

LOCAL SUPPLEMENT AGREEMENT



HILL AIR FORCE BASE

AND

**AMERICAN FEDERATION
OF
GOVERNMENT EMPLOYEES
LOCAL 1592**

1 May 2015

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PREAMBLE

1. This Agreement applies to all employees at Hill Air Force Base, Ogden, Utah, who are covered in Article 2 of the Master Labor Agreement. Requests to clarify or modify the bargaining unit will be directed to the Federal Labor Relations Authority for resolution.
2. This Agreement is executed in conformance with Article 34 of the Master Labor Agreement. As such, it deals with subjects which the parties at the level of exclusive recognition have agreed are appropriate for local negotiation.
3. This Agreement supersedes the Ogden Air Logistics Center Supplement, dated September 2003. Unless otherwise expressly stated herein, this Agreement does not supersede local mid-term agreements between the parties, including agreements resolving grievances and unfair labor practice charges, unless in conflict with this Agreement.

ARTICLE 5 (S)

DISCIPLINE AND COUNSELING

1. Prior to offering an employee the opportunity to enter into a Last Chance Agreement (LCA), a copy of the LCA will be sent to the Union President or designee.
2. Within 2 workdays of receiving the LCA, the Union will either agree with the LCA and return it to Employee Relations, or propose negotiated changes to the LCA. If the Union agrees, the LCA will be offered to the employee and his/her representative for consultation and employee's signature. If the Union does not agree, Management may offer the LCA to the employee, or at its discretion may instead simply present the decision letter.
3. The employee shall be informed in writing that he/she cannot be required to waive his/her right to file an EEO complaint, Unfair Labor Practice charge, or complaint of a Prohibited Personnel Practice with respect to any matter arising in the future.
4. LCAs may not exceed 18 months in length, and if they are over 6 months in length, the employee may request review by Management for reconsideration of the length, beginning at 6 months and not more frequently than every 3 months thereafter.
5. Employees will have the right to argue that he/she has not breached the agreement.
6. Upon satisfactorily completing the terms of the LCA, Management will expunge the LCA from the employee's record, to the extent permitted by law, rule, and regulation.

ARTICLE 16 (S)

REDUCTION-IN-FORCE

Reductions-in-force (RIF) will be processed in accordance with the current RIF MOA.

ARTICLE 25 (S)

HEALTH AND SAFETY

1. Management will provide adequate and clean toilet and washing facilities at UTTR as near to remote work sites as reasonably possible.
2. Management will maintain a communication system for UTTR which will ensure that an employee working alone will be contacted at reasonable intervals during a work project, but in any case, no less often than once every 4 hours.
3. Management agrees to provide qualified emergency medical treatment for UTTR, as necessary.

ARTICLE 28 (S)

LOCAL COOPERATION MEETINGS

Upon request, Management and the Union will, where appropriate, participate in union/management meetings. The initiating party will submit an agenda concurrent with the request. The primary goal of such meetings is to discuss matters of ongoing concern between the parties on issues affecting large groups of employees and not to discuss individual grievances or engage in collective bargaining over specific proposed changes. Matters affecting personnel policies, practices, procedures, or working conditions will be appropriate for discussion. Meetings may be requested at the element/unit, flight/section, squadron/branch, group/division, wing/directorate, or installation level. However, attempts to resolve these matters should be accomplished at the lowest organizational level. This provision shall not affect those organizations already engaging in the practice of holding regularly scheduled meetings, if the parties wish such practices to continue.

ARTICLE 32 (S)

DISTRIBUTION AND PUBLICITY

Management agrees to provide adequate and separate space on official bulletin boards for the use of the Union. The Union agrees posted information will be accomplished at Union expense and will not contain material which is libelous, scurrilous, defamatory, or related to partisan politics. Space allotted for Union use will normally be 48 inches by 36 inches, or one third of the total space of the bulletin board. Management agrees to provide adequate bulletin boards at those locations where the majority of employees will have reasonable access such as rest areas, building entrances, etc. The Union agrees to utilize its stewards to maintain the bulletin boards and to conform to the same maintenance control requirements as prescribed for the official Management bulletin boards.

