will encourage employees to observe all safety rules and use all equipment and safeguards provided. In the course of performing their normally assigned work employees will be alert to observe unsafe practices and conditions. Any employee, who believes that an unsafe or unhealthy working condition exists in any workplace should report such condition to the appropriate supervisor, the facility director, the appropriate Health and Safety official, and the Union.
- B. In the case of a threat to life or danger of serious physical harm, the employee shall report the situation to the supervisor as soon as possible.
- C. When an employee reasonably believes that his life may be in imminent danger, the employee shall immediately desist in performing his duties and evacuate the premises to safety. The employee will notify the supervisor as soon as possible and provide an explanation.
- D. When an employee believes he is working under conditions that are unsafe or unhealthy beyond normal hazards inherent in the operation in question, he shall refer the matter to his supervisor. The supervisor will make an evaluation of the working condition and advise the employee that the work either be continued or stopped. If requested by the Union, the supervisor will provide the rationale for the decision in writing.
- E. In the case of an immediate threat to life or danger of physical harm, the Agency shall take all reasonable steps to ensure the protection and safety of employees, including, if necessary, the relocation of the employees to relative safety or detail to another office. An on-site Union Representative will be notified of any action. If there is no on-site Union Representative, the Agency will notify the Union President, Executive Vice President, or other Board Member.
- F. When the Agency receives a report that a dangerous, unhealthy or potentially dangerous or unhealthy condition is present at a particular work site, the Agency shall immediately notify a Union Representative of the alleged dangerous or unhealthy condition. If there is no on site

Union Representative, the Agency will notify the Union President, Executive Vice President, or other Board member.

- G. In these circumstances, where the Agency has been asked in writing by a Union Representative for information regarding any such condition, the Agency will acknowledge such inquiry within 24 hours of receipt and will provide a full and complete written report responding to the Union's inquiry as soon as practicable.

Section 3. Unsafe Condition Move

In the event of a relocation of an office that involves the safety or health of employees, the Union will be notified (in accordance with Article 9 Mid-Term Bargaining of this Agreement) in advance of such a move.

Section 4. Assistance for Handicapped Employees

The Agency will develop procedures to assure that all handicapped employees are provided appropriate assistance to evacuate buildings in case of emergencies.

Section 5. TB Screening

When an employee or the Agency believes that the employee has been exposed to a person with active tuberculosis while in an official capacity, the Agency will refer the employee for a voluntary tuberculosis screening.

Section 6. Temperature and Humidity

- A. The Agency shall take reasonable steps to ensure a safe and healthful working environment, including reasonable temperature and humidity levels, appropriate physical surroundings, and reasonable space and equipment necessary to carry out official responsibilities.
- B. During available hours of duty, when the indoor temperature falls below 55 degrees or rises above 80 degrees, the Agency will take immediate and all appropriate action to bring temperature within those parameters. The Agency will initiate measures to reduce the risk to employees by making reasonable efforts to first accommodate employees and then consider placing them on administrative leave. This only applies to Agency owned or leased space.

Section 7. Environmental Safety

- A. When the Agency conducts OSHA inspections, the Union will be afforded the opportunity to accompany the inspector in these inspections. Health and safety hazards discovered in these inspections shall be corrected as expeditiously as possible in accordance with federal requirements.
- B. The Agency will ensure that employees who are working in offices or facilities with identified health or safety hazards (i.e., beyond normal hazards inherent in the operation in question) are made aware of such hazards, informed of safe and healthful work practices and

educated in the appropriate use of those practices. Notice will be posted in a conspicuous location or where general notices are posted.

- C. Appropriate abatement procedures will be conducted pursuant to federal requirements when it is determined by a competent authority that the office and/or facility is determined to be unsafe or unhealthy.
- D. The Agency will notify the Union prior to initiating procedures for asbestos removal.
- E. The Agency will notify the Union at such time as it determines the need for an abatement action. Asbestos abatement plans may include the discontinuance of work or the shifting of the employee work location. To the extent required by law, the Agency will meet its bargaining obligation.
- F. If air sampling indicates that the airborne concentration of asbestos fibers exceeds regulatory levels, the Agency will notify the exposed employees in writing within one day after discovery of the excessive asbestos concentration.

Section 8. Work Related Injuries

- A. Reporting. Employees shall report all work-related injuries to their supervisor. The Agency will take appropriate action to ensure that:
 - 1. The employee has the opportunity to report to the Employee Health Physician or his or her personal physician for treatment, completion of reports, etc.;
 - 2. Within a reasonable time period after the injury, arrange to have the employee counseled by trained personnel as to the right to file for compensation benefits and benefits payable;
 - 3. The employee is assisted, if necessary, in preparing forms and documents for submission to the Office of Workers' Compensation Programs (OWCP), and that employees will be informed of their rights under the Federal Employees' Compensation Act, as amended; and
 - 4. All forms received from the employee are timely processed and promptly forwarded to OWCP.
- B. Return to Duty After Work Related Injury. An employee who has sustained a work-related injury or illness may be required to perform duties to the extent and within the limits prescribed by the treating physician or the Employee Health Physician. In the event that limited duty is not available, the employee will be placed on continuation of pay, if determined eligible by OWCP, or placed in an appropriate leave status. The Union may suggest limited duty opportunities. At an employee's request, the Union may represent the employee at any stage of this procedure.

- C. Re-Crediting Leave. If an employee has been charged for sick or annual leave when he or she is deemed to have been eligible for injury compensation benefits instead, the employee may repay, in lump sum or by any other plan acceptable to his or her payroll office, the amount collected while on annual or sick leave and have his or her annual or sick balances credited accordingly, so that he or she may qualify for injury compensation.

Section 9. Toxic Chemicals and Biomedical Hazards

- A. When the Agency knows or has a reasonable belief that chemicals generally recognized as hazardous will be or have been used in areas where employees work, the Union will be notified as well as affected employees. If there is no on-site Union Representative, the Agency will notify the Union President, Executive Vice President or other Board member.
- B. The Agency will notify employees and the Union, as soon as practicable, of known workplace biomedical hazards such as TB quarantine and chickenpox outbreaks. If there is no on-site Union Representative, the Agency will notify the Union President, Executive Vice President or other Board member.
- C. Where the Agency knows of any commercial or large-scale application of pesticides, the Agency will notify employees and the Union/steward(s), at a minimum, 72 hours in advance of the application. Individuals with special health needs will advise their immediate supervisor and will be appropriately accommodated. If there is no on-site Union Representative, the Agency will notify the Union President, Executive Vice President or other Board member.

Section 10. Computer Injuries

The Agency will provide reasonable and appropriate accommodation for the medically documented computer-related work injury.

Section 11. Freedom from Reprisals

Employees shall be free from restraint, coercion, discrimination, or reprisal practiced as a result of an employee exercising any provision of this Article.

ARTICLE 13

TRAVEL

Section 1. General

- A. Employees shall be reimbursed for travel on official business in accordance with law and the Federal Travel Regulation (FTR) and interpretations thereof by the Comptroller General of the United States, interpretations of the Administrator, General Services Administration and in accordance with this Agreement.
- B. Any change in rates or reimbursements to Federal employees by law or regulation during the life of this Agreement will be adopted on the effective dates of the changes.

Section 2. Definitions

- A. Official station. Official station is defined as:
 - 1. the work location (such as headquarters office, field suboffice, etc.) to which an employee is assigned permanently, i.e., the employee's primary worksite; or
 - 2. an alternative work location to which the employee is temporarily assigned to report for duty that is within 50 miles of the permanently-assigned work location.
- B. Temporary duty location. Temporary duty location is defined as any job site that is not the employee's official station, but does not include an alternate duty site under Article 17 Telework Program. The definition of temporary duty location is applicable for determinations of mileage and other related travel expenses subject to reimbursement.
- C. Local travel. Local travel is defined as travel necessary to conduct official business within an employee's official station.

Section 3. Travel Status

- A. To the maximum extent practicable, the Agency and employees shall schedule the time to be spent by an employee in a travel status away from his or her official station within the regularly scheduled workweek of the employee.
- B. Subject to supervisory approval, where the Agency-designated travel day falls during non-duty hours, the employee may perform the travel during duty hours on the preceding work day in lieu of compensatory travel time. If an employee chooses to travel on a day or time other than that designated by the Agency, the maximum reimbursement for transportation costs will be limited to the lesser of (a) that which would have been reimbursed had the employee traveled on the day or at the time selected by the Agency, or (b) the actual transportation costs. The maximum reimbursement for per diem/subsistence will be limited to that which would have been allowed had the employee traveled on the day or at the time selected by the Agency.

- C. Time spent in a travel status away from the official station of any employee is not hours of employment unless it satisfies the criteria specified in governing law and regulations.
- D. In cases where employees are assigned away from their official station and the travel time is greater than their normal commuting time, the difference in time shall be considered travel in a duty status, in accordance with 5 CFR § 550.112(j)(2).
- E. Except as provided in the FTR, an employee will not be required to travel without a signed and approved Travel Authorization.

Section 4. Travel Expenses and Reimbursement

- A. Subject to Subsection C., below, it is the responsibility of employees to place themselves at and return from their official station at their own expense.
- B. After an employee is at his or her official station, the cost to the employee of any local travel required for official purposes shall be reimbursed by the Agency. In this regard, the employee will be reimbursed for authorized use of a privately owned (or leased) vehicle (POV) (including road and bridge tolls, ferry fares, and parking fees, as well as the authorized mileage rate for the distance traveled) or for public conveyance expenses incurred.
- C. An employee using a POV on an occasional basis for travel directly between home and a location within the official station described in Section 2.A.2., will be reimbursed any travel costs in excess of the normal round trip from home to the primary worksite (e.g., additional mileage, tolls and parking costs). This provision does not apply to an employee's commute pursuant to a predetermined rotational assignment or a detail (unless specified in the detail announcement).
- D. When the Agency determines that travel in connection with assignment to a temporary duty location must be performed by automobile, a Government vehicle is presumed to be the most advantageous method of transportation. If a Government vehicle is not available and the employee does not have a POV or use of the employee's POV is impracticable or would cause hardship, a rental vehicle may be authorized. An employee using a POV to travel from home to a temporary duty location and/or from a temporary duty location to his or her home will be reimbursed for all travel expenses authorized by the FTR.
- E. When the Agency determines that local travel must be performed by automobile, a Government vehicle is presumed to be the most advantageous method of transportation. If a Government vehicle is not available and the employee does not have a POV reasonably available for commuting to work, a rental vehicle may be authorized or other arrangements may be considered.

F. Per Diem

1. Employees shall be eligible for per diem or actual subsistence allowance when they travel to an assignment located outside their official station.
2. Employees will not receive per diem unless in a travel status for more than 12 hours.

G. Travel Advances

1. Travel or any extension thereof will, to the maximum extent possible, be authorized or ordered in advance in sufficient time for the employee to have in his or her possession a travel advance, if needed, prior to starting such travel.
2. Those employees who have a valid government credit card for travel purposes are to use such credit cards to obtain necessary and appropriate cash advances.

H. When an employee with a disability requires the assistance of an attendant or escort in connection with official travel, the transportation and per diem expenses of the attendant will be allowed as necessary expenses for the employee's travel. Further, in accordance with 41 CFR §§ 300-3.1, 301-13.2 and 301-13.3, the Agency may pay expenses it deems necessary to accommodate an employee with special needs that are clearly visible and discernable or that are substantiated in writing by a competent medical authority. Depending upon the circumstances and the employee's particular special need(s), additional allowable expenses may include, but are not be limited to, specialized transportation to, from, and/or at temporary duty locations; baggage handling costs that are the direct result of the employee's special need; transportation or rental of a wheelchair; and premium class common carrier accommodations when necessary to accommodate the employee's special need.

I. Government-owned or government-leased automobiles are to be used for official purposes only. Misuse of such vehicles subjects employees to penalties under 31 U.S.C. § 1349(b).

J. Use of a government-reimbursed rental vehicle.

1. Use of a government-reimbursed rental vehicle while on temporary duty is authorized only for official purposes, which means travel to/from:
 - a. places of official business;
 - b. places of official business and places of temporary lodging;
 - c. restaurants, drug stores, barber shops, places of worship, cleaning establishments, and similar places necessary for the sustenance, comfort or health of the employee, as reasonable under the circumstances to foster the continued efficient performance of Agency business; and
 - d. the car rental location and any of the above.

2. If an employee uses a government-reimbursed rental vehicle for personal, non-official travel-related purposes, such as entertainment, sightseeing, personal shopping, or transporting non-government employees, the employee is responsible for insurance and any additional cost or liability from use of the government-reimbursed rental vehicle.
- K. The Agency will provide employees required to travel as part of their official duties with necessary training on processing an authorization for official travel and filing a reimbursement claim for official travel. Employees needing additional training on these topics shall, upon request, receive such training from the Agency as soon as practicable.
- L. Employees who are assigned to training or duty away from their official station, and elect to check out of their temporary lodging establishment and return home during non-work days, will be reimbursed for round trip transportation not to exceed the amount that would have been reimbursed for the per diem had they remained at the training or duty location during the non-work days.

Section 5. Compensatory Time Off for Travel

- A. Employees may accrue compensatory time off for official travel pursuant to 5 CFR part 550, subpart N.
- B. Compensatory time off for travel is only available when an employee is required to travel away from the official station and the travel time is not otherwise compensable hours of work under other legal authority. Compensatory time off for travel may be earned in 15 minute increments. To the extent practicable, official travel shall be accomplished during an employee's normal duty hours.
- C. Procedure for Requesting and Taking Compensatory Time Off for Travel
 1. Prior to traveling on official business, an employee must submit to his or her supervisor a proposed travel itinerary via electronic mail. The itinerary must include: (a) the reason for the travel; (b) the proposed travel dates and times; (c) the proposed mode of travel; and (d) an estimate of the travel time during non-working hours. Employees proposing to travel during non-working hours should receive supervisory approval of their travel itinerary prior to departure.
 2. Within five workdays after returning from travel, if an employee was in travel status away from the employee's official station during non-work hours that are not otherwise compensable, the employee shall submit to his or her first line supervisor a request for compensatory time off for travel using the Compensatory Time Off for Travel Form (located at Appendix B of this Agreement). The request must include a copy of the employee's travel authorization and itinerary received from the contract travel agency, if applicable. After receiving supervisory approval on the form, employees shall ensure a Premium Pay Request is submitted through the Agency's system of reporting time and attendance (e.g., WebTA) in order to have the approved travel compensatory time off

credited to their leave account. The Premium Pay Type is “Compensatory Time Earned” and the Transaction Type is “Comp Time/Travel Earned.”

3. Compensatory time off may be taken in 15 minute increments. Requests to use compensatory time off will be submitted using the Agency’s system of reporting time and attendance (e.g., WebTA). If an employee fails to use the travel compensatory time off within 26 pay periods after it was credited, the employee forfeits it. An employee may not transfer payment for unused travel compensatory time off upon leaving ICE.

D. Employees may accrue travel compensatory time off in accordance with 5 CFR § 550.1406. Specifically, the following guidelines apply:

1. Travel outside scheduled hours of work between an employee’s home and a transportation terminal is considered creditable travel time only when the transportation terminal is outside the limits of the employee’s official station and only to the extent that such travel time exceeds the normal commuting time.
2. Travel time for travel involving more than one time zone shall be counted from the time zone of first departure.
3. An “extended” waiting period, i.e. an unusually long wait during which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes, is not considered time in a travel status.
4. For employees working a flexible work schedule, hours of travel during the “tour of duty” (as defined in Article 15) on any assigned or scheduled workday are considered compensable hours of work and not credited toward travel compensatory time off unless the employee has already fulfilled his or her basic work requirement.
5. Employees who elect to travel on a day or at a time other than that selected by the Agency only receive the lesser of (a) the estimated time in a travel status had the employee traveled at the time selected by the Agency, or (b) the employee’s actual time in a travel status.

ARTICLE 14

TEMPORARY AND SPECIAL ASSIGNMENTS

Section 1. Purpose

The Agency will equitably select employees for temporary and special assignments.

Section 2. Definitions

For the purposes of this Article, the following definitions apply:

A. Temporary Assignment. The change of an employee from one position, work location, or duty station for a fixed or limited period of time, upon the expiration of which the employee is expected to return to the original position, work location or duty station.

A temporary assignment may be in the form of either a:

1. Detail. Temporary assignment of an employee to a different work location or duty station or to a different position at the employee's current work location, without change of pay or grade, for a specified period, with the expectation that the employee will return to his or her former position at the end of the assignment; and
2. Temporary Promotion. Temporary assignment of an employee to a higher graded position or a supervisory/management position for more than 45 days with the expectation that the employee will return to his or her former position at the end of the assignment.

B. Special Assignment. The designation or assignment of an attorney to perform specialized duties for a fixed or indefinite period of time in the following specialties: HRLD, customs law, VAWA, federal litigation, juvenile law, worksite enforcement, and similar specializations that may exist or be created in the future. Special assignments also include special projects expected to last over 15 calendar days and comprise at least 25% of the employee's duty time. This also includes serving as an instructor for New Attorney Training.

C. Area of Consideration. The office or geographic area from which volunteers may be solicited.

D. Qualified. The employee meets the prescribed and published knowledge, skills, abilities (KSAs) and experience required for a particular temporary assignment.

E. Seniority. For attorneys, seniority is time as an Agency (including legacy INS, U.S. Customs Service, and General Services Administration) attorney. For all other bargaining unit employees, seniority is service computation date.

Section 3. Management Rights and Obligations

- A. The Agency retains the right to assign employees and shall exercise this authority under applicable law, appropriate regulations, and this Agreement. This includes the right to:
1. Determine the requisite knowledge, skills, and abilities (KSAs), experience, competencies and characteristics for both temporary and special assignments;
 2. Determine the area of consideration for a temporary assignment; and
 3. Select a qualified individual without issuing an announcement or seeking volunteers under the following circumstances:
 - a. an exigent need resulting from emergent or circumstances unanticipated by the Agency or program;
 - b. a temporary assignment relating to the knowledge, skills, training, experience, or job duties of a uniquely qualified employee;
 - c. a pre-determined rotational assignment; and
 - d. the temporary assignment of a Senior Attorney.
- B. The Agency will maintain an assignment process that is free of bias, favoritism, and prohibited personnel practices, and where applicable fully complies with the statutory merit system principles. Absent the circumstances in A.3., above, the Agency shall use volunteers before requiring employees to participate in a temporary assignment.
- C. The Agency shall provide notice of both temporary and special assignment opportunities as soon as practicable prior to the commencement of the assignment.
- D. Selections will be made on the basis of the advertised requirements and any other criteria in accordance with this Article.

Section 4. Competitive Service Employees: Temporary Assignments

Competitive service employee temporary assignments and promotions to higher graded positions will be processed under the applicable Agency merit promotion program.

Section 5. Process for Announced Assignments

- A. Announcements and Records. In its announcements of both temporary and special assignment opportunities the Agency will:
1. Use the electronic mail system to announce assignment opportunities to all eligible employees;

2. Identify the area of consideration; nature of the duties; KSAs and any required special experience, competencies and characteristics; location; duration; and grade level of the assignment in the announcement;
 3. Specify the open period for submission of volunteer interest forms in the announcement; (see Appendix C for Voluntary Assignment Request Form)
 4. Select the employee for the assignment in accordance with Subsections C. and D., below;
 5. Provide as much advance notice as possible to employees selected for an assignment;
 6. Announce the selectee by electronic mail within the area of consideration; and
 7. Copy the Union President or designee on all announcements and selections for both temporary and special assignments.
- B. The Agency shall maintain copies of all assignment applications for 60 days beyond the announcement of the selection. Upon request, such records will be made available for inspection by the Union consistent with law and regulations.

C. Voluntary Selection Procedures

1. After the close of the announcement, the Agency will consider the following:
 - a. the volunteer's written submission of the form in Appendix C Voluntary Assignment Request Form;
 - b. whether the volunteer possesses the requisite KSAs and other specified requirements;
 - c. the volunteer's reliability, trustworthiness and professionalism; and
 - d. the volunteer's current assignment and workload.
2. When specialized skills are required, the best-qualified volunteer may be selected. Where equally qualified candidates exist for a temporary or special assignment requiring specialized skills, the selection will be based upon seniority.
3. When specialized skills are not required and after consideration of subsection C.1., above, where all other factors are considered equal, the selection for a temporary or special assignment will be based upon seniority.
4. Selection for a prior voluntary temporary assignment does not automatically preclude selection for a subsequent voluntary temporary assignment. However, once an employee is selected for a voluntary temporary assignment, the Agency will not select the employee for a subsequent voluntary temporary assignment for a period of 36 months unless all

qualified and available applicants in the area of consideration also have served a voluntary assignment.

5. Selection for one special assignment does not automatically preclude selection for a subsequent special assignment.
6. An employee's prior involuntary, temporary assignment shall not exclude the employee from consideration and potential selection for a voluntary temporary assignment.
7. Upon request, the local program office shall provide a list of its bargaining unit members' entry on duty date or service computation date to the Union Representative.