ARTICLE 34 (S)

LOCAL SUPPLEMENTS TO THE MASTER AGREEMENT

1. This Agreement shall be printed by the Employer at no cost to the Union, in the format of the Master Labor Agreement using the same stock of paper and printing style. The cover shall be bright green with black writing. The union shall initially be provided with 1500 copies. The Union will have the right to request additional copies, as needed, up to 500 per year until the Agreement is superseded.
2. Management will also make this Agreement available electronically, i.e. the intranet.
3. This Agreement shall continue in full force and effect until superseded by a subsequent supplemental agreement in accordance with the provisions of the Master Labor Agreement.

ARTICLE 40 (S)

FIRE PROTECTION PERSONNEL

1. General: Management will furnish and maintain adequate living quarters and accommodations (including in-station laundry facilities) for Fire Protection personnel. Fire Protection personnel recognize managements' right to assign work.
2. Repair of Equipment: Repair and replacement of Fire Station equipment that affect the health, comfort, and morale of Fire Protection personnel shall be made as soon as possible.
3. Recreation: Management agrees that Fire Protection personnel may engage in recreational and extracurricular activities. Such activities shall be conducted within response area, IAW AFI 24-301 and supplements. Personnel must be available to respond when needed.
4. Use of Fire Station:
 - a. Public Address System: The public address system shall not be used for non-emergency purposes between the hours of 2200-0630. All emergency dispatch announcements shall be limited to the appropriate station(s) between the hours of 2200-0630, as technology and budget permits.
 - b. Visitors: Management agrees that Fire Protection personnel may have visitors in the Fire Station during the hours of 1630-2200; any deviations will be approved by the on-duty Senior Fire Officer (SFO). Sponsors are responsible for their visitors.
 - c. Parties agree that if specific visitor issues need to be addressed, each station may bargain individually.
5. Hours of Work: Each 24-hour shift will include periods of actual work time and periods of time during which firefighters are in a "stand-by" status. Housekeeping will normally be accomplished between 0700 and 0755, and as needed. Vehicle maintenance and training will normally be accomplished between 0800 and 1630, with a 90-minute lunch each day. A minimum of five (5) continuous, uninterrupted hours shall be allowed for sleeping, unless mission requirements make this impossible.
6. Trading Time: The Senior Fire Officer shall approve the request for exchange of days or time. Personnel may request a written justification for a denial of request. The written request, AFMC Form 192, is submitted at least one (1) shift prior to the first date of the request. The written request will be filled out according to local policy. The requested dates for an exchange of days or time must be within the same pay period.
 - a. The trading of days and time must be done with personnel of equal skills and abilities to perform the duties.

b. The trading of days or time will not result in either employee working beyond 72 continuous hours.

c. The trading of time shall be permitted for any amount of time during a given shift.

7. Personal Schedule Changes:

a. Requests will be in 24-hour periods and only involve the individual requesting the change.

b. The change of hours will not result in increased entitlement to overtime or any other compensation. (*Note: Compensation includes mileage compensation for UTTR personnel due to the personal convenience change.*)

c. The schedule change will not require the individual to be on duty for more than 72 continuous hours (exceptions made for UTTR schedule).

d. Requests will be made prior to the start of a 24-hour period on the AFMC Form 192 and will be submitted to the SFO. The requested dates for the schedule change must be within the same pay period.

8. Fire Prevention and Training Sections: Fire Prevention and Training personnel will be assigned to a 120-hour work pay period IAW current regulation. Personnel may be assigned to operations and used for manning vehicles.

9. Emergency Communication Center (ECC): ECC personnel will work an 80-hour pay period on a permanent schedule IAW Article 42(S) (Shift Changes).

10. Clothing and Grooming Standards:

a. Uniform requirements will be in accordance with local policy, applicable AFIs, and NFPA 1975.

b. Uniform Allotment: Uniform allowances will be IAW appropriate law, rule, and/or regulations.

11. Station Rotation and Rooms: Station rotation/room assignments will be IAW the local operating guide.

12. Overtime: Management should make every effort to relieve an employee of non-voluntary overtime as soon as possible (within 4 hours) by using an overtime roster and calling employees. Employees will be considered not available nor eligible if this would cause them to work in excess of 72 hours (exception for UTTR schedules).

ARTICLE 41 (S)

LUNCH AND BREAK PERIODS

1. All personnel, except those specifically described in paragraphs 2 and 3 below, will be authorized a period of rest not to exceed 10 minutes during each four (4) continuous hours of regularly scheduled or overtime work. Rest periods shall be established by the employer with consideration given to the concerns of the employees. Management will make exceptions for health and safety. Consideration will be given to the needs of workload/mission requirements. Any changes to established rest periods, if applicable, will be accomplished in accordance with Article 33 of the Master Labor Agreement.
 2. Office and administrative personnel not granted a fixed rest period are authorized to consume refreshments at their desks or place of work, providing the total time does not exceed that authorized for fixed rest periods as described in paragraph 1 above.
 3. Certain groups of employees, other than office and administrative personnel, shall be authorized to consume refreshments at their workstations where all of the following conditions are met:
 - a. Management and the Union mutually agree that working conditions in the specific area are appropriate to allow this authorization.
 - b. Management and Union mutually agree that the authorization to consume refreshments at individual workstations would not adversely affect productivity and orderly efficient operations.
- In the event all of the above conditions are met, employees in specific work areas shall be authorized to consume refreshments at their work stations, providing the total time to obtain and consume said refreshments does not exceed that authorized for fixed rest periods as described in paragraph 1 above.
4. Meal periods for all personnel may begin on a regular workday, no earlier than three (3) hours after start of shift and no later than six (6) hours after start of shift. Specific meal periods shall be established by Management with consideration given to the concerns of the employees. Any changes to established meal periods, if applicable, will be accomplished in accordance with Article 33 of the Master Labor Agreement.
 5. Personnel working on tasks, where the interruption of a work phase for breaks and/or meals will have an adverse effect on work flow as determined by the appropriate management official, may be required to take their breaks or meal periods at other than the normally scheduled time in accordance with paragraph 1, above. Permanent change of breaks or meal periods will be in accordance with Article 33.

6. All employees assigned to the graveyard shift will be permitted to work an 8-hour shift, with a paid 20-minute lunch period when such shift is approved by the appropriate approving authority.
7. Employees shall remain substantially free of work during lunch and break periods, except for those with a paid 20-minute lunch break.
8. It is mutually agreed that time clocks and buzzers will not be used.
9. Clean-up time: Shop or warehouse employees working at benches or equipment or in areas which must be cleaned daily will be allowed a reasonable amount of duty time for such clean-up prior to the end of their work shift. Employees required to wear special government-furnished clothing will be allowed a reasonable amount of duty time prior to the start and end of work shift for the changing of the special clothing. The amount of duty time allowed will be based on specific circumstances. Five to 15 minutes of duty time will normally be sufficient to meet requirements for clean-up or changing of government-furnished clothing. Management may, at its discretion, provide additional time as needed. The Union may propose additional time at its discretion.

ARTICLE 42 (S)

SHIFT CHANGES

1. Except where Management would incur increased costs or reduced efficiency of operation, Management agrees to the following:

a. The administrative week will consist of seven (7) days, beginning 0001 hours on Sunday to 2400 hours on Saturday.

b. Management will attempt to ensure that, if at all possible, employees are scheduled for two (2) consecutive days off, preferably Saturday and Sunday. Where two consecutive weekend days off are not practicable, Management will attempt to schedule employees for one (1) weekend day off, i.e., Friday and Saturday, or Sunday and Monday.

c. A split workweek or tour will not be used to prevent payment of overtime.

d. Changes to established shifts and hours of work will be kept to a minimum and will be made only when dictated by the mission requirements or resource requirements.

2. Management will establish permanent shifts/tours where sufficient volunteers with necessary skills are available. In cases when too many volunteer, the most senior skilled, qualified, and available will be used.

3. In cases where there is an insufficient number of volunteers, a roster will be established in inverse leave service computation date order for rotation.

4. Shift/tour rotations shall be accomplished in two (2) pay period increments, unless otherwise negotiated.

5. Shift/tour rotation rosters shall be prepared and maintained by Management and made available to affected employees and/or the Union upon request. The roster shall be kept and filed for one (1) year.

6. Employees who have previously volunteered for a permanent swing or grave shift/tour may come off that shift/tour at the next shift change provided they notify the immediate supervisor 10 calendar days prior to the end of the shift. The employee will be placed on the shift/tour rotation roster in their position on the roster by SCD. The Employer will seek volunteers to staff the particular shift/tour slot vacated by the employee coming off the shift/tour.