D. Involuntary Temporary Assignments

1. The Agency will make reasonable efforts to limit the imposition of involuntary temporary assignments. When involuntary temporary assignments tasked to a particular program office create undue hardship for the office, the Agency may consider expanding the area of consideration to increase the pool of individuals from which involuntary assignees are selected.
2. In the event there are no qualified volunteers to an announced temporary assignment, the Agency will select an employee based on inverse seniority, the requisite KSAs and experience, involuntary temporary assignment history, and workload. With Agency approval, a qualified employee from the area of consideration may volunteer to fill in for an employee who has been selected for an involuntary temporary assignment. In such cases, the temporary assignment will count as neither a voluntary nor involuntary assignment for purpose of subsequent announcements.
3. Whenever practicable, once an employee serves an involuntary temporary assignment, the Agency will not select the employee for another involuntary temporary assignment until all qualified and available employees in the area of consideration also have served an involuntary assignment.
4. An employee may request an exemption from an involuntary temporary assignment. The exemption request shall be in writing and shall specify the reasons in sufficient detail to allow the Agency to make an informed and reasonable decision on the request. (See Appendix D for Temporary Assignment Exemption Request Form). The exemption from involuntary temporary assignments shall last for no more than six months at a time. Any medical information provided to support a request for an exemption from an involuntary temporary assignment will be treated confidentially and with appropriate recognition of the employee's (and/or family member's) right of privacy. Any medical or other confidential documentation provided to support a request will be returned to the employee or maintained in accordance with applicable law and regulation. This does not preclude the Union's right to information in accordance with applicable law and regulation.

5. Upon request, Union Executive Board Members (President, Executive Vice-President, Secretary, Treasurer, and up to two Regional Vice-Presidents) shall be exempt from involuntary temporary assignments.
6. Should the requirements of the Agency necessitate an employee being detailed to a lower graded position, this will in no way adversely affect the employee's salary, classification, overtime eligibility, or job standing.

Section 6. Extension of Temporary Assignments

Where there is a justifiable work load reason the Agency may extend a temporary assignment an additional 30 calendar days beyond the duration set forth in the announcement for the temporary assignment. If more time is necessary, the Agency shall advise the Union President in writing of the reason for the extension and the expected duration.

Section 7. Temporary Promotions

Temporary promotions shall not exceed 180 days.

ARTICLE 15

HOURS OF WORK

Section 1. Purpose

This Article shall be administered in accordance with Title 5, United States Code (“U.S.C.”), Chapter 61; Title 5, Code of Federal Regulations, part 610; and this Agreement. The purpose of this Article is to prescribe the policies covering hours of work for all employees in accordance with applicable law and regulation.

Section 2. Definitions

- A. Administrative Workweek means any period of seven consecutive 24-hour periods designated in advance by the head of the Agency under 5 U.S.C. § 6101.
- B. Alternative Work Schedule (AWS) means both flexible and compressed work schedules.
- C. Basic Work Requirement means the number of hours, excluding overtime hours, an employee is required to work or to account for by charging leave or other approved absence. For full-time employees, the basic work requirement is 80 hours per biweekly pay period. A part-time employee’s basic work requirement is the number of hours the employee is scheduled to work in a biweekly pay period.
- D. Biweekly Pay Period means the two-week period for which an employee is scheduled to perform work.
- E. Compressed Work Schedule (CWS) means:
 - 1. in the case of a full-time employee, an 80-hour biweekly basic work requirement that is scheduled by the Agency for less than 10 workdays, limited to a maximum 10-hour workday; and
 - 2. in the case of a part-time employee, a biweekly basic work requirement of less than 80 hours that is scheduled by the Agency for less than 10 workdays and that may require the employee to work more than eight, but limited to a maximum of 10, hours in a day.
- F. Core Hours is the minimum time range during the workday during which an employee is required to work or account for by charging leave or other approved absence.
- G. Employee Decision Period (EDP) means the period during which an employee elects a work schedule plan.
- H. Flexible Hours means the times during the workday, workweek or pay period within the tour of duty, during which an employee covered by a flexible work schedule may choose to vary

his or her times of arrival to and departure from the work site, consistent with the duties and requirements of the position.

- I. Flexible Work Schedule (FWS) means a work schedule established under 5 U.S.C. § 6122, that:
 - 1. in the case of a full-time employee, has an 80-hour biweekly basic work requirement that allows an employee to determine his or her own schedule within the limits set by this Agreement; and
 - 2. in the case of a part-time employee, has a biweekly basic work requirement of less than 80 hours that allows an employee to determine his or her own schedule within the limits set by this Agreement.
- J. Maxiflex Schedule is a type of FWS in which a full-time employee completes a basic work requirement of 80 hours for the biweekly pay period in fewer than 10 workdays, and 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 by this Agreement.
- K. Part-Time Work Schedule means a basic work requirement that is 80% or less of the full-time 80 hours per biweekly pay period requirement.
- L. Standard Schedule is the work schedule in which a full-time employee is required to work a set eight hours per day, five days per week, with a 30 or 60 minute unpaid meal period.
- M. Tour of Duty means the hours of a day and the days of an administrative workweek that constitute an employee's regularly scheduled administrative workweek. Tour of duty under an FWS means the limits set by this Agreement within which an employee must complete his or her basic work requirement. Under a CWS or other fixed schedule, tour of duty is synonymous with the basic work requirement.
- N. Variable Week Schedule is a type of FWS in which a full-time employee is required to work five days a week 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 in this Agreement.

Section 3. General Provisions

- A. The administrative workweek will generally be a period of seven consecutive days beginning on Sunday.
- B. The basic workweek shall be Monday through Friday. Exceptions may occur only when mission requirements make it necessary to include Saturdays or Sundays as part of the basic workweek for certain employees.
- C. Normally, an employee's workweek shall not extend over more than five days of the period Sunday through Saturday.

Section 4. Hours of Duty

The hours of duty available for employee work schedules are between 6:00 a.m. and 7:30 p.m. Exceptions may occur when necessitated by mission requirements or by mutual agreement of the Parties. In such cases, the flexible hours will be modified accordingly.

Section 5. Core Hours

The core hours for all employees will be 9:00 a.m. to 3:00 p.m.¹ Notwithstanding the core hours, employees must be present at work to fulfill all obligations on any given day, including, but not limited to: court and duty attorney assignments, training programs, mandatory meetings, and other Agency needs. Where an office has a court requirement, the start of core hours for designated court attorneys will be no later than one-half (½) hour before the start of that attorney's court assignment. For backup/standby attorneys the start of core hours will be no later than one-half (½) hour before the earliest court calendar/docket for that office. If an attorney is not assigned to court or as a backup/standby attorney, the core hours will remain from 9:00 a.m. to 3:00 p.m.

Section 6. Flexible Hours

The flexible hours during which employees may begin their workday are 6:00 a.m. to 9:00 a.m. The flexible hours during which employees may end their workday are 3:00 p.m. to 7:30 p.m.

Section 7. Meal Periods

Employees shall be granted, on a non-paid basis, a meal period each day. Normally, this will be scheduled at or near the mid-point of the tour of duty. Meal periods cannot be credited toward duty time or taken at the beginning or the end of the workday to adjust arrival or departure time. The minimum lunch period is one-half (½) hour. The meal period for employees on an AWS may be up to 60 minutes, provided that employees account for the entire work requirement for the day, either by working, or by using leave or other approved absence. Consistent with regulations, breaks may not be combined with the meal period to extend the meal period.

Section 8. Breaks

Employees are to be provided two 15-minute breaks, one in the morning and one in the afternoon. Breaks shall be taken in a manner consistent with job responsibilities. The breaks may not be taken at the beginning or the end of the workday to adjust arrival or departure time.

¹ Only employees who have been working on a 4/9/4 schedule continuously since before January 1, 2011, may have core hours other than 9:00 a.m. to 3:00 p.m. Those employees are "grandfathered" and may remain on the 4/9/4 schedule until they select and are approved to work a different schedule. If at any EDP a 4/9/4-grandfathered employee changes to a different schedule, that employee cannot subsequently return to a 4/9/4 schedule.

Section 9. Timekeeping Procedures

All employees will maintain an accurate time and attendance record in the standard reporting system for time and attendance (e.g., WebTA). The Agency may, in its discretion, also require employees to maintain a record of arrival and departure times (e.g., a PC Tare form, Maxi-flex Time Sheet, or other Agency-approved form).

Section 10. Alternative Work Schedules

A. Employees may request any of the following work schedules that fulfill mission requirements and meet the needs of the employees. Available work schedules are as follow:

1. Flexible Work Schedules

- a. Variable Week Schedule. Employees working the Variable Week Schedule have a basic work requirement of 80 hours in each biweekly pay period. They are required to work five days per week, each workday, during the core hours, established in Section 5. of this Article. They may choose a different arrival and departure time for each workday within the Flexible Hours periods established in Section 6. of this Article, and they may vary the number of hours worked each workday and/or workweek.

The employee may work or account for time by use of leave or other form of excused absence as few as five hours and as many as twelve and one-half hours (12 ½) hours on any given workday, excluding the meal period provided in Section 7., and between 25 and 55 hours in any given workweek.

An example of a Variable Week Schedule with a half-hour meal period is:

First Monday	8:00 a.m. – 3:30 p.m. (7 hrs)
First Tuesday	7:00 a.m. – 6:30 p.m. (11 hrs)
First Wednesday	7:00 a.m. – 7:00 p.m. (11.5 hrs)
First Thursday	8:15 a.m. – 3:30 p.m. (6.75 hrs)
First Friday	8:00 a.m. – 4:30 p.m. (<u>8 hrs</u>) 44.25 hrs
Second Monday	8:00 a.m. – 4:00 p.m. (7.5 hrs)
Second Tuesday	8:00 a.m. – 4:30 p.m. (8 hrs)
Second Wednesday	7:00 a.m. – 3:30 p.m. (8 hrs)

Second Thursday 8:15 a.m. – 3:00 p.m. (6.25 hrs)

Second Friday 8:30 a.m. – 3:00 p.m. (6 hrs)
35.75

$$44.25 + 35.75 = 80 \text{ hrs}$$

- b. Maxiflex Schedule. Employees working the Maxiflex schedule are required to work during the core hours, established in Section 5. of this Article, at least seven days each biweekly pay period. They may choose arrival and departure times within the Flexible Hours periods established in Section 6. of this Article. They may vary the number of hours worked on a workday or in a workweek.

The employee may work or account for time by use of leave or other form of excused absence as few as five and as many as twelve and one-half (12 ½) hours on any given workday, excluding the meal period provided in Section 7., provided the employee has a total of 80 hours each biweekly pay period. In order to schedule court in advance and meet office obligations, employees will be required to retain their pre-assigned AWS day off unless a change is approved in advance by the supervisor.

An example of a “Maxiflex in 9” schedule with a half-hour meal period is:

First Monday 8:00 a.m. – 3:30 p.m. (7 hrs)

First Tuesday 7:00 a.m. – 6:30 p.m. (11 hrs)

First Wednesday 8:30 a.m. – 3:00 p.m. (6 hrs)

First Thursday 8:00 a.m. – 3:30 p.m. (7 hrs)

First Friday No work (0 hrs)
31

Second Monday 7:00 a.m. – 4:30 p.m. (9 hours)

Second Tuesday 7:00 a.m. – 6:00 p.m. (10.5 hours)

Second Wednesday 7:00 a.m. – 6:30 p.m. (11 hours)

Second Thursday 7:00 a.m. – 6:00 p.m. (10.5 hrs)

Second Friday 7:30 a.m. – 4:00 p.m. (8 hrs)
49

$$31 + 49 = 80 \text{ hrs}$$

An example of a “Maxiflex in 8” schedule with a half-hour meal period is:

First Monday	8:00 a.m. – 3:30 p.m. (7 hrs)	
First Tuesday	7:00 a.m. – 6:30 p.m. (11 hrs)	
First Wednesday	8:30 a.m. – 6:00 p.m. (9 hrs)	
First Thursday	8:00 a.m. – 6:30 p.m. (10 hrs)	
First Friday	No work	<u>(0 hrs)</u> 37
Second Monday	7:00 a.m. – 6:30 p.m. (11 hours)	
Second Tuesday	7:00 a.m. – 6:00 p.m. (10.5 hours)	
Second Wednesday	7:00 a.m. – 6:30 p.m. (11 hours)	
Second Thursday	7:00 a.m. – 6:00 p.m. (10.5 hrs)	
Second Friday	No Work	<u>(0 hrs)</u> 43
$37 + 43 = 80 \text{ hrs}$		

2. Compressed Work Schedules

a. 5/4-9 Schedule

Employees working a 5/4-9 schedule are required to work or account for time by use of leave or other form of excused absence eight 9-hour days and one 8-hour day, excluding the meal period provided in Section 7., for a total of 80 hours in a biweekly pay period.

b. 4-10 Schedule

Employees working a 4-10 schedule are required to work or account for time by use of leave or other form of excused absence four 10-hour days per week, excluding the meal period provided in Section 7., for a total of 40 hours a week and 80 hours a biweekly pay period.

- c. Choices when requesting a compressed work schedule. During the EDP, the employee must choose a fixed period of 30 to 60 minutes for the unpaid meal period and fixed arrival and departure times that are the same for each workday (except for the short day of a 5/4-9 schedule). The selected schedule and arrival and departure times are fixed for the duration of the EDP. The arrival and departure times must be

within the Flexible Hours periods in Section 6. Employees are required to work during the core hours established in Section 5. of this Article each workday. In order to schedule court in advance and meet office obligations, employees electing to participate in the compressed schedule must maintain the same schedule identified during the EDP, unless a change is approved in advance by the supervisor.

B. Requests for Alternative Work Schedules

1. An EDP will be held twice a year during the first two weeks of the months of January and July in order to permit employees an opportunity to elect a work schedule. A new employee or transferee from within the bargaining unit may make an election request at his or her entry on duty date. Requests will be made using an EDP form. (See SAMPLE at Appendix E.)
2. To facilitate each employee obtaining a mutually agreeable schedule, employees are strongly encouraged to submit as many different AWS schedule options as they wish to have considered. Employees who do not submit a request for an AWS will be assigned to a Variable Week schedule consistent with Agency needs.

C. Approval/Disapproval of Work Schedule Requests

1. The supervisor will use best efforts to review and approve or disapprove the proposed work schedule as soon as practicable after the close of the EDP.
2. If more employees request the same work schedule or day(s) off than can be accommodated, application of seniority, as defined in Article 14, Section 2.E., will determine which employee(s) will have the work schedule and/or day off. If none of an employee's requested work schedule options is approved, the employee will be assigned to a Variable Week schedule consistent with Agency needs.
3. Supervisors will notify employees of the approval or disapproval of the work schedule in writing. Upon request, the reason for disapproval will be explained in writing. Denials of requests to work an AWS will not be arbitrary or capricious. The approved work schedules will become effective the second pay period after the end of the EDP and will stay in effect until the next EDP.
4. In the event a desired schedule cannot be accommodated at the beginning of the EDP, the Agency may, in its sole discretion, implement the requested schedule once conditions change allowing mission needs to be met. The new schedule will then be in effect until the next EDP Period.
5. An employee may not request to change an approved work schedule between EDP periods unless the employee demonstrates a hardship. The Agency may direct an employee to change his or her schedule either permanently or temporarily based on mission needs, failure to comply with the time requirements of the employee's approved schedule, or substandard performance.

D. Impact of Temporary Duty, Training, and Court Leave on Alternative Work Schedules

1. Temporary Duty (TDY). Employees on TDY may continue on their work schedules provided prior supervisory approval is obtained from the TDY office and the circumstances of the TDY so permit. Otherwise, extended TDY may require that an employee be assigned to a Variable Week schedule consistent with the TDY requirements.
2. Training. Employees attending training may continue on their work schedules provided prior supervisory approval is obtained and the circumstances of the training so permit. Otherwise, attending training may require that an employee be assigned to a Variable Week schedule consistent with the training program requirements.
3. When an employee is required to change his or her schedule for a TDY or training assignment and returns to his or her regular duty station before the start of a new pay period, the employee may resume his or her normal approved work schedule to the extent possible.
4. Court Leave. Employees on court leave, as defined in Article 18, Section 5., may continue on their work schedules provided the circumstances of the employee's obligations to the court so permit. Otherwise, an employee on court leave may be assigned to a Variable Week Schedule with prior supervisory approval.

Section 11. AWS for Part-time Employees

Alternative work schedules will be made available to part-time employees in the bargaining unit.

- A. Part-time employees on an FWS must, at a minimum, work two days in each week and five days in each biweekly pay period. Subject to the core hours set forth in Section 5. of this Article part-time employees on an FWS may vary the number of hours worked on a workday or in a workweek, provided they meet the total number of hours in each biweekly pay period required under their particular appointment, excluding any meal periods taken.
- B. Part-time employees on a CWS must, at a minimum, work two days in each week and five days in each biweekly pay period. Subject to the core hours set forth in Section 5. of this Article, part-time employees on a CWS work the same number of days and the same days of the week in every biweekly pay period. The number of hours in each workday is the same. Arrival and departure times are fixed and are the same for each day worked. The employee must select a fixed period of 30 to 60 minutes for the unpaid meal period. The employee works the total number of hours in each biweekly pay period required under the employee's particular appointment, excluding any meal periods taken.

Section 12. Holidays

A. Legal Public Holidays. The following are legal public holidays for employees in the bargaining unit:

1. New Year's Day, January 1.
2. Birthday of Martin Luther King, Jr., the third Monday in January.
3. Washington's Birthday, the third Monday in February (sometimes referred to as Presidents' Day).
4. Memorial Day, the last Monday in May.
5. Independence Day, July 4.
6. Labor Day, the first Monday in September.
7. Columbus Day, the second Monday in October.
8. Veterans Day, November 11.
9. Thanksgiving Day, the fourth Thursday in November.
10. Christmas Day, December 25.
11. Inauguration Day, January 20 of each fourth year after 1965, for employees in the District of Columbia, Montgomery and Prince Georges Counties in Maryland, Arlington and Fairfax Counties in Virginia, and the cities of Alexandria and Falls Church in Virginia.
12. Any other day declared a holiday by Federal statute or Executive Order.

B. "In Lieu of" Holiday

1. When a holiday falls on a non-workday outside a full-time employee's basic workweek, he or she is entitled to an "in lieu of" holiday. Except when the holiday falls on Sunday, the day to be treated as the "in lieu of" holiday is the workday immediately preceding the non-workday.
2. For full-time employees on an AWS whose regularly scheduled AWS day off is a holiday or holiday observed, the workday immediately preceding that day will be designated as the employee's "in lieu of" holiday. The Agency may select an alternative "in lieu of" holiday for employees on a CWS if the Agency head or designee determines that a different "in lieu of" holiday is necessary to prevent an "adverse agency impact," as defined in 5 U.S.C. § 6131(b). As a matter of administrative discretion, the Agency may select an alternative "in lieu of" holiday for employees on an FWS where required to meet Agency needs.
3. When a holiday falls on a non-workday of a part-time employee, that employee is not entitled to an "in lieu of" holiday.

C. Flexible Work Schedule Holiday Hours

1. Employees on an FWS will be paid for holiday hours as follows:

- a. A full-time employee on an FWS is entitled to eight hours of pay on a holiday when the employee does not work.
 - b. A part-time employee is entitled to a holiday when the holiday falls on a day when he or she would otherwise be required to work or take leave. A part-time employee on an FWS is generally excused from duty for the number of hours of his or her basic work requirement on that day, not to exceed eight hours. Part-time employees who are excused from work on a holiday receive their rate of basic pay for the hours they are regularly scheduled to work on that day.
2. If an employee on a Maxiflex schedule wishes to “make up” a shortage in the basic work requirement resulting from a holiday, the employee may, with prior supervisory approval, work on his or her AWS day off, subject to the core hours requirement.

D. Compressed Work Schedule Holiday Hours

A full-time or part-time employee on a CWS who does not work because of a holiday receives his or her rate of basic pay for the number of hours he or she was scheduled to work on the holiday. For example, if a holiday falls on a 10-hour workday, the employee's holiday is 10 hours.

Section 13. Emergency Closing

From time to time, specific office locations may face emergency closings that do not affect all offices, such as snow emergency, hurricane, power failure, building environmental concerns, etc. In such event, the Agency may grant administrative leave to account for hours that cannot be completed within the pay period. If an employee wants to “make up” a shortage in the basic work requirement resulting from the emergency closing, the employee may, with prior supervisory approval, work on his or her AWS day off. Any hours worked on the AWS day off must be within the core hours and must be a minimum of two hours.