7. Exceptions to shifts/tours for personal reasons may be made on a case-by-case basis. However, the circumstances giving rise for such exceptions must be bona fide circumstances and employees will be required to provide proof to Management that such circumstances are bona fide. Exceptions will be reviewed periodically, but no less than once a year.

8. Any changes to established shifts/tours shall require notification to the Union under Article 33 of the Master Labor Agreement and require bargaining with the Union, except under the following situations whereas it is agreed that notice to the Union and affected employees must be made as soon as feasibly possible:

a. When examinations are required for a competitive appointment or conversion to a career conditional appointment as required by the Office of Personnel Management.

b. When tests are required by Management for a personnel action, the employee will be given a minimum of two (2) calendar days advance notice.

c. When physical examination, medical aid, or emergency treatment is provided on base while an employee is in official duty status.

d. When medical examinations are authorized by Management to determine fitness for federal service or as part of the Employer's health program. Employees will be assigned to the day shift at least one (1) day prior to the day the examination is scheduled and return to the previously scheduled shift the workday following completion of the examination.

e. Acceptance of a TDY assignment wherein the hours of duty at the TDY site are other than those worked by the employee at the home station.

f. When required to attend grievance or appeal hearings, court martial, or administrative hearings: (1) as the aggrieved, (2) as the aggrieved's designated representative, (3) to furnish testimony, or (4) as part of the employee's assigned duties to serve as the grievance or appeal hearing representative of Management.

g. Separating employees must be assigned to the day shift to accomplish required base clearance procedures.

h. When required, Management authorized variations in workweek, to facilitate an employee's educational opportunity, or to attend Management-required orientation or training.

i. Periods of real world contingencies, emergencies, alerts, or exercises.

j. Acceptance of a reassignment, promotion, change to lower grade, or other directed personnel action.

k. For volunteering employees whose workweek can be changed to cover emergency annual leave or illness of other employees.

l. When necessary, employees may be allowed shift adjustments to meet with management officials.

ARTICLE 43 (S)

TOURS OF DUTY (START TIMES)

1. Changes to established tours of duty (start times) will be kept to a minimum and will be made only when dictated by mission or resource requirements.
2. Exceptions to tours of duty (start times) for personal reasons may be made on a case-by-case basis. However, the circumstances giving rise to such exceptions must be bona fide and supported by proof provided to Management by the employee. Exceptions will be reviewed periodically, but not less than once per year. Employees with bona fide needs will be allowed no less than one additional pay period for adjustments.
3. If Management permanently changes an employee(s)' tour of duty (start time) for a reason not listed in paragraph 4, below, the following will be provided to the Union no less than 20 work days prior to the implementation date: current start/stop time; new start/stop time; the driving reasons; and a list of affected bargaining unit employee(s) ranked by SCD. The Union will then be allowed to meet with employees within 2 workdays, but exceptions may be agreed upon, depending upon the number of employees affected. Management and the Union will then meet within 5 workdays. If the parties don't agree, they will bargain in accordance with Article 33.
4. Under the following situations, Management agrees to give notice to affected employees, and to the Union if more than one employee is affected, as soon as reasonably possible.
 - a. When examinations are required for a competitive appointment or conversion to career conditional, as required by OPM.
 - b. When tests are required by Management for a personnel action, the employee will be given a minimum of 2 calendar days advance notice.
 - c. When physical examination, medical aid, or emergency treatment is provided on base while an employee is in official duty status.
 - d. Acceptance of a TDY assignment wherein the hours of duty at the TDY site are other than those worked by the employee at the home station.
 - e. When required to attend grievance or appeal hearings, courts-martial, or administrative hearings: 1) as the aggrieved; 2) as the aggrieved's designated representative; 3) to furnish testimony; or 4) as part of the employee's assigned duties to serve as the grievance or appeal hearing representative of Management.
 - f. When required, for Management-authorized variations in the workweek, to facilitate an employee's educational opportunity, or to attend Management-required orientation or training.

- g. Periods of real world contingencies, emergencies, alerts, or exercises.
- h. Acceptance of a reassignment, promotion, change to lower grade or other directed personnel action.
- i. For volunteering employees whose workweek can be changed to cover emergency annual leave or illness of other employees.
- j. When necessary, employees may be allowed tour (start time) adjustments to meet with Management.

ARTICLE 44 (S)

OVERTIME

1. Employees will not be directed to work overtime as long as the work requirements can be met by other qualified employees with the necessary skills in the area that are willing to work the overtime on a voluntary basis.

2. First consideration for overtime shall be given to those employees at the lowest organizational level in the Element/Unit, Flight/Section, or Squadron/Branch in which the requirement for overtime exists. Equal consideration will be given to qualified employees considering the following factors: skills, job qualifications, performance, and dependability. Every effort will be made to equally distribute overtime on all shifts as mission/budget dictates.

3. Voluntary and Mandatory Overtime:

a. Voluntary: If management determines that overtime is necessary, they will first seek volunteers among qualified employees as outlined in paragraph 2 above. If there are too many volunteers, the most senior employees using leave service computation date (SCD) will be offered the overtime. The volunteers who work overtime shall not be allowed to work additional overtime until all qualified volunteers have been given an opportunity to work overtime.

1) Management recognizes they can assist employees in making firm decisions regarding volunteer overtime by soliciting volunteers and informing employees of their final selections as soon as possible. If possible, management will inform employees they have been selected to work overtime 48 hours prior to the time the overtime is to be worked.

2) The following provides examples of situations where management may deem an employee to be undependable for volunteer overtime and remove the employee from the volunteer overtime roster:

i. Within a 6-month period, an employee has more than one instance of not reporting for overtime and either doesn't call his/her overtime supervisor within two (2) hours of the beginning of the overtime shift, or calls within the 2-hour timeframe, but fails to provide a legitimate reason for being unable to report for the overtime shift.

ii. Within a 6-month period, an employee has shown a pattern of missing overtime, regardless of whether the employee calls his/her overtime supervisor as described in paragraph 3.a.2.i. above.

3) If a supervisor determines an employee is undependable for overtime, the employee will be taken off the volunteer overtime roster for a period of 90 days. If a supervisor determines an employee is undependable for overtime within a 6-month period following his/her reinstatement to the volunteer overtime roster, the employee will be taken off the roster for 180 days.

4) The parties agree that:

i. Anytime an employee fails to report for their volunteer overtime shift, the employee will be moved to the bottom of the overtime roster as if he/she had worked.

ii. If an employee is not informed he/she has been selected to work overtime within 48 hours of the time the overtime is to be worked, failure to report for overtime will not be considered in dependability determinations as described in paragraphs 3.a.2 and 3.a.3 above. However, the employee will move to the bottom of the overtime roster as if he/she had worked.

5) If management determines they need additional employees to fill in for employees who do not report for overtime, management may then call the next employee on the overtime roster. If the next employee cannot be contacted or no longer wishes to work overtime, management may continue down the list until a selection is made. Employees who cannot be contacted, who no longer wish to work the overtime, and those that are selected to perform fill in overtime, will not be placed at the bottom of the overtime rosters. Employees will remain in the same rotation for the next available overtime as they were prior to being contacted for fill in overtime.

b. Mandatory: If the required number of qualified and available volunteers cannot be obtained, management may assign mandatory overtime. For mandatory overtime, selection will be from among those qualified employees, with the least seniority based on SCD. Those employees that are forced to work overtime on a non-volunteer basis will not be required to work additional mandatory overtime until all other employees, qualified to perform the required overtime, have been required to also work the mandatory overtime.

4. Management shall maintain a roster(s) for the purpose of tracking the assignment of overtime work and access will be made available to the employees/Union upon request. If an employee is required to work overtime, but can demonstrate exigent personal circumstances or reasons due to health or safety concerns not to perform the overtime, management may release the employee from the requirement and the employee's name shall remain at the top of the roster for future mandatory overtime.

5. Management shall not assign overtime to employees as a reward or punishment. Overtime rosters will be prepared from available employees, at work, at the time the rosters are established. An employee on approved leave or compensatory time will not be prohibited from working overtime on future requirements, nor will his/her standing on future overtime rosters be affected.

6. Employees who are called back to work at a time outside their regularly scheduled work hours, shall receive at least two (2) hours of overtime pay as a result of the call back.