ARTICLE 16

PART-TIME EMPLOYMENT

Section 1. Introduction

- A. Where consistent with mission requirements, part-time employment can be an effective tool for recruitment and retention because it provides management with the flexibility to meet work requirements and allows current or potential employees to maintain a reduced work schedule to balance work-life demands, including but not limited to hardship or temporary personal situations (e.g., child care, elder care, family medical situations, educational pursuits).
- B. In accordance with 5 U.S.C. § 3401(2), a part-time permanent employee works between 16 and 32 hours in a week (or 32 and 64 hours in a biweekly pay period in the case of an Alternative Work Schedule under Article 15).

Section 2. General Considerations

- A. A part-time permanent employee is eligible for benefits in accordance with government-wide regulations, which generally provide the same benefits as a full-time employee but on a prorated basis (e.g., leave, retirement, and health and life insurance coverage).
- B. To the extent practicable, part-time employees will be given the same opportunities for professional development and training as their full-time counterparts. Part-time employees shall not be excluded from consideration for promotion because of their part-time status; however, promotion may require the employee to convert to and maintain a full-time schedule in order to accept the position.
- C. Employees in a part-time status are eligible to receive awards.
- D. To the extent practicable, the Agency will ensure that part-time employees receive assignments of similar quality and character as those provided to full-time employees.
- E. To the extent practicable, the Agency will take into consideration a part-time employee's available work hours when making work assignments, including court coverage and out of court preparation.

Section 3. Submission and Approval/Disapproval of Part-Time Requests

- A. Employees who desire to work part-time must submit a written request to their immediate supervisor. The employee will state the reason for which part-time employment is being requested, the schedule the employee is seeking, including the number of hours per week and per pay period, and any additional considerations relevant to the request. If additional information is needed, the employee will be given an opportunity to provide the information.

Any confidential medical information provided to support a request will be returned to the employee or maintained in accordance with applicable law and regulation.

- B. The Agency will render a decision on the request within 30 days of receipt of the request. If additional information is requested, the Agency will render its decision within five days of receipt of the additional information or within 30 days of receipt of the initial request, whichever is later. Any decision denying a request will explain the reason(s) for the denial. Upon written request, the Agency will provide an explanation of the conditions, if any, under which the employee's request may be approved.

Section 4. Implementation

A. When the Agency approves a part-time schedule, the Agency shall ensure:

1. all appropriate personnel actions are initiated and processed in accordance with existing regulations; and
2. if necessary, the employee's Performance Work Plan is revised and provided to the employee in accordance with the Agency's Performance Management Program and Article 24 of this Agreement.

B. Employees interested in converting to part-time employment are encouraged to read the on-line information provided by the U.S. Office of Personnel Management outlining the effect of conversion to part-time employment in the areas of leave and holidays, retirement, health and life insurance, qualification determinations (e.g., for promotions), pay, reduction in force, adverse and performance based actions, service credit (e.g., for step increases), etc. This information is available at:

OPM-Part-Time Benefits

http://www.opm.gov/employment_and_benefits/worklife/officialdocuments/handbooksguides/pt_employ_jobsharing/pt06.asp

and OPM-Part-Time-Personnel Policies

http://www.opm.gov/employment_and_benefits/worklife/officialdocuments/handbooksguides/pt_employ_jobsharing/pt07.asp

Section 5. Modifications to Part-Time Schedules

- A. Part-time employees may be asked to temporarily modify their schedule to meet the needs of the Agency. Notice that the employee's schedule must be modified will be provided as soon as possible after the need arises. Where it is foreseeable that the modified schedule will be in effect for more than two pay periods, the employee will be provided written notice stating why the schedule is being modified, and either how long the modification is expected to continue or the conditions under which the original schedule will be reinstated.
- B. Generally, part-time employees shall be given at least 21 days notice prior to termination or permanent modification of the employee's part-time schedule. Where arrangements to permanently modify or terminate the part-time schedule cannot be completed within the time

established by this Article, additional time may be authorized. Such change to an employee's part-time work schedule will become effective at the beginning of a pay period.

- C. Employees who wish to change their number of hours of work or convert from part-time to full-time must make a written request to their immediate supervisor. The Agency will render a decision on the request within 30 days of receipt of the request. If additional information is requested, the Agency will render its decision within five days of receipt of the additional information or within 30 days of receipt of the initial request, whichever is later. Any decision denying the request will explain the reason(s) for the denial.

ARTICLE 17

TELEWORK PROGRAM

Section 1. Introduction

- A. Telework is a work arrangement in which the employee performs officially assigned duties at an approved worksite (alternate duty site or ADS) away from the employee's primary worksite. Telework is intended to provide benefits to the Agency and employees through increased productivity, flexibility, and reduced commuting time and expenses. Telework also relieves congestion on the nation's transportation systems and conserves resources. Telework may also play a critical role in emergency situations by establishing communication patterns and dispersed offsite capabilities, thereby ensuring the continuity of essential functions following a serious disruption to the Agency's operations. An ADS can include a government or private telework center, the employee's home or other approved location equipped with the necessary standard office equipment as described in Section 5.F., below.
- B. Eligible employees may participate in teleworking to the maximum extent possible without negatively impacting employee performance or mission accomplishment. Eligible employees are employees in a position with tasks determined by the Agency as being suitable for telework. Employees must also meet the Telework Program eligibility requirements described in Section 3.
- C. Decisions to approve telework will be made on a case-by-case basis. Teleworking is not an entitlement or right, and a telework agreement may be terminated by either the employee or the Agency.

Section 2. General Considerations

- A. Telework schedules may vary depending upon the individual arrangements agreed to by the employee and the authorizing Agency official.
- B. This program provides for two types of telework pursuant to a telework agreement:
 - 1. Core Telework. Work scheduled in advance and performed at an ADS on a regular and recurring basis one or more days per pay period.
 - 2. Situational/Episodic. A telework arrangement used on an occasional, non-routine, or irregular basis at the Agency's discretion, for part of a day, for individual days or hours within a pay period, or for several pay periods on a temporary basis for an appropriate purpose, such as:
 - a. Temporary incapacitation due to injury or illness;
 - b. More efficient completion of a project;

- c. Potential emergency situations;
- d. Temporary accommodation of an employee's disability; or
- e. Other legitimate reasons as determined by the Agency.

C. Participants in telework may be permitted to use alternative work schedules.

Section 3. Eligibility Criteria

A. When determining whether a task, function, or project may be suitable for telework, consideration should be given to the following position-related eligibility criteria:

1. Whether tasks are portable and can be performed effectively outside the employee's primary worksite;
2. Whether tasks are measurable or project-oriented;
3. Whether client or customer contacts are foreseeable or may be satisfied by frequently checking voice mail for messages;
4. Whether work contacts can be adjusted to allow for telephone communications or work assignment can be accomplished when the teleworking employee is not at the primary worksite;
5. Whether materials, data, and communications needed to carry out telework tasks present a security risk or breach of confidentiality to DHS, ICE, or its customers;
6. Whether the integrity and confidentiality of any document removed from the Agency would be protected from disclosure;
7. Whether tasks require extensive face-to-face contact with the supervisor, other employees, stakeholders, customers, or the general public; and
8. Whether tasks involve the employee receiving substantial supervision or oversight, or providing mentoring or assistance on a continuous basis.

B. The Authorizing Official has sole discretion to determine the weight to be given to each of the various factors listed in A.

C. Employees who have worked for the Agency less than one year will not be allowed to participate in the telework program except on an occasional Situational/Episodic basis.

D. An employee may be authorized to telework if the following eligibility criteria are met:

1. The employee has not received disciplinary action within the last 12 months;
2. The employee's most recent performance appraisal reflects a rating of at least "Fully Successful," "Meets Expectations," or equivalent, for each critical element;
3. The employee is not on a Performance Improvement Plan (PIP), as provided in Article 24 Performance Management;
4. The employee is not on leave restriction;
5. The employee has a history of reliable and responsible performance of duties, trustworthiness, professionalism, and subject matter expertise;
6. The employee has the work space, utilities, and equipment suitable for the work to be performed at the designated ADS as specified in the Telework Program Agreement;
7. The designated ADS complies with reasonable safety standards, including but not limited to: the building's electrical system is grounded and all equipment is free of hazards that would cause physical harm (frayed, bare, loose or exposed wiring); telephone lines, electrical cords, and extension wires are secured under a desk or alongside a baseboard; the work area is free of obstructions and hazardous materials; the temperature is conducive to health, comfort and proper equipment maintenance; equipment and furniture are in good condition and ergonomic;
8. The employee signs and abides by the Telework Program Agreement;
9. There is no more than a *de minimis* adverse impact on other employees in terms of workload, exposure to standby responsibilities, or reassignment of duties;
10. The employee has dependent care arrangements to permit concentration on work assignments and acknowledges that telework is not to be used as a substitute for dependent care; and
11. The employee's absence from the primary worksite would not interrupt normal operations.

Section 4. Approval/Disapproval/Termination of Telework Agreements

- A. Employees desiring to participate in telework will submit a written request to their immediate supervisor using the Telework Program Agreement (Appendix F). The Parties acknowledge that rare circumstances may exist where the Agency may approve an employee's request to telework prior to the execution of a written agreement.
- B. Employees must identify portable work or a specific work project or assignment and will include the proposed work schedule and days to be worked away from the primary worksite.

- C. The Agency will use its best efforts to review and approve or disapprove the request in writing within 14 days of receipt or as soon thereafter as practicable.
- D. If the request is approved, the Telework Program Agreement (Appendix F) will be signed and executed. If the request is disapproved, the employee will be provided a written explanation.
- E. Telework agreements for participation on a Core Telework basis are in effect for six months from the date of signing and may be initiated or renewed only during the Employee Decision Period (EDP). (See Article 15 Hours of Work.) Upon entry on duty, a transferee may request participation in Telework without waiting for the next EDP. On a case-by-case basis, the employee may be allowed or required, as applicable, to change the established schedule to meet special needs of the employee or the Agency.
- F. The Agency may suspend, modify or terminate the telework agreement on account of such factors as employee performance concerns or failure to abide by telework program requirements, operational needs of the Agency, and changed circumstances involving things such as budget, staffing, workload demands, and availability of portable work. Notice shall be provided to the employee in writing with reasons for the action. The employee must be provided a reasonable opportunity to return to the primary worksite (generally, one pay period for Core Telework participants). Where arrangements to return to the primary worksite cannot be completed within the time established by the Agency, additional time may be authorized. An employee may reapply to participate in a core telework schedule during the subsequent EDP.

Section 5. Guidelines

- A. In cases of scheduling conflicts between two or more employees where the employees do not reach agreement, and all factors are equal, the employee with the most seniority, as defined in this Agreement, will be given priority in choosing a telework schedule. In case of a tie, the conflict will be resolved by a toss of a coin in the presence of the employees. Upon request, the supervisor will give the Union an opportunity to be present either in person or by phone during any meeting to resolve the conflict.
- B. In the event that an employee's scheduled workday at an ADS falls on a holiday, the employee may not substitute any other day in the workweek as his or her telework day.
- C. Employees may be required to report to their primary worksite for events including, but not limited to, training programs, conferences, meetings, or to perform work on a short term basis that cannot otherwise be performed at the ADS. When situations occur that require the employee to report to the primary worksite, travel to and from the office is normal commuting time and is not considered hours of work, nor compensable as local travel. In cases requiring that an employee report to the primary worksite, the employee will be provided reasonable advance notice and reasonable time to report. Where notice is given after the beginning of the employee's scheduled workday, the employee's normal travel time will be considered hours of work. The employee should make every effort to report as soon

as possible. With good and sufficient reason, the employee will be permitted up to two hours to report.

- D. Except as specified otherwise in this Article, employees performing work at the ADS are eligible for the same benefits and privileges and are subject to the same requirements and other provisions of this Agreement as employees performing work at the primary worksite.
- E. Teleworking employees must be vigilant in maintaining information security. The employee will adhere to DHS and ICE policies and applicable government regulations governing information management and electronic security procedures for safeguarding data.
- F. The Agency will provide, maintain, and repair any electronic equipment it deems necessary (e.g., computers, printers, scanners, fax machines) for the employee to perform the portable work at the ADS.
- G. The employee will exercise care and due diligence in safeguarding all government equipment.
- H. Where the ADS is the employee's home, the employee will be responsible for home maintenance, and any other incidental costs (e.g., electricity, phone, lockable storage, furniture, insurance) associated with the use of the ADS.
- I. On a day when an employee is scheduled to work at the ADS and his or her official duty station building is closed as a result of an emergency situation for all or part of the day, the employee is required to perform work at the ADS unless the emergency situation prevents the work from being performed at the ADS or causes the employee to be unable to perform assigned duties.
- J. If an emergency or other situation occurs at the ADS that affects the employee's ability to perform official duties, the employee will notify his or her supervisor as soon as practicable. The employee will be directed to report to the primary or another work site, granted leave if requested, or directed to make other arrangements as needed to meet the needs of the Agency.
- K. Employees working at an ADS are entitled to early dismissals and/or administrative leave granted by the Agency for holidays or other special observances to the same extent as the employees at the primary worksite.
- L. In case of injury, theft, loss, or potential tort liability related to telework arrangements at the employee's home, the teleworking employee will allow timely inspection of the telework site. The Agency will give the employee reasonable notice prior to any inspection of the telework site where the ADS is the employee's home.
- M. The Agency shall provide to the Union President or designee copies of any new or modified core Telework Program Agreements of bargaining unit employees that are approved during an EDP period.

Section 6. Effect of Telework with Regard to Temporary Assignments

- A. An employee who is working a telework program may apply for temporary assignments on the same basis as those who are not on a telework schedule.
- B. The Agency may involuntarily assign an employee who is working a telework schedule to temporary assignments on the same basis as those who are not on a telework program.

ARTICLE 18

LEAVE

Section 1. Introduction

The purpose of this Article is to prescribe the policies covering the different types of leave pertinent to bargaining unit employees in accordance with applicable law and regulation. This Article shall be administered in accordance with [5 U.S.C. Chapters 63, 5 CFR part 630](#), and this Agreement.

Section 2. Annual Leave

- A. Right to Use. Use of annual leave is a right of the employee and not a privilege. The scheduling of annual leave is subject to the needs of the Agency and advance approval by the supervisor. Leave may be used in 15 minute increments.
- B. Earn and Accrue. Annual leave will be earned and accrued in accordance with applicable laws and regulations.
- C. Request Procedure. Annual leave will normally be requested in advance on the Agency's system of reporting time and attendance (e.g., WebTA). The Agency will not set unreasonable restrictions on when leave requests must be submitted. The employee will properly record actual leave usage in the system.
- D. Timely Responses to Requests. Consistent with the needs of the Agency and the Employee, annual leave requests will be decided in a timely manner. Upon written request, written explanation for a denial will be provided to the employee in a timely manner.
- E. Approval. When multiple requests for annual leave for the same period cannot be granted, the supervisor will attempt to resolve the conflict between the employees. Factors that would weigh in favor of an employee's request may include, but are not limited to:
 - 1. Accrued Leave. The employee's accrued leave balance (e.g., the request of an employee who has "use or lose" leave could be given preference over one who has a lower leave balance).
 - 2. Children's Vacation. An employee has children of school age and would benefit from vacations taken when the children are not in school. This consideration does not affect previously approved leave for other employees.
 - 3. Previous Request. Whether the requesting employee was denied leave at the desired time during a previous leave year.

Unresolved conflicts will be settled by use of seniority, with the same meaning and usage as elsewhere in this Agreement. In a case of a tie, the conflict will be resolved by a toss of a coin in the presence of the employees.

- F. Previously Approved Leave. An employee's approved annual leave will not be disapproved because an employee with an earlier seniority date subsequently requests leave for the same period.
- G. Cancellation of Leave. An employee may cancel previously approved leave. The Agency must be informed of this decision in a timely manner, e.g., as far in advance of returning to work as possible.
- G. Advancing Annual Leave. Annual leave that can be earned in a given leave year will be available for use from the beginning of each leave year. Annual leave may be approved in advance of accrual, not to exceed the amount that is expected to accrue during the remainder of the same leave year.

Section 3. Sick Leave

- A. Earn and Accrue. Sick leave will be earned and accrued in accordance with applicable laws and regulations. Leave may be used in 15 minute increments.
- B. Request Procedure. Sick leave will be requested on the Agency's system for reporting time and attendance (e.g., WebTA), in advance where practicable. The employee will properly record actual leave usage in the system.
- C. Unforeseeable Requests for Sick Leave. When the need for sick leave arises in unforeseeable circumstances that prevent the employee from reporting to duty on a timely basis, the employee will contact the immediate supervisor or designated Agency official(s) to provide notice and request sick leave before the beginning of his or her reporting time or as soon as possible thereafter. In particular, where the employee is scheduled to represent the Agency in court or make another appearance of high importance, the employee is to make every reasonable effort to ensure the Agency is provided notice in sufficient time to take necessary action to protect the Agency's interests. The Agency shall provide employees the supervisors' alternate contact numbers.
- D. Timely Responses to Requests. Consistent with the needs of the Agency and the Employee, sick leave requests will be decided in a timely manner. Upon written request, written explanation for a denial will be provided to the employee in a timely manner.
- E. Approval. Subject to the employee's having followed leave request procedures and, if applicable, submitting acceptable supporting evidence, and subject to paragraphs (b) through (e) of 5 CFR § 630.401, the Agency must grant accrued sick leave to an employee when he or she:
 - 1. Is incapacitated for performance of one's duties by physical or mental illness, injury, pregnancy, or childbirth. In this context, a handicapped employee who depends on an

aid, mechanical or otherwise, to perform work is normally incapacitated without the aid. A seeing-eye dog, a personal assistant, a wheelchair, or any prosthetic device may be considered an extension of the employee and a grant of sick leave for such purposes as training, replacement, or repair is appropriate under the same conditions as any other incapacitation;

2. Receives medical, dental, or optical examination or treatment;
3. Provides care for a family member incapacitated by a medical or mental condition or attends to a family member receiving medical, dental, or optical examination or treatment;
4. Provides care for a family member with a serious health condition;
5. Would jeopardize the health of others by coming to work because the employee has been exposed to a communicable disease, i.e., a disease that requires isolation or quarantine, as determined by the health authorities having jurisdiction or by a health care provider;
6. Makes arrangements necessitated by the death of a family member or attends the funeral of a family member; or
7. Must be absent from duty for purposes relating to his or her 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.

F. Medical Evidence

1. Employees will normally not be required to furnish administratively acceptable evidence to substantiate a request for approval of sick leave for three consecutive workdays or less. Where the Agency has reasonable grounds to believe that an employee is abusing the sick leave benefit (for example, when sick leave is used frequently or in unusual patterns or circumstances), the Agency may require the employee to furnish administratively acceptable evidence for sick leave requests of less than three days. Depending on the particular circumstances, the Agency may accept the following as administratively acceptable evidence of an employee's illness: a doctor's note, medical records, a prescription for treatment, or the employee's written statement.
2. Any medical information provided to support a request for sick leave will be treated confidentially and with appropriate recognition of the employee's (and/or family member's) rights of privacy. Normally, administratively acceptable evidence to support a request for sick leave will be provided to an employee's first or second level supervisor. However, in unusual circumstances where the employee has a specific basis for not providing such medical information to his or her supervisor, the employee may provide it to the Agency's Director of Labor and Employee Relations or designee.

- G. Advanced Sick Leave. Unless there is documented leave abuse, when an employee's sick leave balance has been exhausted, the Agency will approve requests for advanced sick leave in cases of serious disability or ailment of an employee, or to provide care for an employee's family member with a serious disability or ailment, or for purposes related to the adoption of a child, or family bereavement. Approval is subject to the following:
1. Medical Certificate. The application is adequately supported by a medical certificate from an appropriate health care provider;
 2. Repayment. Repayment may be reasonably expected;
 3. Maximum Advance. The amount advanced to a full-time employee may not exceed 30 days (240 hours). Part-time employees, working under a regular tour of duty, may be advanced sick leave on a pro rata basis; and
 4. Minimum Absence. The absence on account of illness must be for a minimum period of four hours, but the actual advance may be for any part of the total absence.
- H. Medical Review. If there are questions regarding an employee's medical information supporting a request for sick leave, it will be reviewed and assessed by the Agency's medically licensed designee. Following the designee's written assessment of the information, the employee, or the employee's medical representative, will receive a copy of the assessment as soon as practicable.
- I. Use of Sick Leave During Annual Leave. Whenever illness or injury occurs during approved annual leave, the employee may request to change the period of illness to sick leave and the charge to annual leave reduced accordingly. The employee will notify a supervisor of the need for sick leave at the time the employee becomes aware of the need to take sick leave or as soon as possible.

Section 4. Administrative Leave

Administrative leave is an excused absence from duty administratively authorized without loss of pay and without charge to an employee's accrued leave. Matters for which administrative leave may be granted include, but are not limited to:

- A. Voting;
- B. Agency sponsored or approved blood drives;
- C. Federally-recognized health, safety and weather hazards; and
- D. Brief Absences or Tardiness. If an employee is unavoidably or necessarily absent for less than one hour, or tardy, the Agency, for adequate reason, may excuse the employee without charge to leave.

Section 5. Court Leave

An employee will be excused from duty without charge to leave who:

- A. Is summoned to serve as a juror in a judicial proceeding; or
- B. Is summoned as a witness in a judicial proceeding in which the Federal, State, or local government is a party.

Note: An employee who is summoned as a witness in an official capacity on behalf of the Federal Government is on official duty, not court leave.

Section 6. Leave Without Pay

- A. Definition. Leave Without Pay (LWOP) is a temporary non-pay status and absence from duty which has been requested by an employee and approved by the Agency.
- B. Administrative Discretion. In most circumstances, approval of LWOP is a matter of management discretion. Circumstances in which LWOP may be approved include, but are not limited to:
 - 1. To allow an employee to pursue educational opportunity;
 - 2. To provide time for recovery from an illness or disability not of a permanent nature;
 - 3. To protect an employee's rights and benefits while a claim for disability retirement is pending with the U.S. Office of Personnel Management; and
 - 4. To maintain Federal employment status while seeking employment in connection with a family relocation.
- C. Entitlement to LWOP. Employees will be granted LWOP for the following purposes:
 - 1. For necessary medical treatment for a disabled veteran, pursuant to Executive Order 5396;
 - 2. For periods of active duty as a member of the uniformed services, pursuant to the Uniformed Services Employment and Reemployment Rights Act of 1994;
 - 3. For certain family and medical needs, pursuant to the Family and Medical Leave Act of 1993 (FMLA). See 5 CFR part 630, Subpart L; and
 - 4. For the first year during which an employee is receiving workers' compensation payments from the U.S. Department of Labor, pursuant to 5 U.S.C. Chapter 81.

- D. Upon written request, written explanation for a denial will be provided to the employee in a timely manner.

Section 7. Leave for Family Responsibilities

- A. Family Considerations. Under applicable law, Executive Order, and regulation, the Agency may grant annual leave, sick leave and/or LWOP for family circumstances. These circumstances may include maternity/paternity, adoption, bereavement and family care. Upon written request, written explanation for a denial will be provided to the employee in a timely manner.
- B. Pursuant to 5 CFR § 630.201(b), family member means an individual with any of the following relationships to the employee:
- (1) Spouse, and parents thereof;
 - (2) Sons and daughters, and spouses thereof;
 - (3) Parents, and spouses thereof;
 - (4) Brothers and sisters, and spouses thereof;
 - (5) Grandparents and grandchildren, and spouses thereof;
 - (6) Domestic partner [in accordance with the definitions at 5 CFR § 630.201(b)] and parents thereof, including domestic partners of any individual in paragraphs (1) through (5) of this definition; and
 - (7) Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.
- C. A more limited definition applies to employees requesting LWOP under FMLA. The FMLA definitions are found in 5 CFR § 630.1202.
- D. Legislation pending before Congress at the time this Article is being negotiated would provide Federal employees a specified period of paid “parental leave” following the birth or adoption of a child. If this or similar legislation is enacted into law before the current negotiations are completed or during the life of this Agreement, this Section will be amended to include the legislation if either Party believes it necessary to do so for bargaining unit employees to receive the benefit of the legislation and/or its implementing regulations.

Section 8. Religious Observances

Compensatory Time off for Religious Observances will be administered in accordance with Subpart J, 5 CFR § 550.1001 and Article 19 of this Agreement.

ARTICLE 19
COMPENSATORY TIME OFF FOR
RELIGIOUS OBSERVANCES

Section 1. Working Alternative Hours to Engage in Religious Observance

An employee whose personal religious beliefs require that he or she abstain from work at certain times of the workday or workweek will be permitted to work alternative hours so that the employee can meet the religious obligation, unless doing so would cause an undue hardship on the efficient accomplishment of the Agency's mission. The alternative hours, i.e., compensatory time, may be worked either before or after the time taken off for the religious observance.

Section 2. Compensatory Time

Scheduling of the compensatory time work, whether before or after the religious observance, is subject to supervisory approval. The hours worked in lieu of the normal work schedule must occur during the available tour of duty as described in Article 15 Hours of Work. Time off taken in advance must be repaid by an equal amount of compensatory time work within six pay periods following the pay period in which the employee was absent; otherwise, the time off will be charged to annual leave or leave without pay, as appropriate. When the compensatory time work is performed in advance, the time off for religious observance must be taken within six pay periods following the pay period in which it was earned; otherwise, it will be forfeited. When possible, time taken off on any given day should be repaid in a block of time equal to the number of hours taken on the day of the observance. When the time cannot be repaid in an equal block, repayment must be in increments of no less than one hour or the balance of compensatory time owed, whichever is less. If an employee is absent when he or she is scheduled to perform compensatory time work, the employee must take annual leave, request leave without pay or, if appropriate, be charged absent without leave, the same options that apply to any other absence from the employee's basic work schedule.

Section 3. Request Procedures

Requests to take compensatory time off for religious observance will be made by completing a request on the Agency's system for reporting time and attendance (e.g., WebTA). A proposed compensatory work schedule will be forwarded to the employee's supervisor. Where possible, such requests must be made at least 30 days in advance of the date of the observance or the proposed compensatory work schedule, whichever is earlier. As a general rule, an employee will not be requested to provide an explanation of his or her religious beliefs or a justification of the need to participate in the religious observance, in recognition of the personal and individual nature of religious belief and practices. Only in unusual circumstances, e.g., the employee's religious accommodation request is patently fraudulent or there is a specific reason to believe that the employee's request may not be consistent with the purpose of this Section, will the Agency require an employee to provide additional information before making a determination of whether to approve the request.

ARTICLE 20

PROMOTIONS AND PAY INCREASES

Section 1. Definitions

- A. Career ladder. Career ladder refers to a formally recognized succession of positions that represent the anticipated career progression for most permanent employees assigned to a specific occupation. Career ladders are established for large groups of like positions that have established career progression and known promotion potential. Career ladders are established within a single occupational series. Career ladders establish a pathway for career advancement leading to the full performance level of the position.

- B. Career ladder promotion. A career ladder promotion is a noncompetitive promotion when competition was held at an earlier stage to permit entry into an established career pattern. Promotion within an established career ladder to the identified full performance level may be effected without further competition.

- C. Within-grade increases. Within-grade increases (WGI) or step increases are periodic increases in a General Schedule (GS) employee's rate of basic pay from one step of the grade of his or her position to the next higher step of that grade. For WGI purposes, an employee's rate of basic pay is the rate of pay fixed by law or administrative action for the position held by the employee before any deductions and exclusive of additional pay of any kind.

Section 2. Career Ladder Promotions

Career ladder promotions shall be processed in a timely manner in accordance with applicable law and regulation. Once an authorized Agency official has made the determination that the required criteria are met, the promotions will be made effective on the first day of the first pay period following the completion of the required waiting period. Promotions will be processed retroactively if an administrative delay occurs after the authorized official has approved the promotion, i.e., has determined the requirements have been met.

Section 3. Within Grade Increases

- A. Effective Date. A WGI shall be effective on the first day of the first pay period following the completion of the required waiting period. There are two exceptions:
 - 1. When there has been a determination that the employee is not performing at an acceptable level of competence; or
 - 2. When a determination of the employee's acceptable level of competence is delayed because the employee:
 - a. has not had 90 days to demonstrate acceptable performance on the employee's elements and standards; or

- b. was reduced in grade because of unacceptable performance and has not served 90 days under performance standards in the new position.
- B. Delay. If a WGI is delayed under subsection A.2.b. and the employee is subsequently found to be performing at the acceptable level of competence, the increase will be granted retroactively to the beginning of the pay period following the completion of the waiting period.
- C. Remedial Action. When the Agency's evaluation leads to a conclusion that the employee's work is not at an acceptable level of competence for a WGI, the Agency will advise the employee in writing and take the following actions:
- 1. Explain each aspect of performance in which the employee's performance falls below an acceptable level and relate deficiencies to specific job elements and performance standards.
 - 2. Explain what is required to meet the acceptable level and what the employee must do to elevate his or her performance to that level. Inform the employee that if performance does not improve to the acceptable level, the WGI, for which the employee otherwise would be eligible, will be denied.
 - 3. Provide assistance in improving performance rated below the fully successful level. Such assistance may include formal training, on-the-job training, counseling, or closer supervision.
 - 4. After a WGI has been denied, the Agency may grant the WGI at any time after it determines that the employee has demonstrated performance at an acceptable level of competence. In such cases, the WGI will become effective the first day of the first pay period after the acceptable determination is made.

Section 4. Promotions to Bargaining Unit Positions

- A. All bargaining unit positions above the full performance or journey level will be announced internally. Positions will be announced via e-mail notification to all bargaining unit employees within the geographical and/or organizational (e.g., OPLA, CFO or OTD) area of consideration. If the area of consideration is later expanded, the announcement will be sent to all bargaining unit employees in the new area of consideration.
- B. Announcements under A. will generally include information reasonably necessary for an employee to determine whether to apply for the position, e.g.:
- 1. Title, series and grade of the position;
 - 2. That the position is in the Professional Employees Bargaining Unit;
 - 3. Date by which applications must be submitted;

4. Organizational and/or geographical area of consideration;
 5. Organizational and geographical location of the position;
 6. Whether relocation expenses will be paid;
 7. Primary duties and responsibilities of the position;
 8. Specific qualification requirements;
 9. The number of positions the Agency expects to fill at each location, if more than one;
 10. How to submit an application, including any supplemental materials that must be provided; and
 11. Any other information applicable to the position; e.g., change in level of sensitivity/clearance; promotion potential, if any; unusual travel requirements; unusual tour of duty; and selective placement factors.
- C. In accordance with 5 U.S.C. § 7106(a)(2)(C)(ii), the Agency retains the right to fill positions from any appropriate source.

ARTICLE 21

PERFORMANCE AND INCENTIVE AWARDS

Section 1. Introduction

- A. The Agency will recognize and, subject to the availability of funds, reward bargaining unit employees when they perform in an exemplary manner or make significant contributions to the efficiency and effectiveness of the Agency.
- B. The granting of awards will be fair, objective, free from discrimination, and based on merit.
- C. All awards will be granted in accordance with this Article and Agency policy.

Section 2. Definitions and Types of Awards

- A. Award. Something bestowed or an action taken to recognize and reward individual or team achievement that contributes to meeting organizational goals or improving the efficiency, effectiveness and economy of the Agency or is otherwise in the public interest.
- B. Contribution. An accomplishment achieved through an individual or group effort in the form of a special act or service in the public interest, connected with or related to official employment that contributes to the efficiency, economy or other improvement of Agency operations.
- C. Length of Service Award. Consists of a certificate and/or pin given for years of service in the Federal Government. The recognized years of service are in 5-year increments beginning with the fifth year of service.
- D. Monetary or Cash Award. An award that is in the form of a lump sum cash payment that does not increase the employee's rate of basic pay and is based on tangible or intangible benefits to the Agency. This includes Special Achievement and Special Act Awards, Performance Awards, and On-The-Spot Awards.
- E. Non-Monetary or Honorary Award. An award which does not include a cash payment, e.g., the Director's award, a commendation, certificate, medal, plaque with citation, pin or similar item that can be worn or displayed.
- F. On-the-Spot-Award. A nominal value cash award presented to employees by supervisors for actions worthy of recognition where it is important to recognize the achievement or contribution quickly.
- G. Performance Award. An award that is linked directly to the employee's annual performance appraisal and recognizes superior performance during the performance rating cycle.

- H. Quality Step Increase (QSI). A faster than normal within-grade step increase in recognition of sustained high quality performance.
- I. Special Achievement Award. An award for exemplary acts or achievements providing tangible and/or intangible benefits or savings to the Agency for a non-recurring contribution, either within or outside of job responsibilities.
- J. Team or Group Award. An award that recognizes two or more participants in a joint accomplishment or achievement.
- K. Time-Off Award. An award in which time-off from duty is granted without loss of pay or charge to leave in recognition of superior contribution or accomplishment. A time-off award shall not be converted to a cash payment. Time-off awarded must be scheduled and used within one year after the award is granted.

Section 3. Awards Process

- A. The Agency will electronically maintain all manuals, instructions, and directives concerning its award process available on the ICE Intranet or Sharepoint Office of Human Capital page under an Awards topic.
- B. Criteria. The Agency may consider, among other criteria, the following factors when making award decisions:
 - 1. A suggestion, invention, superior accomplishment, productivity gain, or other personal effort that contributes to the efficiency, economy, or other improvement of Agency operations or achieves a significant reduction in paperwork;
 - 2. A special act or service in the public interest in connection with or related to official employment; or
 - 3. Performance as reflected in the employee's most recent rating of record (as defined in 5 CFR § 430.203).
- C. Recommendation of award recipients
 - 1. All bargaining unit employees may be considered eligible for an award using the criteria set forth above.
 - 2. Supervisors are encouraged to identify employees whom they believe should be recognized for an award based upon the employee's performance or contribution to the Agency.
 - 3. Any employee may recommend himself/herself or any other employee for an award. Such recommendations will be in writing and should include the proposed recipient's name, a description of his or her accomplishment or contribution and its significance, and the name of the employee submitting the recommendation. Such recommendations must

be submitted through the proposed recipient's chain of command and may include suggestions for the type of award to be granted.

D. Records and Reports

Upon written request, the Agency shall furnish to the Union President the names, office location, number, types, and amounts of awards given to bargaining unit professional employees during the preceding fiscal year. Employees who have received awards will be given the opportunity to have their names deleted from the information to be disclosed to the Union President. The Union President may disclose information received under this Section to other members of the Union Executive Board; but before making any disclosure other than to members of the Executive Board that would allow the identification of any individual employee(s), the Union President or Executive Board will obtain a written release from the affected employee(s).

ARTICLE 22
GRIEVANCE AND ARBITRATION PROCEDURE

Section 1. General

- A. The purpose of this Article is to provide a fair, simple and expeditious means of processing grievances. This negotiated procedure shall be the exclusive administrative procedure available to the Union and employees in the unit for resolving grievances that come within its coverage, except as specifically provided in subsections (d), (e), and (g) of 5 U.S.C. § 7121.
- B. Any employee or group of employees in the unit may present such grievances to the Agency and have them adjusted, without the intervention of the exclusive representative, as long as the adjustment is consistent with the terms of this Agreement and the exclusive representative has been given an opportunity to be present as provided in this Article.
- C. Employees and their representatives will be free from restraint, interference, coercion, discrimination or reprisal, consistent with 5 U.S.C. Chapter 71 and this Agreement, in seeking adjustment of grievances. The initiation or presentation of a grievance will not negatively impact the employee's standing with the Agency.
- D. Grievances should be processed in a fair, orderly, and expeditious manner to promote the efficiency of the Agency and the morale of employees. All individuals involved in the grievance procedure are expected to conduct themselves in a respectful, courteous manner. The Parties will make every effort to resolve grievances at the lowest possible level.
- E. The Agency will give the employee and his or her representative a reasonable amount of official time to consult, prepare and present the grievance.

Section 2. Representation

- A. Upon filing of a grievance, an employee may elect to be self-represented or represented by a Union Representative. The Union in its sole discretion shall designate in writing its authorized Representative, including any change in Representative.
- B. The designated Union Representative may be disqualified only for conflict of interest, or conflict of position.
- C. The Union has the right to be present during any discussion with a bargaining unit member conducted under the negotiated grievance procedure. If the Union is not the designated representative, a copy of the grievance will be provided to the Union within seven days of the grievance's receipt by the Agency. The Agency will provide the Union reasonable advance notice, not less than 48 hours excluding weekends and Federal holidays, of any grievance discussions when the Union is not the designated representative.

- D. Where the grievant elects Union representation, any communications with regard to the grievance and any attempts at resolution shall be made through the designated Union Representative.
- E. The Parties will make a reasonable effort to schedule discussions in the grievance process for a time that is mutually acceptable to all Parties.

Section 3. Grievances

A. Grievance. A grievance means any complaint:

- 1. by any employee concerning any matter relating to the employment of the employee;
- 2. by the Union concerning any matter relating to the employment of any employee; or
- 3. by any employee, the Union, or the Agency concerning:
 - a. the effect or interpretation, or a claim of breach of a collective bargaining agreement; or
 - b. any claimed violation, misinterpretation, or misapplication of any law, rule, or regulation affecting conditions of employment, or past practice.

B. Exclusions. This procedure does not cover grievances concerning:

- 1. Any claimed violation of Subchapter III of Chapter 73 of Title 5 U.S.C. (relating to prohibited political activities);
- 2. Retirement, life insurance, or health insurance;
- 3. A suspension or removal under 5 U.S.C. § 7532 for reasons of national security;
- 4. Any examination, certification, or appointment;
- 5. The classification of any position which does not result in a reduction in grade or pay of any employee;
- 6. Any matter which is not subject to the direct control of the Agency or the Union;
- 7. A complaint of discrimination which is listed in 5 U.S.C. § 2302(b)(1) if the employee has elected to use the statutory appeal procedure;
- 8. An action covered by 5 U.S.C. § 4303 (because of unacceptable performance) or by 5 U.S.C. § 7512 (adverse actions), if the employee has elected to use the statutory appeal procedure;

9. The termination of an employee during his or her probationary or trial period;
10. The termination of a temporary appointment;
11. The loss or suspension of an employee's security clearance; and
12. A notice of proposed disciplinary/adverse action, furlough, or removal. Issues relating to such proposal notices may, however, be raised in connection with any grievance over the final decision on the proposed action.

C. Identical Grievance. In the case of employee grievances that the Parties agree are identical, one employee's grievance may be selected by the Union for processing. For the purposes of this Section, identical grievances are ones arising from a common or related set of circumstances which adversely affect the grievants in a common or related manner where all of the witnesses would be testifying to the same or substantially similar facts. The term "substantially similar" means facts which are sufficiently alike so that a reasonable person would conclude that application of the same rules to the facts in each grievance would result in the same conclusions with regard to the outcome of those grievances. All decisions for the selected grievance will be binding on the remaining grievance(s).

Section 4. Grievability/Arbitrability

- A. A Party will raise any questions of grievability or arbitrability of a grievance as early in the grievance procedure as possible. Where a Party declares a grievance non-grievable or non-arbitrable, the dispute between the Parties shall be considered amended to include this issue.
- B. If a Party's assertion of non-grievability or non-arbitrability occurs less than 14 days before the scheduled arbitration hearing and the assertion causes the other Party to request a delay of the hearing, the Party asserting non-grievability or non-arbitrability shall be responsible for paying any costs the arbitrator may charge for late cancellation or rescheduling.
- C. Upon motion by a Party, the arbitrator will resolve any issue of grievability/arbitrability prior to hearing the merits of the grievance. The issue of grievability/arbitrability may be presented on brief where there are no factual issues involved requiring live witness testimony and in the alternative by telephone or videoconference.
- D. In the event the arbitrator determines the grievance is non-grievable or non-arbitrable, the arbitration will be concluded. Any hearing on the merits will be scheduled on a mutually agreeable date at least five days following the Parties' receipt of the decision that the matter is grievable/arbitrable.
- E. Where the issue of grievability/arbitrability is heard and decided in advance of a hearing on the merits of the grievance, the Party asserting non-grievability or non-arbitrability shall be responsible for paying the arbitrator's fees and expenses for the resolution of this issue.

Section 5. Grievance Procedure: Employee Grievances

A. Step 1

1. The Step 1 grievance must be filed in writing within 30 days after a particular act or occurrence, or within 30 days from the date on which the employee knew or had reason to know of the act or occurrence which is the subject of the grievance. The grievance should be filed with the first level of management having the authority to resolve the concern. If the management official with whom the grievance is filed does not have authority to resolve the grievance, the official will forward the grievance to the appropriate official within seven days of receiving the grievance and will so notify the grievant and the Union. The grievant may, if he or she desires, be assisted by a Union Representative.
2. The grievant shall set forth the basis for the grievance, including the underlying facts, the names of any individual(s) alleged to have acted improperly, the Article(s) and Section(s) of the Agreement and/or legal or regulatory provision(s) alleged to have been violated, the reason(s) for dissatisfaction, and the corrective action requested. The grievance will also include the name and contact information of any known witness(es).
3. Within 10 days after receipt of the grievance and prior to issuance of a decision, the Parties may confer to attempt to resolve the grievance. The Union has the right to be present during any discussion(s) between the Agency and the grievant relating to a Step 1 grievance, even if the grievant has not designated a Union Representative.
4. The Agency will respond in writing with a grievance decision within 21 days of receipt of the grievance. The decision will include the basis for the decision. Copies of any materials cited in a decision that denies the relief in whole or in part will be provided if they are not otherwise readily available to the grievant or his or her representative and release is not prohibited by law. The decision will include the name, title, and contact information of the Step 2 management official.
5. Any decision will be delivered to the grievant's Union Representative. If the employee is representing himself or herself, the decision will be provided to the employee and also to the Union President or designee.