7. Management may grant compensatory time in lieu of overtime pay for an equal amount of time considered "irregular or occasional" (unscheduled) overtime work. Compensatory time may NOT be granted in lieu of overtime pay for "scheduled" overtime work. Overtime work is considered to be "scheduled" when it is approved and communicated to employees before the

start of the administrative workweek (0001 hours on Sunday to 2400 hours on Saturday) in which it will occur.

8. Emergency/unscheduled overtime will be offered/directed to those employees at work in accordance with paragraph 3 above. Continuation of work overtime may be required by management in limited cases where interruption of the work phase would have an adverse effect on work flow.

ARTICLE 45 (S)

HOLIDAY WORK

1. Employees shall be entitled to all holidays prescribed by federal law.
2. It is mutually agreed that work on holidays, or observed holidays, shall be held to an absolute minimum subject to the mission requirements and usual essential maintenance, security, and fire protection requirements of the base. It is mutually recognized that fire fighters, guards, hospital workers, general facilities maintenance workers, and all others, whose regularly scheduled tours of duty include holiday or observed holidays during such regularly scheduled tours of duty, are required to work on such holidays to accomplish the usual essential work of the base.
3. Whenever holiday work is required, each supervisor, after considering specific skill requirements to accomplish the holiday workload requirements, may solicit volunteer employees who have the needed skills to perform the work. Volunteers will be solicited from employees having the required skills within the activity having the responsibility for the work. If volunteers cannot be obtained, and the employees are generally equal in terms of qualifications, performance, and dependability, the least senior employee (leave service comp date (SCD)) will be assigned the holiday work. The non-volunteering employees, who are required to work the holiday, will not be required to work another holiday until all other employees, qualified and available to perform the holiday work, have been required to work on a holiday. Management shall maintain a roster for this purpose, which will be made available to employees and/or the Union upon request. If an employee is required to work a holiday, but demonstrated exigent personal circumstances, the supervisor may release the employee from the requirement and the employee's name shall remain at the top of the roster for the next holiday. If there are too many volunteers, the most senior employees (by SCD) shall be given first opportunity to work the holiday. The volunteers permitted to work the holiday shall not work another holiday when there are too many volunteers, until all qualified and available volunteers are permitted to work a holiday, if desired.

ARTICLE 46 (S)

ALTERNATE WORK SCHEDULES

1. The use of alternate work schedules can improve productivity and morale in the work force and reduce the need for employees to consume leave.
2. Existing alternate work schedules shall be continued until changed in accordance with the law and applicable negotiated agreements.
3. Flexible work schedules may be established on the base or in such base components as the parties may negotiate. Flexible work schedules shall designate the hours and days employees must be present for work and the hours during which employees can choose the time of their arrival and departure so long as mission requirements are met.
4. The basic workweek will normally consist of AWS (5-8, 5-4-9, or 4-10), as currently exist. This does not preclude the Union and Management from negotiating different AWS schedules.

ARTICLE 47 (S)

PERSONNEL SECURITY

1. The procedures set forth in DOD Regulation 5200.2-R and AFI 31-501, Personnel Security Program, will be completed prior to taking separation action against an employee on the basis of revocation of security clearance/access.
2. Prior to initiating action to terminate employment, the employee may be considered for reassignment to another position or voluntary change to lower grade. If the employee is considered, the following criteria must be met:
 - a. A vacant position is available commensurate with the employee's personal qualifications and reduced security clearance.
 - b. The employee's performance rating at the time of suspension of clearance/access is fully successful or better.
 - c. Where more than one similarly situated employee qualifies for the vacant position, the employee with the earliest service computation date shall be placed.
3. Individuals whose employment is terminated because of revocation of security clearance/access are not prohibited from seeking reemployment commensurate with personal qualifications and security clearance/access required.
4. At no time during the review of the forms by the security manager will the material be in an unsecured location where unauthorized employees may have access to the data.
5. Management may allow employees who have had a "secret" level security clearance revoked to work in controlled areas where that employee does not have access to classified information. Supervisor or other assigned/volunteer personnel will escort said employees on a daily basis as needed.

ARTICLE 48 (S)

DRESS CODE

The current negotiated MOA regarding dress codes is hereby included.