B. Step 2

1. If the grievant is dissatisfied with the Step 1 decision and desires to advance the grievance to Step 2, the grievant (or the grievant's Union Representative acting on behalf of the grievant) must submit a written grievance to the Step 2 management official identified in the Step 1 decision, within 14 days after receiving the Step 1 decision on the grievance.
2. The grievant or Union Representative if designated, will present the Step 2 management official with the written grievance, a copy of the Step 1 decision, any additional evidence

to which the grievant has access that is relevant to resolution of the grievance, all reasons why the Step 1 decision is incorrect, and the corrective action requested, if different than as stated in the Step 1 grievance. The Step 2 grievance will also include the name and address of any witnesses not previously provided with the Step 1 grievance.

3. Within 21 days after receiving the grievance, the Step 2 management official or designee may hold such meeting(s) and complete such inquiry as he or she deems necessary. If any meeting is held with the grievant, the following guidelines apply:
 - a. If the Step 2 management official or designee meets with the grievant at this stage and the grievant has designated the Union as a representative, both the grievant and the grievant's Union Representative will be given the opportunity to be present. The Union has the right to be given the opportunity to be present at such meetings and discussions even if the grievant has not designated a Union Representative.
 - b. When a Step 2 meeting is held, the Agency will pay applicable travel and per diem expenses for the grievant.
 - c. Where the Union is the employee's designated representative and (1) there is no Union steward or member of the Local 511 Executive Board at the duty station where the meeting is held and (2) the Union has presented good cause to believe that effective representation cannot be provided by telephone due to particular circumstances applicable to the grievance, the Agency will provide applicable travel and per diem expenses necessary for the Union Representative to be present on site. This provision will not be applied to require the Agency to pay such expenses for a non-employee Union Representative.
4. The Step 2 Official or designee will render a written decision on the grievance within 21 days of receipt of the grievance. The decision will include the basis for the decision. Copies of any materials cited in a decision that denies the relief in whole or in part will be provided if they are not otherwise readily available to the grievant or his or her representative and release is not prohibited by law. The Step 2 decision will include the name, title, and contact information of the Step 3 management official, if a Step 3 grievance is available pursuant to Section C.1., below. Any decision will be delivered to the grievant's Union Representative. If the grievant is representing himself or herself, the decision will be delivered to the grievant and to the Union President or designee.

C. Step 3

1. If the grievant is dissatisfied with the Step 2 decision and desires to advance the grievance to Step 3, the grievant (or the grievant's Union Representative acting on behalf of the grievant) must submit a written grievance to the Step 3 management official identified in the Step 2 decision within 21 days after receiving the Step 2 decision on the grievance.

2. The grievant, or Union Representative if designated, will present the Step 3 management official with the written grievance, a copy of the Step 2 decision, any additional evidence to which the grievant has access that is relevant to resolution of the grievance, all reasons why the Step 2 decision is incorrect, and the corrective action requested, if different than as stated in the Step 2 grievance. The Step 3 grievance will also include the name and address of any witnesses not previously provided at Step 1 and/or Step 2 of the grievance procedure.
 3. Within 21 days after receiving the grievance, the Step 3 management official (or designee) may hold such meeting(s) and complete such inquiry as he or she deems necessary. The following guidelines apply:
 - a. If the Step 3 management official or designee meets with the grievant at this stage, and the grievant has designated the Union as Representative, both the grievant and the Representative will be given the opportunity to be present. The Union has the right to be present at such meetings and discussions even if the grievant has not designated a Union Representative.
 - b. When a Step 3 meeting is held, the Agency will pay applicable travel and per diem expenses for the grievant.
 - c. Where the Union is the employee's designated representative and (1) there is no Union steward or member of the Local 511 Executive Board at the duty station where the meeting is held and (2) the Union has presented good cause to believe that effective representation cannot be provided by telephone due to particular circumstances applicable to the grievance, the Agency will provide applicable travel and per diem expenses necessary for the Union Representative to be present on site. This provision will not be applied to require the Agency to pay such expenses for a non-employee Union Representative.
 4. The Step 3 Official will render a written decision on the grievance within 21 days of receipt of the grievance. The decision will include the basis for the decision. Copies of any materials cited in a decision that denies the relief in whole or in part will be provided if they are not otherwise readily available to the grievant or his or her representative and release is not prohibited by law. If the Step 3 decision denies the grievance in whole or in part, it will inform the grievant of the Union's right to invoke arbitration if the grievant wishes to challenge this decision. Any decision will be delivered to the grievant's Union Representative. If the grievant is representing him or herself, the decision will be delivered to the grievant and to the Union President or designee.
- D. A grievance decision issued at Step 1 or Step 2 by a Headquarters Program Office Head or designee will be the final Agency decision on the grievance prior to arbitration. (A Headquarters Program Office Head is the Principal Legal Advisor, Chief Financial Officer, Director of Training and Development, or similar program head).
- E. If the Agency grants the relief requested, the grievance will terminate at that Step.

- F. If the Agency does not grant the relief requested in the Final or Step 3 decision, the Union in its sole discretion may elect to invoke arbitration by filing an R-43, or other applicable form, with the Federal Mediation and Conciliation Service.
- G. Except as otherwise specified below, all employee grievances are to be initiated at Step 1 of the grievance procedure within the time frame as stated at Step 1.
1. The grievant shall initiate grievances that are based on the written decision or policy of a Chief Counsel or Finance Center Director (or equivalent position in any other program area) at Step 2 of the grievance procedure within the time frame specified at Step 1.
 2. The grievant shall initiate grievances concerning written reprimands at the next higher level of authority above the issuer of the reprimand. The grievance must be filed within the time frame specified at Step 1.
 3. The Union shall initiate grievances concerning suspensions, including indefinite suspensions, reductions in grade or pay, furloughs of 30 days or less, or removal at the arbitration step.

Section 6. Grievance Procedure: Institutional Grievances by the Union or the Agency

A. Local Level Disputes

1. **Step A.** If a dispute arises between local representatives of the Union and a Chief Counsel Office or Finance Center Director (or equivalent position in any other program area), one Party may file a written grievance with the other Party, provided such grievance is filed within 30 days after the particular act or occurrence which is the subject of the grievance or within 30 days from the date on which the grievant knew or had reason to know of the act or occurrence. Any such grievance must include the relevant facts, the provisions of any law, rule, or contract allegedly violated, and the relief being sought. When a grievance is filed, the Parties may meet and/or discuss the matter within 10 days after receipt. The Party with whom the grievance was filed shall render a written decision on the grievance within 21 days after receipt of the grievance. The decision will include the basis for the decision. Copies of any materials cited in the Step A decision that denies the relief in whole or in part will be provided if they are not otherwise readily available to the grievant or his or her representative.
2. **Step B.** If the grievant is dissatisfied with the Step A decision, the grievant may advance the grievance to the Headquarters Program Office Head (i.e., Principal Legal Advisor, Director of Training and Development, Chief Financial Officer or similar program head) (or designee) or appropriate Union Officer within 21 days after receipt of the Step A decision. The grievant shall include the written grievance, a copy of the Step A decision, any additional evidence to which the grievant has access that is relevant to resolution of the grievance, all reasons why the Step A decision is incorrect, and the corrective action requested, if different than as stated in the Step A grievance process. The Union Officer or Headquarters Program Office Head, or designee, will render a written decision on the

grievance within 21 days of receipt. Copies of any materials cited in the Step B decision that denies the relief in whole or in part will be provided if they are not otherwise readily available to the grievant or his or her representative.

3. If the grievance is not resolved to the mutual satisfaction of the Parties, the dissatisfied Party may invoke arbitration within the time frame stated in Section 8 of this Article.

B. National Level Disputes

If a dispute arises between the Union and a Headquarters Program Office Head, (i.e., Principal Legal Advisor, Director of Training and Development, Chief Financial Officer, or similar program head), including a dispute affecting more than one local office of a program, either the President of AFGE Local 511 or the Director of the Office of Human Capital (or their respective designees) may file a written grievance with the other Party within 30 days after the particular act or occurrence which is the subject of the grievance, or within 30 days from the date on which the grieving Party knew or had reason to know of the act or occurrence. The Party with whom the grievance was filed will render a written decision on the grievance within 21 days after receipt of the grievance. The decision will include the basis for the decision. Copies of any materials cited in the Step A decision that denies the relief in whole or in part will be provided if they are not otherwise readily available to the grievant or his or her representative. If the grievance is not resolved to the mutual satisfaction of the Parties, the dissatisfied Party may invoke arbitration within the time frame stated in Section 8 of this Article.

- C. Where the same issue or decision is present in grievances filed under A., above, at more than one locality, either Party may consolidate the Local Level Disputes into a National Level Dispute.

Section 7. Time Limits and Service

- A. For purposes of this Article, a day is a calendar day.
- B. The Parties may, by mutual agreement, extend all time limits.
- C. If a grievant should fail to meet an applicable time limit for moving a grievance forward, the grievance shall be deemed to have been withdrawn. If a Party fails to meet the time limit for rendering a decision on the grievance, such failure shall entitle the grievant to advance the grievance to the next step (including arbitration, if appropriate) within the applicable time frame for such action as measured from the date the Party should have rendered its decision.
- D. All time limits of this grievance procedure, including arbitration, shall be controlling. As applicable, time limits shall begin to run on the day after the date of receipt of the document that triggers the particular time limit.
- E. Grievances, grievance decisions, invocation of arbitration, and any correspondences related to such representational matters may be transmitted by e-mail with electronic read receipt

requested. Electronic read receipt will constitute proof of service. Each Party may designate up to four recipients. Documents transmitted by e-mail will be sent to each Party's designees at their government e-mail address. The Parties' designees will ensure their electronic read receipt is enabled and, where requested, will acknowledge receipt promptly. In the alternative, certified mail or personal delivery will constitute formal service. Facsimile transmission may be used only when the receiving Party expressly consents to such means in regard to a particular document. The Parties will act in good faith in receipting for documents and will not attempt to evade the service of documents upon them.

Section 8. Arbitration

- A. If the Agency and the Union fail to resolve any grievance processed under the negotiated grievance procedure, either Party may invoke arbitration in writing within 30 days after the date the Agency or the Union's final decision is received. In cases involving suspensions of less than 15 days or adverse actions, requests for arbitration must be filed after receipt of the Notice of Decision, but not later than 30 days after the effective date of the action. Requests for arbitration shall be submitted by the President of AFGE Local 511 or his or her designee in the case of the Union or the Director of Employee and Labor Relations, or designee, in the case of the Agency. Designations of authority to invoke arbitration shall be served on the other Party in writing.
- B. Within 15 days of invoking arbitration both Parties shall identify the arbitration representatives and identify the name, title, and contact information of the representatives.
- C. Both Parties have the sole discretion to identify and select their representatives. A Party's designated representative may be disqualified only for conflict of interest, or conflict of position.
- D. When invoking arbitration, the Union or the Agency shall submit a properly prepared R-43, or other applicable form, to the Federal Mediation and Conciliation Service (FMCS) for a list of seven arbitrators, and shall serve a copy of the FMCS form on the other Party. The Party invoking arbitration shall share equally the cost of any fee charged by the FMCS for the arbitrator's list. The Parties shall telephonically select an arbitrator within 14 days after receipt of such a list, or at a later date upon mutual agreement by the Parties. If they cannot mutually agree upon one of the listed arbitrators, the Agency and the Union will each strike one arbitrator's name from the list of seven names and will repeat this procedure. The Party invoking arbitration will exercise the first strike. The remaining person shall be the duly selected arbitrator.
- E. If, for any reason, either Party refuses to participate in the selection of an arbitrator, the FMCS will be empowered to make a direct designation of an arbitrator to hear the case.
- F. Each Party has the obligation to cooperate promptly with the designated arbitrator in setting a date for a hearing. Failure of either Party to proceed with due diligence in responding to an offer of dates may serve as a basis for establishment of a hearing date by the arbitrator.

- G. Any request to cancel a scheduled hearing will be made at least 48 hours in advance of the date scheduled. The Party that cancels the hearing will be responsible for any cancellation fees and any other expenses of the arbitrator, except that where the Parties jointly request to cancel a hearing, including where a case is settled, the Parties will equally share any cancellation fees and other expenses of the arbitrator.
- H. Either Party shall be given at the other Party's request, a complete list of the other Party's anticipated witnesses, a summary of expected testimony, and a copy of exhibits to be introduced, no later than 21 days prior to the hearing.
- I. All motions must be filed 30 days prior to the hearing unless otherwise agreed upon by the Parties. Responses to any motions must be filed within 15 days of the hearing unless otherwise agreed upon by the Parties.
- J. No later than 14 days prior to the start of the arbitration hearing, each Party will inform the other whether it desires a transcript of the hearing.
- K. If the Parties mutually agree upon the need for a transcript, they shall equally share the cost of the transcript and the Agency will make the arrangements for securing a transcript. If they do not agree on the need for a transcript, the Party desiring a transcript will arrange for the transcript and will bear the full cost. However, should the other Party change its mind prior to the close of the arbitration hearing and indicate its desire for a copy, that Party shall be responsible for half of the costs. A copy of the transcript shall not be provided to the other Party absent such a timely change of mind. This provision is not intended to preclude the other Party from purchasing a copy of the transcript directly from the court reporting service.
- L. Either Party may record the hearing.
- M. The arbitration hearing will be held, if possible, on the Agency's premises during the regular day shift of the basic workweek. The arbitration will be held within the commuting area of the grievant unless both Parties agree to hold it in another location.
- N. The Agency will pay appropriate local travel expenses to bring witnesses (who are Agency employees) located within a 50 mile radius from the site of the hearing to appear for testimony. Telephone or videoconference testimony will be used when practicable for presenting hearing testimony from witnesses located outside the 50 mile radius. If there is no videoconference facility/equipment reasonably available, the Agency may elect to bring the relevant witnesses to the nearest videoconference facility or the site of the hearing. Either Party may bring relevant witnesses from outside the 50 mile radius to a hearing at its own expense. The arbitrator is not authorized to order the appearance at the site of the hearing of any witness who is otherwise available by videoconference.
- O. All necessary and relevant Union participants in the hearing (e.g., grievant, Representative, relevant witnesses) shall be on official time, if they would otherwise be in a duty status.

- P. The Agency is responsible for appropriate travel and per diem costs incurred by the grievant, and the Union's Representative if the hearing is held away from their duty station. This paragraph does not apply to non-employee representatives. Travel time for Agency employee participants will be official time and will be compensated consistent with applicable regulations and this Agreement.
- Q. The arbitrator will be requested to render his or her decision as quickly as possible but, in any event, no later than 30 days after the conclusion of the hearing unless the Parties mutually agree to extend the time limit.
- R. The arbitrator's award shall be final and binding on the Parties unless either Party files exceptions to the award with the Federal Labor Relations Authority (FLRA) under the regulations prescribed by the FLRA or seeks judicial review in accordance with 5 U.S.C. § 7121(f), except that adverse action appeals shall not be presented to the FLRA.
- S. The Parties shall share equally the arbitrator's fee and the expenses. Fees to be paid by the Agency will be governed by existing regulations.
- T. Reasonable attorney fees and expenses will be provided to the Union consistent with governing statute or case precedent. An arbitrator retains jurisdiction, consistent with applicable law, rule or regulation, to resolve a motion for attorney fees by the Union after an award becomes final and binding.
- U. The arbitrator's award on the issue of attorney fees will normally be issued within 30 days of the arbitrator's receipt of the Agency's response to the Union's request. The arbitrator will provide a detailed explanation of the award on attorney fees.
- V. All charges of the arbitrator in connection with the award of attorney fees will be shared equally by the Parties.
- W. Discussion of any arbitration cases where an R-43 has been issued and pending will be conducted telephonically at the request of either the Agency or the Union on a quarterly basis. Such discussions may include possible settlements in pending cases or in pending grievance matters.
- X. The Parties recognize the importance of promptly handling removal, indefinite suspensions, and suspensions of 30 days or more cases. When the moving Party submits the R-43 to the FMCS, the Parties will request that the arbitrator be available to hear the case within 30 days.

ARTICLE 23

EQUAL EMPLOYMENT OPPORTUNITY

Section 1. General

The Agency will provide equal opportunity in employment for all qualified persons and will prohibit discrimination in employment because of race, color, religion, sex, national origin, age, sexual orientation, parental status, or physical or mental disability, except where required by statute or pursuant to bona fide occupational qualifications.

Section 2. Bargaining Obligations

Where the development and implementation of the Agency's EEO Plans and Programs involve changes in personnel policies, practices, or working conditions, the Agency will fulfill its bargaining obligations with the Union under 5 U.S.C. Chapter 71.

Section 3. Filing Options

- A. Any employee who believes that he or she has been discriminated against on the grounds set forth in Section 1., above, may file any one of the following:
1. A grievance pursuant to the provisions of Article 22 of this Agreement;
 2. A complaint of discrimination with the Agency subsequent to required EEO pre-complaint counseling;
 3. An appeal to the Merit Systems Protection Board (MSPB) where an action is otherwise appealable to the MSPB and the employee alleges that the basis for the action was discrimination prohibited by Section 1., above; or
 4. A complaint of discrimination with the Office of Special Counsel.
- B. An employee shall be deemed to have exercised his or her option under this Section at such time as the employee timely files one of the following: 1) a formal complaint of discrimination; 2) an MSPB appeal; 3) a grievance in writing in accordance with the provisions of this Agreement; or 4) a complaint of discrimination with the Office of Special Counsel.
- C. The selection of the negotiated grievance procedure contained in this Agreement to process a complaint of discrimination shall in no manner prejudice the right of an aggrieved employee to request the MSPB to review the final decision in the case of any personnel action that could have been appealed to the MSPB, or, where applicable, to request the Equal Employment Opportunity Commission (EEOC) to review a final decision in any other matter involving a complaint of discrimination of the type prohibited by any law administered by

the EEOC. Appeals to the MSPB, the EEOC or the Office of the Special Counsel shall be filed pursuant to such regulations as those agencies may prescribe.

Section 4. Grievance Procedures Pursuant to Article 22

- A. An employee may file a grievance pursuant to Article 22 Grievance and Arbitration Procedure within 30 days following:
 - 1. The date of the alleged discriminatory incident or, in the case of a personnel action, the effective date of the action; or
 - 2. The date of the employee's final interview with the EEO Counselor.
- B. The time limit provided in A.1. shall be extended where the individual shows that he or she did not have access to this Agreement and was otherwise not aware of the time limit, that he or she did not know and reasonably should not have known that the discriminatory matter or personnel action occurred, or that despite due diligence, he or she was prevented by circumstances beyond his or her control from filing a grievance within the time limits.
- C. If the employee elects to pursue the complaint under the grievance procedure in Article 22 and elects to process the grievance without representation, the Union shall have the right to be present at any meeting between the Agency and the employee concerning the grievance.
- D. Where the corrective or remedial action to be taken as a result of statutory adjudicatory procedures would conflict with or appear to conflict with, the provisions of this Agreement, the Agency shall afford the Union reasonable notification and opportunity to negotiate the impact of the Agency's action effectuating the decision.
- E. The provisions of this Agreement may not serve to prevent implementation of statutory equal employment opportunity decisions (i.e., the MSPB, the EEOC or the Federal courts) where the provisions:
 - 1. Violate applicable law, order, or regulations in effect at the time this Agreement was approved;
 - 2. Are themselves discriminatory in their impact on employees; or
 - 3. Leave no reasonable alternative for taking required action.

Section 5. EEO Process

- A. Employees are encouraged but not required to consult with an EEO Counselor prior to filing a grievance under this Article. Such consultation shall take place within 45 days of the alleged discriminatory incident or, in the case of a personnel action, within 45 days of the effective date of the action. The time limit may be extended based on the conditions contained in the EEOC regulations.

- B. EEO Counselors are provided by the ICE Office of Diversity and Civil Rights Help Desk by telephone at 202-732-0192 or TTY: 202-732-0097, on-line at EEO-ADR-ICE@dhs.gov, or by mail at U.S. Immigration and Customs Enforcement, Office of Diversity and Civil Rights, 500 12th Street SW, MS 5010, Washington, DC 20536.
- C. The aggrieved employee has the right to have a Union Representative or other representative of his or her own choosing present throughout all stages of the discrimination complaints process. The aggrieved employee shall also have the right to present the discrimination complaint without representation.
- D. The EEO Counselor shall, insofar as is practicable, conduct a final interview with the aggrieved employee within 30 days after the date on which the matter was called to the attention of the EEO Counselor by the aggrieved employee.
- E. If the final interview with the EEO Counselor is not concluded within 30 days and the matter has not been previously resolved to the satisfaction of the aggrieved employee, the aggrieved employee has the right to immediately file a complaint of discrimination by exercising one of the options in Section 3.A.
- F. The aggrieved employee shall in no way be restrained from filing a discrimination complaint, nor encouraged to file a discrimination complaint.
- G. The aggrieved employee has a right to request the EEO Counselor not to reveal the identity of an aggrieved employee who has come to him or her for counseling, except when authorized to do so by the aggrieved employee, until a written discrimination complaint has been filed.