ARTICLE 49 (S)

FACILITIES & SERVICES

1. The Union will retain its office in Building 555 unless otherwise negotiated. The Union will pay no rent but will be responsible for utilities at the government rate. The Union shall be responsible for maintenance and tenantable repairs. Management will provide major repairs and structural maintenance.
2. If requested, chief and division stewards shall be provided lockable file cabinets within the work area for carrying out representational responsibilities.
3. Management will install and maintain four directional signs at agreed upon locations to assist employees in locating the Union Office. Management will furnish and maintain a sign in front of the Union Office that will conform to base regulations.
4. The Union shall have mail delivered in accordance with Base standards and shall be permitted to use the base mail system. Specific distribution will be limited to organizational addresses and to specific mail pickup and distribution points provided by the base mail system. The Union may use the internal mail system for any distribution to officers or stewards.
5. Management agrees that if facilities such as large conference or training areas are requested in advance by the Union they will be provided at no cost to the Union, if available.
6. When a steward or officer receives an incoming telephone call at the work site, the call will be referred to the individual without interrogation of the caller. If the steward or officer is physically unable to take the call, the message will be relayed as soon as reasonably possible. If, after receiving the call, the steward or officer realizes that the subject is inappropriate for discussion on duty time or requires the use of official time release procedures, the steward or officer will be obligated to inform the employee of the proper procedures to be followed.
7. If employees are required to wear uniforms, such uniforms will be furnished by Management as prescribed and authorized in Air Force directives. Management will provide employees lockers at the duty station as appropriate.
8. The Employer and the Union mutually agree that rest areas are desirable from a morale standpoint. The Employer further agrees that, when possible, such areas will be provided where concentrations of employees are assigned, for use by employees during authorized rest breaks and lunch periods.
9. Management will not assign custodial duties outside the employee's immediate work area which are not directly related to the employee's normal duties, and will not violate the intent of current negotiated policies.

10. Management will provide to the Union and maintain six (6) computers and printers in accordance with the current base standard.

ARTICLE 50 (S)

PARKING

1. Management will provide and reserve the Union 12 spaces in front of the current Union Office. The parties agree that the Union may reopen this provision if the need should require additional spaces. The existing handicapped spaces in front of the Union Office will continue to be designated as such. Employees designated by the Union as officers and wing/directorate stewards will be provided "parking by permit" spaces in close proximity to their assigned work area. When justified by showing that a reserved parking space is necessary for proper and expeditious performance of steward duties, Division/Group stewards will be provided reserved parking spaces when requested by the President, AFGE Local 1592. Division/Group stewards not provided reserved spaces will be provided "official business parking permits" to be used in accordance with appropriate regulations. The Union will be provided an additional six (6) "official business parking permits." It is agreed that reserved parking spaces provided for Division/Group Stewards under this Article will not be counted against the ceiling for reserved parking established by that regulation.

2. The Employer agrees that every effort will be made to provide adequate on-base parking facilities for base employees. Where possible and within the provisions of existing regulations, adequate parking will be provided adjacent to buildings or work locations which allow for the shortest possible walking distance from parking facilities to work locations. Any permanent parking changes not covered by the base traffic regulation will be negotiated.

3. Employees having physical handicaps which impede walking more than one block will be provided special reserved parking, if requested and a federal medical officer certifies the handicap as justifying the need for special parking privileges. Handicapped employees may be periodically referred to the federal medical officer for current medical evaluation and certification as to need for continued special parking privileges. The Union may contact the Labor Relations Office to determine whether a particular employee has been certified as needing handicapped parking by the federal medical officer.

4. No locally prescribed admission, entrance, or parking fees will be assessed bargaining unit employees until after any appropriate bargaining.

The negotiating teams of both parties agree to the contents and provisions of this Local Supplement to the Master Labor Agreement.

FOR THE EMPLOYER

This Supplement to the Master Labor Agreement between the Air Force Materiel Command (AFMC) and the American Federation of Government Employees (AFGE) AFL-CIO, Council 214, is hereby signed 24 March 2015.

FOR THE EMPLOYER

FOR THE UNION

RONALD E. JOLLY, SR., Colonel, USAF
Commander, 75th Air Base Wing

MONTY D. LEWIS
President, AFGE Local 1592

Approved by HQ AFMC/A1KL 25 March 2015.
Approved by AFGE Council 214 18 March 2015.
Ratified by AFGE Local 1592 19 February 2015