ARTICLE 24

PERFORMANCE MANAGEMENT

Section 1. Introduction

- A. The Agency and the Union are committed to providing quality public service. Performance management is the systematic process by which the Agency involves its employees, as individuals and members of groups, in improving organizational effectiveness in the accomplishment of Agency mission and goals. This Article shall be interpreted consistently with all appropriate statutes and government-wide regulations relating to performance management.
- B. The performance management program ensures honest feedback and open, two-way communications between employees and their supervisors.
- C. The performance management program integrates the processes the Agency uses to:
 - 1. Communicate and clarify organizational goals to employees;
 - 2. Identify individual and, where applicable, team accountability for accomplishing organizational goals;
 - 3. Identify and address developmental needs for individuals and, where applicable, teams;
 - 4. Assess and improve individual, team, and organizational performance;
 - 5. Use appropriate measures of performance as a basis for recognizing and rewarding accomplishments; and
 - 6. Use the results of performance appraisal as a basis for appropriate personnel actions.
- D. The Agency shall not establish a forced distribution of summary rating levels. A rating of record shall be based only on the evaluation of actual job performance for the designated appraisal period.

Section 2. General Considerations

- A. Application of the employee performance management program shall be fair, reasonable, and based on work assignments and responsibilities.
- B. Terms used in this Article that relate to the performance management program, such as “appraisal,” “critical element,” “performance rating,” “rating officials” or “reviewing officials” have the same meaning as in Government-wide regulation.

Section 3. Critical Elements

- A. Critical element means a work assignment or responsibility of such importance that unacceptable performance on the element would result in a determination that the employee's overall performance is unacceptable. Critical elements shall be used to measure performance only at the individual level.
- B. All critical elements to be used for performance appraisals will be directly related to the employee's work assignments and responsibilities. Critical elements shall be communicated to the employee at the beginning of the rating period or whenever elements or expectations change during the rating period.

Section 4. Performance Standards

- A. Performance means accomplishment of work assignments or responsibilities. Performance standard means the management-approved expression of the performance threshold(s), requirement(s), or expectation(s) that must be met to be appraised at a particular level of performance. A performance standard may include, but is not limited to quality, quantity, timeliness, and manner of performance.
- B. Performance standards will, to the maximum extent feasible, permit the accurate evaluation of job performance on the basis of objective criteria related to the job in question for each employee or position under the program.
- C. Application of all performance standards shall be fair, reasonable, and consistent with regulatory requirements.

Section 5. Impact of New Technology, Methods or Means of Performing Work

The Agency will consider the effects of new technology, methods or means of performing work when rating an employee. An accommodation period of a reasonable length will be provided where the new technology, methods or means of performing work has a direct impact on a critical element affecting the employee's rating.

Section 6. New and Revised Critical Elements and Performance Standards

Upon execution of this Agreement, the Union will be provided copies of all current critical elements and standards. Subsequently, the Union will be provided copies of proposed changes to critical elements and standards. The Union will be afforded an opportunity to bargain pursuant to the provisions of Article 9 of this Agreement before the revised critical elements and standards are implemented and issued to the employee.

Section 7. Communications

- A. Employees are encouraged to participate in the development and discussion of their performance plan.

- B. An employee must be placed on a performance plan, normally within 30 days after (1) the employee enters on duty or is assigned to a new position, or (2) the beginning of the appraisal period.
- C. Discussions between the employee and rating official may be held at any time, including but not limited to a(n):
 - 1. employee's entry on duty or change in position, to include reassignment, promotion or reduction in grade;
 - 2. request submitted by the employee;
 - 3. change in the supervisor of record;
 - 4. detail of 90 days or more;
 - 5. temporary promotion of 90 days or more; or
 - 6. return from an extended absence of 90 days or more.
- D. Ongoing Performance Discussions
 - 1. Discussions may be initiated by the supervisor, rating official (if not the immediate supervisor) or employee. If an employee requests a discussion with his or her rating official to discuss his or her performance, it will be scheduled within a reasonable period of time of the employee's request.
 - 2. The discussion will provide an opportunity to address progress, identify any problems in the employee's work product, and seek further guidance, if needed.

Section 8. Mechanics

- A. All bargaining unit employees will receive an annual performance rating for the rating cycle established by the Agency. The performance rating normally will be issued in writing to the employees within 30 days of the end of the appraisal period. This period may be extended where an employee is subject to a Performance Improvement Plan under Section 12 of this Article.
- B. When an employee has not been under a formal performance plan for a period of at least 90 days as of the end of the specified appraisal period, the appraisal period must be extended until such time as the 90-day requirement has been met.
- C. When an employee's performance plan changes less than 90 days before the end of the rating period, the employee will be evaluated based on those parts of the performance plan that had previously been in place.

- D. In the event an employee is detailed to a position with a different performance plan or is temporarily promoted for more than 90 days, the employee will be placed on a formal written performance plan for the detail or temporary promotion as soon as practicable, but not later than 30 days after the beginning of the detail or temporary promotion. At the completion of the detail or temporary promotion, documented input on the employee's performance will be prepared, which the employee's rating official shall consider in preparing the employee's rating of record.
- E. The extended absence of the rating official or the employee is a circumstance that may warrant extending the appraisal period.
- F. The rating official will evaluate the employee's performance against the standards for each performance element, and assign the applicable summary rating level to each element.
- G. At least one formal progress review, either oral or written, must be conducted normally near the mid-point of the rating cycle. Progress reviews should be documented by the signatures of the rating official and the employee on the Performance Appraisal Record. If, at the time of a progress review, the rating official is aware of an instance(s) of performance deficiency, the employee should be so informed. The progress review is intended to provide feedback during the rating cycle; a "rating of record" is not issued as a part of the progress review.
- H. A rating of record shall be based only on the evaluation of actual job performance for the designated appraisal period. The Agency shall not issue a rating of record that assumes a level of performance by an employee without an actual evaluation of that employee's job performance.
- I. If there is insufficient information during the appraisal period to evaluate the employee's performance against the standards of a particular performance element, the rating official should make a statement to that effect on the performance appraisal record.
- J. If any element is rated as "Unacceptable Performance" or "Fails to Meet Expectations," written comments, supported by specific examples, are required that address how the performance was deficient.
- K. Employees may contest a rating of record by exercising their right to grieve such rating under Article 22 Grievance and Arbitration Procedure. Except as provided in 5 CFR § 430.208(i), a rating of record is final when it is issued to an employee with all appropriate reviews and signatures.

Section 9. Appraisal Levels

- A. Within the context of formal performance appraisal requirements, rating means evaluating employee performance against the elements and standards in an employee's performance plan and assigning a summary rating of record. The Rating of Record is completed at the end of

the appraisal period, and a summary level must be assigned. The summary level assigned is based on work performed during the employee's appraisal period.

- B. Employees represented by the Union and covered by this Agreement are employed within several of the Agency's program offices. Program offices may use two, three, four or five summary levels.

Section 10. Uses of the Performance Rating of Record

The performance rating given to employees under this performance management program is used for a number of purposes. The rating of record may be used in consideration for appropriate awards, promotions, and other personnel actions. This performance rating will be considered in making determinations regarding reductions-in-force within the Agency in accordance with applicable law and regulation.

Section 11. Changes in an Established Appraisal Program

The Union will be provided notice of any changes to a program office's appraisal program and will be afforded an opportunity to bargain to the extent required by law before the changes are implemented and issued to the employees.

Section 12. Performance Improvement Plan ("PIP")

- A. At any time during the performance appraisal cycle that an employee's performance is determined to be unacceptable in one or more critical elements, the Agency shall notify the employee of the critical element(s) for which performance is unacceptable and inform the employee of the performance requirement(s) or standard(s) that must be attained in order to demonstrate acceptable performance in his or her position.
- B. Consistent with 5 U.S.C. § 4302(b)(6), a PIP provides an employee who is performing at an unacceptable level in one or more critical elements a specifically identified opportunity to demonstrate whether he or she can perform at an acceptable level in those critical elements. The purpose of the activities and requirements set forth in a PIP is to assist the employee in attaining acceptable performance.
- C. If at any time during the rating period the rating official determines that an employee is performing at an unacceptable level, the supervisor (or rating official) may place the employee on a PIP.
- D. When an employee is on a PIP at the end of a rating period, the rating period shall be extended until the completion of the PIP. A formal rating shall not be issued until the completion of the PIP.
- E. When the Agency informs an employee at the end of a rating cycle that he or she is performing at an unacceptable level, and that he or she is being placed on a PIP, the rating

period will be extended and the formal rating will be held in abeyance until the completion of the PIP.

- F. When a rating period has been extended because the employee is on a PIP, the subsequent rating period shall commence upon completion of the PIP.
- G. Guiding principles for the creation and nature of a PIP include:
 - 1. The PIP will identify the critical element(s) for which performance is unacceptable or fails to meet expectations, provide example(s) of the employee's unacceptable performance, and inform the employee of the performance requirement(s) or standard(s) that must be attained in order to demonstrate acceptable performance. The PIP will state that unless performance in the critical element(s) improves to an acceptable level by the end of the PIP and is sustained at an acceptable level for a minimum period of one year from the beginning of the PIP, the employee may be reduced in grade or removed from Federal service.
 - 2. The PIP will afford the employee a reasonable opportunity of at least 90 days to resolve the identified performance-related problem(s). During this period, the employee normally will not be subject to an adverse action based on performance-related problems. However, this would not prevent the Agency from imposing an adverse action for neglect of duty or other serious deficiency.
 - 3. The PIP will be tailored to the specific needs of the employee and may include formal training, on-the-job training, counseling, assignment of a journeyman mentor, or other assistance as appropriate. Employees should request additional assistance from the supervisor or rating official, if needed.
 - 4. The PIP will state which supervisor or management official(s) will be overseeing the PIP and available to assist the employee in reaching an acceptable level of performance.
- H. In the event that unforeseen circumstances arising during the PIP period prevent the rating official from assessing the employee's performance at the end of the period (e.g., prolonged absence due to illness or injury), the rating official may extend the PIP period until an assessment can be made, consistent with law.
- I. When it appears to the employee that his or her performance may not reach an acceptable level prior to the conclusion of the PIP, the employee may request the PIP to be extended for an additional reasonable period of time to allow an opportunity to improve his or her performance level. The decision to extend is in the Agency's sole discretion.

Section 13. Action Based on Unacceptable Performance

- A. In accordance with 5 U.S.C. § 4303, an employee who does not improve his or her performance to an acceptable level after having been provided a reasonable opportunity to do so, i.e., a PIP, may be reassigned to another position, reduced in grade, or removed from Federal service.

- B. An employee whose reduction in grade or removal is proposed for unacceptable performance is entitled to:
1. 30 days advance written notice of the proposed action, which identifies the specific basis for the proposed action, including specific instances of unacceptable performance and the critical element(s) of the employee's position involved in each cited instance of unacceptable performance. The proposed action may not be based upon unacceptable performance which occurred more than one year before the date of the notice of the proposed action.
 2. the right to be represented by an attorney or other representative. The employee must inform the deciding official, in writing, of the representative's name.
 3. a reasonable time, not to exceed 10 days, to answer orally and in writing, and to provide affidavits and work product or other evidence to challenge the proposed action. Upon request, the Agency may grant an extension to the period of time for an answer.
- C. The advance written notice period may be extended for 30 days or for a longer period, but only as consistent with 5 CFR § 432.105(a)(4)(i)(B)(1)-(6) or (C).
- D. A final Agency decision to reduce in grade or remove an employee shall be made not later than 30 days after the expiration of the advance notice period. The employee will be given this decision in writing. Unless the action is proposed by the Head of the Agency, the deciding official will be at a higher management level than the proposing official. The decision will:
1. Specify the instances of unacceptable performance upon which the decision is based; and
 2. Specify the action to be taken, the effective date, and the employee's applicable appeal and/or grievance rights.
- E. The employee may appeal to the Merit Systems Protection Board (MSPB) in accordance with applicable law; the Union, on behalf of the employee, may timely file a written request to invoke arbitration under the terms of Article 22 Grievance and Arbitration Procedure; or, the employee may contest the action pursuant to applicable Equal Employment Opportunity (EEO) law and regulation. An employee shall be deemed to have exercised the appellate option at such time as the employee timely files an MSPB appeal or timely files a formal discrimination complaint, or the Union, on behalf of the employee, timely files a written request to invoke arbitration, whichever occurs first. Arbitration must be invoked no later than 30 days after the effective date of the action, unless the employee has initiated EEO action as provided at Article 23, Section 4.A.2.
- F. If a third-party adjudicator, including an arbitrator, determines the Agency has established by substantial evidence that the employee's performance was unacceptable on at least one critical element, the Agency's action must be sustained. The Agency's decision to remove or reduce in grade taken under the authority of 5 U.S.C. § 4303 is not subject to mitigation.

Section 14. Electronic Performance Management System

Should the Agency determine to establish an electronic system for processing any part of the Performance Management Program, the Union will be notified and have an opportunity to bargain in accordance with law and Article 9 of this Agreement.

Section 15. Retention of Records

The Agency will retain copies of progress reviews, ratings of record, and other performance management related correspondence pursuant to applicable law and regulation. Upon request, the Agency will grant employees access to such documents.

ARTICLE 25

FORMAL DISCUSSIONS AND INVESTIGATIVE EXAMINATIONS

- A. The Union shall be given the opportunity to be represented at any formal discussion between one or more representatives of the Agency and one or more employees in the unit or their representatives concerning any grievance or any personnel policy or practices or other general conditions of employment.
- B. The Agency will provide the Union the opportunity to be represented at any examination of an employee in the unit by a representative of the Agency in connection with an investigation if:
 - 1. The employee reasonably believes that the examination may result in disciplinary action against the employee; and
 - 2. The employee requests representation.
- C. The Agency will advise, in writing, employees of the unit of this right annually.
- D. In some circumstances, a written memorandum may be used as a substitute for an oral examination in connection with an investigation. In such cases, where the criteria of subsection B of this Article are met, the employee is entitled to the opportunity to consult with a Union Representative prior to completing the memorandum.
- E. Examinations in connection with misconduct investigations may be conducted at any reasonable hour.

ARTICLE 26

DISCIPLINARY AND ADVERSE ACTIONS

Section 1. Introduction

- A. The Agency has the right and obligation to identify and correct both conduct and performance deficiencies. The objective of disciplinary and adverse actions is to promote the efficiency of the service.
- B. When appropriate, the Agency may consider an oral warning or counseling in lieu of a disciplinary or adverse action. The Agency generally follows the sound principle of progressive disciplinary action. Where discipline is necessary, a common pattern of progressive discipline is reprimand, short term suspension, long term suspension and removal. Any of these steps may be bypassed when the nature or circumstances of the matter being addressed make a more severe action appropriate.
- C. Corrective action can include:
 - 1. non-disciplinary actions, such as an oral warning, an oral or written counseling, and other non-disciplinary actions;
 - 2. disciplinary actions, such as letters of reprimand and suspensions of up to 14 days; and
 - 3. adverse actions, such as suspensions of 15 days or more, reductions of grade or pay, furloughs of 30 days or less, and removal.
- D. Disciplinary or adverse actions will only be taken for such cause as promotes the efficiency of the service. The Agency will administer disciplinary and adverse action procedures and determine penalties for all employees in a fair and equitable manner. The deciding official will always be different from the official who proposed a disciplinary or adverse action. Normally the deciding official will be at a higher level of management than the proposing official.
- E. The Agency will provide the employee and his or her designated Representative, where they are not co-located, with a copy of the materials it relied on to support the reasons for the proposed action. Where an action has been proposed under Section 7. or 8. of this Article and a formal investigation has been conducted, the materials provided will include the report of investigation.
- F. When the Union is designated as the Representative in a disciplinary or an adverse action, the employee will notify the Agency, in writing, of such designation. The designation will include the name, address, email address and telephone number of the Representative. All correspondence will be served by the Agency to the Representative and the employee.

- G. If the employee elects not to be represented by the Union, correspondence will be addressed to the employee and it will remain the employee's prerogative as to whether he or she wishes to furnish the Union with copies of such correspondence.
- H. No record of a complaint determined to be unfounded or not investigated will be placed in the employee's Official Personnel Folder (OPF).

Section 2. Definitions

For the purposes of this Article:

1. Day is a calendar day, unless otherwise specified.
2. Furlough means the placing of an employee in a temporary status without duties and pay because of lack of work or other non-disciplinary cause.
3. Reinstatement means to put back or establish again, as in a former position or state.

Section 3. Investigations

- A. Prior to issuing a proposed disciplinary or adverse action, the Agency may investigate allegations of misconduct.
- B. The Union shall be given the opportunity to be represented at any examination (i.e., questioning) of an employee by a representative of the Agency in connection with an investigation if the employee reasonably believes that the questioning may result in disciplinary action against the employee and the employee requests representation. The Agency will annually inform employees of this right in accordance with Article 25 of this Agreement.
- C. Employees interviewed in a formal Agency investigation (e.g., conducted by the Office of Professional Responsibility), whether as a subject or witness, shall be appropriately advised of their rights and responsibilities in connection with giving a statement.
- D. When the subject of a formal Agency investigation is made aware of that investigation, the Agency will advise the employee when the investigation is concluded if the allegations are found to be without merit.

Section 4. Timeliness of Disciplinary and Adverse Actions

- A. The Agency will initiate disciplinary or adverse action in a timely manner after the facts and circumstances giving rise to the action are fully uncovered. Extenuating circumstances that can delay the issuance of a proposal or decision letter, include but are not limited to, the need to conduct a thorough investigation and/or to obtain additional information regarding particular matters, the need to consult with Employee and Labor Relations or the Office of

the Principal Legal Advisor, the requirement to follow specified procedures, and difficulties in arranging meetings where the employee and the deciding official are at different locations.

- B. Delay in taking a disciplinary or adverse action will not excuse an employee's misconduct, but may be a mitigating factor with regard to penalty.

Section 5. Alternatives to Discipline (Alternative Discipline)

- A. Alternatives to discipline, also called alternative discipline, are often of benefit to both the employee and the Agency. The objectives of alternative discipline include:

1. Improving communications and interpersonal working relationships between supervisors and employees;
2. Correcting behavioral problems;
3. Reducing the costs and delays inherent in traditional disciplinary actions; and
4. Minimizing contentiousness between the Parties.

- B. Alternative discipline includes, but is not limited to, such things as community service; successful completion of non-work training or self-improvement courses; a forfeiture (or donation) of accrued leave; and a Last Chance Agreement (LCA). Although most commonly applied to circumstances when disciplinary action would otherwise be appropriate, alternative discipline can be offered at the discretion of the Agency for adverse actions.

- C. Alternative discipline is not an employee right. The decision to offer alternative discipline in any particular case is a matter solely within the Agency's discretion and may be offered, including at the specific request of the employee or his or her Representative, at any stage of the disciplinary process, as the Agency determines appropriate. An offer of alternative discipline establishes no precedent or presumption that it will be offered in any other case.

- D. Any alternative discipline must be contained in a written agreement between the employee and the Agency.

- E. Last Chance Agreements

1. An LCA is an agreement in which an employee against whom the Agency has proposed a disciplinary or adverse action agrees to conform to certain conduct expectations for a set period of time in exchange for the Agency's commitment to hold the proposed action in abeyance for the same period and upon the successful conclusion, to forego imposing the action. If the employee does not meet his or her obligation under the agreement, then the Agency is free to impose the proposed disciplinary or adverse action without issuance of a new notice and opportunity to reply. In any subsequent grievance, appeal or other challenge to the disciplinary or adverse action, the only issues that can be reviewed are

whether the employee conformed to the conduct expectations to which he or she had committed in the LCA and whether the Agency has abided by the provisions of the LCA.

2. An offer of an LCA is not an employee right. The Agency's determination of whether to offer an employee an LCA in any particular case is a matter solely within the Agency's discretion, including when the LCA has been offered at the specific request of the employee and/or his or her Representative. An offer of an LCA establishes no precedent or presumption that it will be offered in any other case.
3. In executing an LCA, the employee takes full responsibility for his or her actions and meeting the obligations under the agreement.
4. The "probationary period" required by an LCA shall not exceed five years, unless mutually agreed by the Parties.
5. The Union will be notified and given an opportunity to be present at any meeting in which the Agency offers such an agreement to a bargaining unit employee.

Section 6. Disciplinary Actions: Reprimands

- A. A letter of reprimand is considered the mildest level of a disciplinary action. A letter of reprimand is a written disciplinary action which specifies the reasons for the action, places the employee on notice that he or she may be subject to more severe disciplinary action upon any further offense, and informs the employee that a copy of the reprimand will be made a part of his or her OPF.
- B. When the Agency issues a letter of reprimand the Agency will allow the employee and his her Representative 10 days to make a written request for reconsideration. The employee and/or his or her Representative, if an Agency employee, will be given a reasonable amount of official time to prepare the request.
- C. A letter of reprimand will inform the employee that he or she has the right to file a grievance over the reprimand under the negotiated grievance procedure; the time period for filing a grievance; the name, telephone number and e-mail address of the management official to whom a grievance should be addressed (normally, an Agency official one level higher than the official who issued the reprimand); and the right to Union representation.
- D. A letter of reprimand will stay in the employee's OPF for a period of up to, but not exceeding, two years or upon resignation or retirement whichever is earlier. If a subsequent disciplinary or adverse action has been proposed and is pending at the time the reprimand is removed from the employee's OPF, then the reprimand may be transferred to the record for the pending action (only to substantiate the existence of the prior disciplinary action). Although a letter of reprimand will no longer be considered a "prior disciplinary action" after the reckoning period has expired, the fact that the employee has received the reprimand continues to serve as specific notice to the employee that the underlying conduct is unacceptable.

- E. Where an employee has consistently exhibited exemplary conduct and performance for one year following issuance of a reprimand, the Union may make a single written request that the reprimand be removed from the employee's OPF. The Agency will give good faith consideration to the request. The Agency's decision on such a request for early removal of the reprimand is final and not subject to the negotiated grievance procedure.

Section 7. Disciplinary Actions: Short-Term Suspensions

- A. An employee against whom a suspension for 14 days or less is proposed is entitled to:
1. An advance written notice of at least 20 days stating the specific reasons for the proposed action;
 2. The right to receive and review materials pursuant to Section 1.E. of this Article;
 3. At least 14 days to respond orally and/or in writing and to furnish affidavits and other documentary evidence to a deciding official; and
 4. Be represented by an attorney or other representative.
- B. The employee and/or his or her representative, if an employee, will be given a reasonable amount of official time to prepare and present an oral and/or written response to the proposal.
- C. If the Agency wishes to add additional charges to a pending proposed action between the time it proposes disciplinary action and when a decision is issued, the Agency may rescind the original proposal and issue a new one, including the new charges, thus starting the process all over.
- D. If the deciding official determines to impose a suspension, the decision will include the applicable grievance and/or appeal rights specified in Section 11. of this Article.

Section 8. Adverse Actions: Removal, Suspension for More than 14 Days, Reduction-in-Grade, Reduction-in-Pay, and Furlough of 30 Days or Less

- A. An employee against whom a removal, suspension for more than 14 days, reduction-in-grade, reduction-in-pay, or furlough of 30 days or less is proposed is entitled to:
1. An advance written notice of at least 30 days (except where a shortened notice period is authorized by law or regulation, such as 5 U.S.C. § 7513(b) and 5 CFR § 752.404(d)), stating the specific reasons for the proposed action;
 2. The right to receive and review materials pursuant to Section 1.E. of this Article;
 3. At least 14 days to respond orally and/or in writing and to furnish affidavits and other documentary evidence to a deciding official (normally at a level higher than the proposing official); and

4. Be represented by an attorney or other designated representative.
- B. The employee and/or his or her representative, if an employee, will be given a reasonable amount of official time to prepare and present an oral and/or written response to the proposal.
- C. If the Agency wishes to add additional charges to a pending proposed action between the time it proposes adverse action and when a decision is issued, the Agency may rescind the original proposal and issue a new one, including the new charges, thus starting the process all over.
- D. If the deciding official determines to impose an adverse action, the decision will include the applicable grievance and/or appeal rights specified in Section 11. of this Article.

Section 9. Medical Condition

An employee who wishes consideration of any medical condition that the employee claims has contributed to a conduct, performance or leave problem shall supply supporting medical documentation within the time limits allowed for the employee's response to the proposal notice.

Section 10. Agency Decisions

- A. Where the Agency proposed a form of discipline or adverse action covered under Sections 7. or 8. of this Article, it will follow the procedural requirements of law, regulation, and this Agreement in rendering a written decision.
- B. In arriving at its written decision on any proposed disciplinary or adverse action, the Agency shall not consider any reasons for action other than those specified in the notice of proposed action. It shall consider any timely response that the employee and/or his or her representative made to a designated official and any timely medical documentation furnished, as well as all the information gathered in the investigation.
- C. If the decision is to effect an action identified in Sections 7. or 8. of this Article, the decision will state the specific reason(s), the effective date, the action to be taken, and the employee's appeal rights regarding the decision.
- D. When represented by the Union, a second copy of the letter and any attachments, labeled "Copy for Union Representative" will be provided to the employee.

Section 11. Appeal Rights

- A. A decision to take an action specified in Sections 6. or 7. of this Article may be grieved under Article 22 Grievance and Arbitration Procedure. The grievance would be filed at the final, pre-arbitration step. The reprimand or decision letter will specify the time limits under the grievance procedure; and the name, telephone number and e-mail address of the Agency official to whom a grievance should be addressed.

- B. For an action addressed in Section 8. of this Article, an employee may grieve under Article 22 Grievance and Arbitration Procedure or appeal to the Merit Systems Protection Board (MSPB), but not both. The choice of forum, by either filing a grievance or appealing to MSPB, is irrevocable. An employee shall be deemed to have exercised his or her option at such time as the employee timely files a written grievance or timely initiates an appeal to the MSPB, whichever occurs first. A grievance will be filed at the final, pre-arbitration step.
- C. For an action addressed in Section 8. of this Article, the decision letter will specify the time limits under the grievance procedure; and the name, telephone number and e-mail address of the management official to whom a grievance should be addressed. The decision letter will also provide the notice of appeal rights to MSPB consistent with 5 CFR § 1201.21.

Section 12. Unjustified or Unwarranted Personnel Actions

- A. Where it has been ultimately determined through administrative action or applicable third party adjudication that a disciplinary or adverse action was unjustified or unwarranted, the Agency will take whatever action is required to correct the employee's personnel and pay records, in accordance with law and regulation. The Agency will also take other remedial action in accordance with the third party determination, law and regulation, e.g., the Back Pay Act. Evidence of any unjustified or unwarranted personnel action will be timely removed from the official file(s) of the employee or otherwise disposed of in accordance with government records requirements. Upon request, the Agency will provide written notification to the employee and the employee's representative when such actions have been accomplished. The Agency retains the right to maintain any information, including documentation of any expunged personnel actions, in its litigation files. Any dispute over whether the Agency has complied with such requirements may be resolved through the negotiated grievance procedure or compliance proceedings before the applicable third party adjudicatory forum.
- B. Where action taken under Section 8. of this Article is later found to have been unwarranted or where an independent determination has been made to reinstate an employee, the Agency shall timely reinstate the employee, in good faith compliance with the lawful order of the adjudicatory body, by returning the employee to the previous position or one of equal status and pay.

Section 13. Requests for Time Extensions

Neither Party will unreasonably deny a reasonable request for an extension of time. Absent extraordinary circumstances, such requests must be made at least two workdays in advance of the deadline.

ARTICLE 27
EMPLOYEE ASSISTANCE PROGRAM

- A. Under the Employee Assistance Program (EAP) the Agency will continue efforts to identify, counsel and assist in rehabilitating employees with alcohol, drug related, or personal problems which may adversely affect job performance. The Union will cooperate fully with the Agency in this program, while complying with the provisions for confidentiality in safeguarding client information.
- B. The Agency will provide an orientation for Union Officers concerning EAP policies, referral procedures and program resources.
- C. The Agency recognizes its responsibility to identify and make reasonable effort at rehabilitation of employees with alcohol or drug problems at an early stage. Employees undergoing a prescribed program of treatment will be granted sick leave for this purpose on the same basis as any other illness that requires absence from work.
- D. The Agency and the Union jointly acknowledge that employees entering the EAP are not immune from disciplinary action. However, the fact that an employee is actively pursuing, or indicates a commitment to enter, an established program of rehabilitation will be given weight in considering appropriate disciplinary action.

NOTE: The EAP can be reached by calling (800) 222-0364 or TTY (888) 262-7848 or via the Internet at www.FOH4You.com.

ARTICLE 28
REIMBURSEMENT OF EMPLOYEE EXPENSES

Section 1. Professional Credentials

- A. Pursuant to 5 U.S.C. § 5757(a), the Agency may reimburse eligible employees each fiscal year for qualifying expenses to obtain professional credentials required as a condition of employment, subject to the availability of funds. This includes mandatory dues and fees paid in one jurisdiction during each fiscal year for professional accreditation, licenses (e.g., state bar membership), certifications, and the costs of examinations to obtain such credentials.

- B. The Agency will not reimburse an employee for late payment penalties, non-mandatory contributions, certification fees for a specialized area of practice, payment of professional taxes; or for dues or other costs incurred prior to the individual's employment with the Agency or that qualifies the employee for initial consideration for a professional position (e.g., an employee's costs for initial admission to a state bar following completion of law school or an accounting technician's college tuition to obtain an accounting degree). The Agency may pay for court admission fees required of attorneys for admission to practice before a court, if admission is necessary to carry out the Agency mission.

- C. Eligible employees include the following:
 - 1. Every attorney required by the Agency to be a member in good standing of the bar of the highest court of any State, possession, territory, Commonwealth, or the District of Columbia; and
 - 2. Every other professional employee within the bargaining unit who is required to maintain professional credentials as a condition of employment.

- D. Procedures
 - 1. The employee will initiate the process by presenting to his or her supervisor evidence of payment of qualifying expense(s) during the current fiscal year (e.g. cancelled check, copy of bank statement showing payment, statement from bar or professional association showing payment) and a completed reimbursement request, currently an SF 1164.
 - 2. Reimbursement of qualifying expenses is only available during the fiscal year in which the expense is incurred by the employee.
 - 3. The employee must submit a request for reimbursement as soon as possible after incurring the expense to ensure that the Agency will be able to obligate the funds for reimbursement by the end of fiscal year cutoff date.

4. The Agency will take reasonable steps to ensure prompt processing, adjudication, and timely reimbursement.

Section 2. Professional Liability Insurance

As permitted by law and subject to the availability of funds, the Agency may reimburse up to fifty percent (50%) of the annual premium for professional liability insurance, paid by bargaining unit employees whose primary duties include the investigation, apprehension, prosecution, or detention of individuals suspected or convicted of offenses against the criminal laws of the United States (including OPLA attorneys whose primary duties involve enforcement of immigration laws of the United States).

Section 3. Transportation Subsidy

- A. Consistent with applicable law and regulations, and subject to availability of funds, the Agency shall provide a subsidy of an employee's eligible commuting costs for mass transportation or vanpools, up to the maximum amount authorized at the time the subsidy is paid. The amount of the subsidy cannot exceed the actual costs incurred.
- B. Employees will apply for and receive the transportation subsidy in accordance with local procedures and schedules.
- C. The transportation subsidy may be used only for the employee's eligible mass transportation or vanpool commuting costs. No part of the subsidy may be used for any other purpose or transferred to anyone else, without regard to whether the employee receives anything in exchange.
- D. When the Agency is directed to increase or decrease the maximum amount of the transit subsidy by law, regulation or Executive Order, the Agency will implement the change for all employees in the bargaining unit in a timely manner consistent with the guidance or requirements of the applicable law, regulation or Executive Order.
- E. When the Agency is given discretion to increase the maximum amount of the transit subsidy by law, regulation or Executive Order, the Agency and the Union may negotiate over any changes in transit subsidy amounts within 30 days of when the Agency receives this new discretion.

ARTICLE 29

CHILD CARE

Section 1. Policy and Purpose

The Parties recognize that working parents may have special child care needs during working hours, including the need to secure appropriate child care arrangements.

Section 2. Child Care Activities

- A. The Agency will continue to provide child care and parenting information, child care resource and referral information, and counseling as available through the Employee Assistance Program.
- B. If it is determined that training for an employee who assumes oversight responsibility for a Federal child care facility is necessary and readily available, the Agency will consider paying for it in light of other competing demands for local training.

Section 3. Employee Needs

- A. Whenever practicable, the Agency will grant emergency requests for annual leave and leave without pay necessitated by unexpected changes in child care arrangements.
- B. The Agency will consider requests from employees for such arrangements as part-time employment, job sharing, flextime, etc., to assist with the employees' child care needs.
- C. The Agency recognizes that it may be necessary for employees to contact child care providers during duty hours.

Section 4. Facilities

The Agency will provide private space and where necessary and practicable a mini refrigerator for mothers nursing infants.

ARTICLE 30

HARDSHIP REASSIGNMENT

Section 1. Introduction

- A. Situations may arise during an employee's career where a personal hardship exists that could be alleviated if the employee is temporarily or permanently reassigned to an office other than the employee's current duty station.
- B. This Article provides procedures and requirements that apply when an employee requests a geographic reassignment because of personal hardship.
- C. Requests for reassignment because of personal hardship will be considered in a fair and equitable manner. However, reassignment based on personal hardship is not an entitlement and is at the sole discretion of the Agency.
- D. If a request for reassignment because of personal hardship is granted, the employee will be responsible for any relocation expenses associated with the reassignment.

Section 2. Definitions

- A. Reassignment means a change from one position to another in a different geographic location at least 50 miles away from the employee's duty station and from the employee's current residence while the employee is serving continuously within the same position classification series. Reassignment because of personal hardship may be approved only to a position at the same or a lower grade level.
- B. Personal hardship means a serious difficulty that would negatively affect an employee's performance caused by:
 - 1. A permanent relocation related to the employment of a spouse (or an individual with whom the employee is in a relationship by affinity equivalent to a spousal relationship, as certified in writing by the employee).
 - 2. A significant hardship experienced by the employee or employee's immediately family member as described in subparagraphs (a), (b), and (c) below. "Immediate family" refers to spouses, parents, spouse's parents, former legal guardians, brothers, sisters, and children. "Step" relationships and relationships by affinity equivalent to one of the listed family relationships are also included in the definition of immediate family. The immediate family member must be a member of the employee's household or an individual for whom the employee has a primary duty for providing or directly overseeing the individual's care.
 - a. A serious medical condition that a competent medical authority expects to be substantially alleviated or controlled by residence in another geographic location.

- b. A serious disease or medical condition that requires ready access to a hospital that specializes in treatment of the disease or condition.
- c. A substantial disability or handicapping condition, including but not limited to deafness, blindness or a serious learning disability, that requires ready access to special education facilities.

Section 3. Pre-requisites for Requesting a Reassignment Because of Personal Hardship

- A. Absent extreme medical circumstances, an employee must have at least two years of current employment with the Agency before requesting a reassignment because of personal hardship.
- B. The personal hardship for which reassignment is requested must have arisen after the beginning of the employee's current employment with the Agency.
- C. The employee's performance must be at or above an acceptable level and the employee must not have been on a Performance Improvement Plan within the last two years.
- D. The employee must have had no disciplinary actions issued within the last two years.

Section 4. Procedures for Requesting a Reassignment Because of Personal Hardship

- A. In order to make a request for reassignment because of personal hardship, an employee must:
 - 1. Submit a written request for reassignment because of personal hardship to the head of his or her current office; and
 - 2. Provide administratively acceptable documentation to support the hardship request (e.g., physician's letter, letter from the spouse (or individual in an equivalent relationship), letter from the spouse's employer, letter from the specialized education facility). The documentation must contain an explanation as to why the move has to be to the location identified, or to a nearby location, where the hardship could be alleviated. When more than one duty location is available to alleviate the hardship, the employee will specify in the request the order of preference.
- B. The Agency may require an interview prior to deciding whether to grant a hardship reassignment request. In most cases, such interviews may be by telephone or televideo. However, if an in-person interview is required, it will be the responsibility of the requesting employee to pay for any travel expenses associated with the interview.
- C. When an employee's request for reassignment because of personal hardship is denied, the employee may ask that the request remain open for up to one year. In the event circumstances change that would allow the request to be approved, the employee may amend or supplement the initial request.

- D. Only one request may be submitted per year, unless the new request is based on an entirely different personal hardship situation that arose subsequent to the previous request.
- E. If multiple requests for the same location are pending, the Agency has discretion to determine the order of consideration for the requests.
- F. If an employee declines an offer of a position at the desired location in the same series and grade, the employee's request for hardship reassignment will be closed without further action.

ARTICLE 31

ISSUANCE AND CONTROL OF BADGES

Section 1. Introduction

- A. This Article will be interpreted and administered in accordance with Department of Homeland Security and ICE directives and instructions regarding issuance and control of DHS badges.
- B. While reserving its right to determine internal security practices, the Agency will issue a metallic badge to all Agency attorneys who prosecute cases for the United States of America or represent the United States in Immigration Court Proceedings, or other Agency attorneys deemed appropriate, as part of the service credentials to be displayed for identification purposes.
- C. All ICE attorneys provided a badge as part of the service credentials acknowledge no arrest authority is created by the issuance of the badge.

Section 2. Guiding Principles and Procedures

A. Guiding Principles

- 1. ICE attorneys issued a badge pursuant to this Article are responsible for the proper use, display, accountability, and return of the badge.
- 2. DHS badges issued to ICE attorneys shall only be used in conjunction with the performance of official duties. Displaying any DHS badge that has not been officially issued is prohibited.
- 3. Badges are the property of the U.S. Government and must be returned to the issuing office upon termination of employment or upon demand. Badges are subject to inventory and inspection.
- 4. All badges are considered accountable property. Due to the grave potential for misuse if lost or stolen, all badges are to be treated as sensitive high valued items in accordance with DHS Management Directive 1120, Capitalization and Inventory of Personal Property.
- 5. Employees will not use their badge to exert influence, to obtain directly or indirectly any privilege, favor, preferred treatment, or reward, for themselves or others or to improperly enhance their own prestige. Employees involved in the inappropriate use or misuse of badges are subject to criminal and civil penalties, including removal from employment.

B. Procedures

1. Issuance of DHS Badges. ICE Attorneys must satisfactorily complete any DHS and ICE requirements before issuance of a DHS badge.
2. Reporting Loss or Theft of DHS Badges.

In the event of loss, theft, or destruction of badges, the employee responsible for the badge, or the employee discovering the condition, will:

- a. Take immediate action to effect recovery of the lost or stolen badge, and obtain all available information concerning the loss, theft, or damage for inclusion in reports required by DHS Management Directive 1120.
 - b. Notify as soon as practicable, but within 24 hours, the property management officer and other appropriate official(s) and the supervisor of the employee with the affected badge. Care should be taken to ensure that those supervisors in the employee's chain of command see all notification documents.
3. Retirement of Badges. Badges may be retired and kept as a memento of honorable service to the United States and ICE by clearly marking the badge as retired (e.g. embedding the badge in Lucite or permanently affixing a retired demarcation) at the individual employee's expense. Property accountability of the badge ends when the badge has been properly retired, presented to the employee, and removed from property accountability records. Badges shall be retired under the following circumstances:
 - a. Upon retirement from Federal service by the individual attorney after satisfactory completion of at least one year of ICE employment where a badge was authorized.
 - b. At the request of the family of a deceased employee, regardless of the length of ICE employment.

ARTICLE 32
DEDUCTIONS FOR UNION DUES

Section 1. Introduction

- A. The Agency shall deduct Union dues from bargaining unit employees who voluntarily authorize such deduction if their net salary, after other legal and required deductions, is sufficient to cover the amount of the authorized allotment.
- B. Deduction for Union dues from bargaining unit employees shall be administered in accordance with 5 U.S.C. Chapter 71 as amended and this Agreement.

Section 2. Deduction Process

- A. Bargaining unit employees may make an allotment for payment of dues to the Union by voluntarily completing a Standard Form 1187 “Request for Payroll Deductions for Labor Organization Dues” (SF-1187) or its equivalent.
- B. Such allotment forms will be submitted to the Union President or other authorized officer who will complete the certification portion of the form. The Union, in turn, will promptly submit all such forms received from employees to the servicing human resources office or other Agency designee for processing. The Agency will acknowledge the receipt and notify the Union of the form being forwarded for processing.
- C. Allotments will be effective not later than the beginning of the second pay period following the receipt of a properly completed allotment form by the servicing human resources office or other Agency designee. The Union may contact the servicing human resources office or other Agency designee for assistance in resolving discrepancies.

Section 3. Remittance and Report of Dues Withheld

- A. The Agency will make a remittance to the Union for all deductions for Union dues by bargaining unit members on a biweekly basis by electronic funds transfer (EFT). The Union will provide the Agency with the appropriate bank routing number/bank account number.
- B. The Agency will coordinate with the National Finance Center in an effort to ensure that a biweekly Report of Organization or Association Dues Withheld is provided to the Union containing:
 - 1. Identification of the Agency;
 - 2. Identification of the Union Local;
 - 3. Date and pay period;

4. Name of employee, location of employee's office, the amount deducted, and the effective date of the authorization;
 5. Names of employees for whom deductions previously authorized were not taken with the reason for no deduction;
 6. Total amount of remittance; and
 7. Total number of members for whom dues are withheld.
- C. The biweekly report will be sent electronically to the Union President and Treasurer, or designee(s).

Section 4. Changes in Union Dues Deduction

- A. The Union may change the amount of the Union dues deducted per employee. The Union President or Treasurer shall certify in a statement to the servicing human resources office or other Agency designee indicating the dues change.
- B. Such statement must be received at least two pay periods prior to the first day of the pay period in which such change is to be effective. Changes will be effective not later than the second full pay period after receipt by the servicing human resources office or other Agency designee.

Section 5. Cancellation/Reinstatement of Union Dues

- A. The Union will be made whole for any inadvertent cancellation of Union dues of members whose dues were improperly cancelled by the Agency, so long as the error was brought to the attention of the Agency's Director of Employee and Labor Relations, or designee, within four pay periods of the improper cancellation. When the Agency or applicable third party determines that the cancellation was in error, the Agency will promptly withhold the back dues amount from the employee(s) and transmit the payment to the Union by EFT.
- B. If the Agency cancels an employee deduction of Union dues based on a belief that the employee's position is outside the bargaining unit and the Federal Labor Relations Authority (FLRA) determines that the Agency acted improperly, the Agency will promptly comply with any applicable remedial order.
- C. Union members who have authorized Union dues withholding may at anytime submit a Standard Form-1188, "Cancellation of Payroll Deductions for Labor Organization Dues" to the servicing human resources office. Regardless of when such a Cancellation is received in the servicing human resources office, it will be processed in accordance with the following:
 1. Employees within their first year of membership may revoke dues withholding effective on the anniversary date of their first year of membership; or

2. Employees with more than one year of membership may revoke dues withholding effective no later than two pay periods of such request being received by the servicing human resources office or other Agency designee.
- D. Employees whose dues allotment terminates because of a temporary assignment to a position not in the bargaining unit will have their dues withholding reinstated upon submission of a new SF-1187.
 - E. If an employee who has been separated by the Agency is reinstated by an arbitrator, the Merit Systems Protection Board, the Equal Employment Opportunity Commission, or a court of competent authority, and the Agency is required to make the employee whole, dues withholding will be reinstated for the employee upon the submission of a new SF-1187.

ARTICLE 33

DURATION

- A. This Agreement is effective on November 30, 2011.
- B. This Agreement may only be amended, modified, supplemented or renegotiated in accordance with and consistent with the provisions of this Agreement. Any amendments or supplements to this Agreement will run concurrently with the Agreement.
- C. This Agreement shall remain in effect for three years and will automatically renew itself from year to year thereafter, except that upon completion of the original three year term and consistent with 5 U.S.C. § 7116(a)(7), any rules or regulations prescribed prior to a renewal date will thereafter be in effect and shall supersede any conflicting Agreement provision. While the Parties agree that the above rules or regulations will go into immediate effect at the completion of the three year or subsequent renewal term, either Party can between 30 to 60 days of the expiration of the contract request to meet with the other Party to attempt to identify rules or regulations that may be in conflict with provisions of the Agreement.
- D. If either Party desires to renegotiate this Agreement, it will furnish written notice to the other Party not less than 90 days but not more than 180 days prior to the expiration, including expiration of a renewal term, of this Agreement.
 - 1. Either Party may notify the other during the window period that it withdraws from any agreement(s) over “permissive subjects of bargaining” under the Federal Service Labor-Management Relations Statute. In such cases, that provision(s) will be voided as of the renewal date of this Agreement.
 - 2. Notwithstanding the window for requesting renegotiation of the Agreement, the Party receiving notice will have 30 days to request renegotiation of the Agreement following a notification under 1., above.
- E. If either Party requests renegotiation of the Agreement, negotiation of Ground Rules shall commence not later than 60 days prior to the expiration date of the Agreement. The Parties will use statutory procedures to resolve any impasses in the negotiations of Ground Rules. Renegotiations of this Agreement will proceed under the terms of the Ground Rules.

APPENDIX A

OFFICIAL TIME REQUEST FORM

Date/Time
Submitted: _____

**U.S. Department of Homeland Security
U.S. Immigration and Customs Enforcement**

Request for Official Time for Union Activities

To Supervisory Official: <i>(Designated by Agency to approval official time)</i>		From Union Representative/Employee: <i>(Name and duty location)</i>	
I. Pursuant to Article 7 of the negotiated agreement, official time is hereby requested as follows:			
Date and Time Requested:	Total Hours Anticipated:	Activities to be Performed: Section () () <i>(Fill in blank or specify)</i>	
Place of Contact/Phone Number :			
Duty Location of any employee being represented and/or Description of Activities (e.g., LMRF/Training/HQ Meeting/Mid-Term Bargaining)			
II. To be Completed by Supervisory Official: The above requested official time is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied			
Endorsement by Supervisor: _____		Date/Time: _____	
(Retain two copies--return one copy to requestor; provide one copy to Timekeeper after Completion of III. Final Endorsement.)			
III. Final Endorsement – Hours to be Recorded on Time and Attendance Report (WebTA):			
For Date:	Total Hours/Minutes Used:	Charged to Transaction Code:	
Actual Time Began:	Actual Time Returned to Duty:		

Form G-826

(After completion of Item III, Supervisory Official to forward a copy to appropriate OHC E&LR)

INSTRUCTIONS

Transaction Codes

Type of Official Time

- | | |
|----|---|
| 35 | Basic Negotiations, Renegotiations or Reopened Negotiations |
| 36 | Midterm Negotiations |
| 37 | On-Going Labor Management Relationship, Regular Duty Hours |
| 38 | Representation During Grievances, Appeals, etc.
Regular Duty Hours (including travel time) |

Employees/Supervisors: Appropriate Transaction Code to be Used in Section III of Official Time Request Form, above, and on the employee's time and attendance report (WebTA).

(Intentionally left blank)

APPENDIX B
COMPENSATORY TIME OFF FOR TRAVEL FORM

* Supervisory approval of travel itinerary is required in advance of travel.

Name: _____ Dates of travel: _____ to _____

Work Schedule: Standard Flexible (Maxiflex, Variable) Compressed (5/4-9, 4/10)

ITINERARY

- Attach a copy of approved travel authorization and itinerary.
- All times must be reported based on the time zone of the departure city.

Outbound:

Date: _____ Scheduled hours of work: _____ to _____

Departed from: Home Official Duty Station Departure time: _____ a.m./p.m.

Name of Terminal: _____ Arrival time at terminal: _____ a.m./p.m.

Within 50 miles of Official Duty Station? Yes No

If No, normal commuting time: _____

Actual departure time from departure terminal: _____ a.m./p.m.

Arrival time at hotel or Temporary Duty Station: _____ a.m./p.m.

Return:

Date: _____ Scheduled hours of work: _____ to _____

Departure time from Temporary Duty Station: _____ a.m./p.m.

Name of Terminal: _____ Arrival time at terminal: _____ a.m./p.m.

Actual departure time from departure terminal: _____ a.m./p.m.

Arrival time at destination terminal: _____ a.m./p.m.

Within 50 miles of Official Duty Station? Yes No

If No, normal commuting time: _____

Returned to: Home Official Duty Station Arrival time: _____ a.m./p.m.

APPROVAL

Travel Compensatory Time Requested: Outbound _____ Return _____

Signature of Traveler: _____ Date: _____

Total Travel Compensatory Time Approved: _____

Signature of Supervisor: _____ Date: _____

(Intentionally left blank)

APPENDIX C
VOLUNTARY ASSIGNMENT REQUEST FORM

Temporary Assignment _____

Volunteer's Name _____

Duty Station _____ **GS Level** _____ **Seniority Date** _____

Briefly describe any special skills, knowledge and abilities you have that may relate to this assignment:

List all your temporary assignments (i.e. details, temporary duties, temporary promotions) within the past three years:

List any current assignments/workload that may be affected:

Request was submitted to:

Supervisor _____ **Date** _____

(Intentionally left blank)

APPENDIX D
TEMPORARY ASSIGNMENT EXEMPTION REQUEST FORM

Name _____ Seniority Date _____

Duty Station _____

Date of Request _____ Duration of Request _____

Reason for Exemption Request:

Medical documentation provided:

Certification: I understand that a request and grant of an exemption from temporary duty assignments will cover both voluntary and involuntary assignments for the period of time requested. The grant of an exemption will be for a maximum of six months, subject to a renewed request and evaluation.

I further understand that exigent mission requirements may suspend the temporary exemption and I may be subject to an involuntary assignment.

Signature of Employee

Date

Approved _____ Denied _____

Reasons for denial:

Signature of Supervisor

Date

(Intentionally left blank)

APPENDIX E

SAMPLE “EMPLOYEE DECISION PERIOD” FORM

SAMPLE

(This Sample EDP Form is optional and each Chief Counsel/OCFO office may modify the form to meet local needs or use a different form that meets local needs)

Office of the Chief Counsel

Employee Decision Period (EDP)

January 1-13, 2012

Office Hours (applicable to all work schedule options):
6:00 a.m. to 7:30 p.m. (All Sites)

Core Hours (applicable to all work schedule options):
9:00 a.m. to 3:00 p.m. (All Sites)

Notwithstanding the selected hours of duty, all attorneys are responsible for arriving in time to cover assigned court and remaining in court or for other obligations. Attorneys assigned to court on a given day must complete the court calendar notwithstanding the work schedule selected.

Instructions:

- (1) Review the attached personal work schedule options that are available.
- (2) Each attorney must elect at least one work schedule option.
- (3) Complete the attached forms by selecting at least one type of work schedule. **In order to ensure that you obtain a schedule of your choice, it is highly recommended that you submit more than one schedule option.** You should indicate your order of preference by circling the appropriate preference number for each submitted schedule.
- (4) Submit the completed and signed form(s) to your DCC no later than January 13, 2012.
- (5) New schedules will go into effect on January 31, 2012.

EDP

January 1-13, 2012

Name: _____

Seniority date: _____

(As defined in Article 2 of the Collective Bargaining Agreement)

Preference: 1 2 3 4

(In order to ensure that you obtain a schedule of your choice, it is highly recommended that you submit more than one schedule option)

A. I wish to participate in a **Variable Week Schedule.**

Variable Week Schedule: An employee is required to work five days a week but in which the employee may vary the number of hours worked on a given workday or the number of hours each week, provided the employee is present during core hours.

B. I wish to participate in a **AWS MaxiFlex Work Schedule.**

Maxiflex Work Schedule: Daily arrival and departure times may vary provided the employee is present during core hours. An employee selects up to three (3) days in the two (2) week period to be off duty. In order to schedule court in advance and meet office obligations, the selected day(s) off will not vary from pay period to pay period.

Requested Days Off: Week One: _____ **AND/OR Week Two:** _____

Date _____

Signature _____

Approved: _____

Approved with noted change: _____

Day Off: _____

Not approved: _____

EDP

January 1-13, 2012

Name: _____

Seniority date: _____

(As defined in Article 2 of the Collective Bargaining Agreement)

Preference: 1 2 3 4

(In order to ensure that you obtain a schedule of your choice, it is highly recommended that you submit more than one schedule option)

C. I wish to participate in a **4/10 Compressed Work Schedule.**

4/10 Work Schedule: During a workweek, an employee elects to work four (4) days a week at 10 hours a day. The employee selects an arrival and departure time and selects one (1) day of the week to be off duty. The arrival and departure times do not vary from day to day. The selected day off does not vary from pay period to pay period.

Requested Hours of Duty: (arrival) _____ a.m. to (departure) _____ p.m.

Requested Days Off: Week One: _____ AND Week Two: _____

D. I wish to participate in a **5/4/9 Compressed Work Schedule.**

5/4/9 Work Schedule: During a two (2) week pay period, an employee elects to work eight (8) days at nine (9) hours, one (1) day at eight (8) hours, and selects one (1) day of the pay period to be off duty. The arrival and departure times are selected by the employee and do not vary from day to day. The selected day off does not vary from pay period to pay period.

Requested Hours of Duty: (arrival) _____ a.m. to (departure) _____ p.m.

Requested Days Off: Week One: _____ OR Week Two: _____

Date _____

Signature _____

Approved: _____

Approved with noted change: _____

Day Off: _____

Not approved: _____

(Intentionally left blank)

APPENDIX F
TELEWORK PROGRAM AGREEMENT

The following constitutes an agreement between the Agency and _____ [Name of Employee] on the terms and conditions of the employee's participation in the telework program, consistent with Article 17 of the Collective Bargaining Agreement (CBA). The employee certifies that:

1. The employee's alternate duty site (ADS) is located at the following address:

Telephone # _____

2. The ADS may not be changed without prior approval of the Authorizing Official.
3. The ADS has the work space, utilities, and equipment necessary to perform official business.
4. The employee's home ADS complies with reasonable safety standards and is free from obvious safety hazards. This includes but is not limited to: the building's electrical system is grounded and all equipment is free of hazards that would cause physical harm (frayed, bare, loose or exposed wiring); telephone lines, electrical cords, and extension wires are secured under a desk or alongside a baseboard; the work area is free of obstructions and hazardous materials; the temperature is conducive to health, comfort and proper equipment maintenance; equipment and furniture are in good condition and ergonomic. Additionally, the employee will ensure that the ADS is conducive to productivity, comfort, safety, and health.
5. When performing work at the ADS, the employee will adhere to the work schedule approved pursuant to the Employee Decision Period (i.e., duty hours and days remain the same).
6. If the employee has children, elderly family members, or other dependents who require care, the employee has arrangements which permit full concentration on work duties. The employee acknowledges that telework is not to be used as a substitute for dependent care.
7. The employee will record time and attendance for work performed at the ADS in the Agency's system of reporting time and attendance (e.g., WebTA).
8. The employee will follow established procedures for requesting and obtaining approval for leave at the ADS.
9. On a day when the employee is scheduled to work at the ADS and the employee's official duty station is closed for all or part of the day as a result of an emergency, the employee will perform work at the ADS as scheduled unless the emergency prevents the work from being performed at the ADS or causes the employee to be unable to perform his or her

duties. If an emergency or other situation occurs that affects the employee's ability to perform official duties at the ADS, the employee will notify a supervisor as soon as practicable.

10. The employee affirms that he or she has a personal Emergency Preparedness Plan consistent with the Department of Homeland Security *Employee Preparedness Initiative*. See Secretary's Memorandum, "Launch of Employee Preparedness Initiative," dated September 8, 2010, and see www.ready.gov.
11. An employee performing work at the ADS on a core basis will work in accordance with an approved Work Plan (see Appendix G of the CBA). Upon reasonable notice, employees may be required to report to the primary worksite for training programs, conferences, meetings, or other Agency needs.
12. The employee will be responsible for home maintenance and any other incidental costs (e.g., furniture, lockable storage, insurance, telephone, electricity) associated with the use of the employee's home as the ADS.
13. The employee retains entitlement to reimbursement for appropriately authorized expenses incurred while conducting business for the Agency, as provided for by law and implementing regulations.
14. The Agency will provide, maintain and repair any electronic equipment it deems necessary (e.g., computers, printers, scanners, fax machines) for the employee to perform the portable work at the ADS.
15. Any accident or injury occurring at the ADS must be brought to the attention of a supervisor as soon as practicable. Where the ADS is the employee's home, the employee will allow timely inspection of the telework site. The Agency will give the employee reasonable notice prior to any inspection of the telework site where the ADS is the employee's home. An injured employee will be provided information on submission of a claim to the Office of Workers' Compensation Programs, U.S. Department of Labor.
16. All government-issued equipment will be used for official purposes only. The employee will exercise care and due diligence in safeguarding such equipment.
17. Teleworking employees must be vigilant in maintaining information security. The employee will adhere to DHS and ICE policies and applicable government regulations governing information management and electronic security procedures for safeguarding data. Attachment 1 to this Telework Program Agreement summarizes some of the more pertinent requirements applicable to a telework environment.
18. I have read and will abide by the requirements and conditions for telework as stated above.

EMPLOYEE: _____
(Signature of Employee)

Date _____

APPROVED: _____
(Signature of Authorizing Official)

Date _____

**SUMMARY STATEMENT OF
U.S. DEPARTMENT OF HOMELAND SECURITY AND
U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT
INFORMATION SECURITY ASSURANCE REQUIREMENTS**

Teleworking Employees Must Be Vigilant in Maintaining Information Security:

- A. Consistent with government-wide, DHS, and ICE security and information technology policies, only government-furnished computer equipment shall be used to create, store, receive, and transmit government information for all telework. All government-issued equipment such as laptops, desktop computers, or removable media including mobile devices, USB data ports, thumb drives and portable or removable hard drives used in a telework arrangement shall be encrypted in compliance with DHS encryption requirements in order to protect the contents in case of loss or theft. Employees who have been granted the opportunity to telework are responsible for the security of all government information and the protection of all government-issued equipment at the Alternate Duty Site (ADS).
- B. Personally Identifiable Information (PII). PII is DHS-owned information in any form that permits the identity of an individual to be directly or indirectly inferred, including any other information which links or is linkable to that individual regardless of whether the individual is a U.S. citizen, a lawful permanent resident, a visitor to the U.S., or an ICE employee or contractor.
- C. Sensitive PII is personally identifiable information, which if lost, compromised, or disclosed without authorization, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual. Information that is always considered Sensitive PII includes social security numbers and biometric identifiers, such as fingerprints and iris scans. Except when used as a case number, an alien registration number is considered Sensitive PII. In addition, groupings of information that contain an individual's name or other unique identifier plus certain other information (e. g., full date of birth, financial account number, driver license number, medical information and account passwords or personal identification numbers) may be considered Sensitive PII. Other PII may be "sensitive" depending upon its context, such as a list of employees with less than satisfactory performance ratings or an unlisted home address or phone number. In contrast, a business card or a public phone directory of Agency employees contains PII but is not "sensitive."
- D. Sensitive but unclassified or "For Official Use Only" Information (FOUO). FOUO is information not otherwise categorized by statute or regulation that, if disclosed, could have an adverse impact on the welfare or privacy of individuals, the conduct of Federal programs, or other programs or operations essential to the national interest. FOUO is unclassified but due to its nature must be protected from loss, misuse, modification, and unauthorized access.

Examples of FOUO include Sensitive PII, trade secrets, system vulnerability information, pre-solicitation procurement documents, and law enforcement investigative methods.

E. Teleworking employees:

1. Shall not remove and transfer any classified data from their primary worksite to their ADS.
2. Shall not physically remove Sensitive PII or FOUO from a DHS facility or their primary worksite unless it is properly secured during transport to and storage at their ADS. For information that requires explicit permission for removal, e.g., Electronic PII, the information may not be removed from a DHS facility without such permission.
 - a. Sensitive PII and FOUO in electronic form shall be encrypted during transport to and from the ADS, and shall be encrypted while stored on government-issued equipment or portable media at the ADS. Portable media that once contained Sensitive PII and FOUO must be destroyed or appropriately wiped of all data once retention of the information is no longer necessary. Portable media may not be reused by employees for other non-work purposes. Program Office Information System Security Officers (ISSO) can assist employees with appropriate means to encrypt, wipe, or destroy Sensitive PII and FOUO.
 - b. Sensitive PII and FOUO in paper form shall be secured at the ADS by keeping the materials in a locked container when not in use and protecting the information from access by others present at the site (such as family members, roommates, visitors, etc.). Employees shall secure Sensitive PII and FOUO in paper form during transport to and from the ADS by enclosing the paper in a closed container or opaque envelope that is sealed to prevent inadvertent opening and show evidence of tampering. Such documents must remain in the employee's possession or in a safe, locked container at all times. Materials no longer needed at the ADS shall be shredded or returned to the primary worksite for appropriate disposal.
 - c. Sensitive PII and FOUO that was physically removed or extracted from an IT system (printouts, CDs, etc) shall be properly disposed of within 90 days, unless it is appropriately deemed necessary to retain such information for a longer period.
3. Must ensure that any records subject to the Privacy Act, DHS Privacy Policy Guidance memorandum 2007-01, and FOUO are not disclosed to anyone except those who have been authorized to access such information in order to perform their duties.
4. May not, under any circumstances, allow any unauthorized person who may have access to their ADS to use any government-issued electronic equipment.

APPENDIX G
TELEWORK PROGRAM WORK PLAN

(Note: This Work Plan is to be completed jointly by the employee and immediate supervisor.)

1. The employee's portable work, as described in Section 3.A. of Article 17 of the Collective Bargaining Agreement, is as follows:

2. The employee is scheduled to perform work at the ADS on the following day(s) of each pay period (circle as appropriate):

First week: Mon. Tues. Wed. Thurs. Fri.

Second week: Mon. Tues. Wed. Thurs. Fri.

3. The following is an inventory of equipment and/or reference material that will be provided by the government in order for the work to be performed at the ADS. The inventory is guided by the responsibilities/assignments, or portion thereof, that the employee will perform at the ADS.

(Signature of Employee)

Date

(Signature of Authorizing Official)

Date

(Intentionally left blank)