



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

Generic move agreement

AUG 27 1997

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

MEMORANDUM

SUBJECT: Generic Move Agreement
FROM: *Linda J. Wallace*
Linda J. Wallace
HQ Labor Relations Advisor
TO: Headquarters Managers and Supervisors

Attached is a copy of the Generic Move Agreement and the Relocation Process. We have clarified some of the language in the Agreement and in the Process. The clarifications and comparisons of the old and new language are described in the attached chart.

Should you have questions, give me a call at 260-3686.

Attachments

cc: HQ Partnership Council
David J. O'Connor
Daiva Balkus
Steve Sharfstein
PMOs
Carolyn Lowe, President, AFGE Local 3331
Dwight Welch, President, NFFE Local 2050
OHROS Staff Directors
HQ LER Group

Generic Move Agreement Comparisons

February 1996		August 1997
Generic Move Agreement, Section 4	<p>The Parties understand that the Agency will allocate space in blocks to Headquarters Offices. The space will be allocated to the branch or equivalent level. Individual space assignments will be based on function, grade, and seniority collectively in a one year pilot. Offices will take into consideration the following guiding principles: co-location of work units, job title and grade, efficiency, functional integrity, and job classification equity. Unit employee(s) will be designated by the respective unions to work in partnership with management as soon as it becomes known that a work unit will undergo a move.</p>	<p>The Parties understand that the Agency will allocate space in blocks to Headquarters Offices. The space will be allocated to the branch or equivalent level. A relocation committee will be established and unit employee(s) will be designated by the respective unions to work in partnership with management as soon as space is assigned. This committee will create a decision-making process for individual space assignments that will be based on grade, and seniority collectively. Offices will take into consideration the following guiding principles: co-location of work units, efficiency, functional integrity, and job classification equity. Management will assign individual space to managers, supervisors, non-bargaining unit members, and support staff for the managers and supervisors outside of the committee process. The committee is responsible for establishing the criteria and assigning the individual work space for all bargaining unit employees.</p>

February 1996		August 1997
Section 6	The Parties to this agreement acknowledge that this agreement, supported by policies, procedures, and laws is intended to increase early bargaining unit employee involvement through representatives authorized at the working unit level. This will eliminate the need to maintain a local union approval process for each proposed move beyond that of appointed authorized representatives at the unit level.	The Parties to this agreement acknowledge that this agreement, supported by policies, procedures, and laws is intended to increase early bargaining unit employee involvement through representatives authorized at the working unit level. This will eliminate the need to maintain a local union approval process for each proposed move beyond that of appointed authorized representatives.
Section 7	This agreement will become effective after Agency head approval or 30 days after execution thereof.	Omitted
Relocation Process, Phase I, Step I	The program office shall notify NFFE Local 2050 and AFGE Local 3331 in writing and by voice mail of the anticipated move.	The program office shall notify NFFE Local 2050 and AFGE Local 3331 in writing and by voice mail of the anticipated move. In the spirit of partnership, program management will advise the unions on the proposed build out of the bargaining unit employees space.
Phase I, Step III	The program move team is responsible for developing a decision-making process for space assignments. Individual space assignments will be based on function, grade, and seniority collectively. Guiding principles to consider are: co-location of work units, job title and grade, efficiency, functional integrity, and job classification equity.	The program move team is responsible for developing a decision-making process for space assignments. Individual space assignments will be based on grade, and seniority collectively. Guiding principles to consider are: co-location of work units, efficiency, functional integrity, and job classification equity.

February 1996		August 1997
Phase II, Step II	The program office shall provide to the move team a list of employees relocating including the name of employee, the grade/series, title and telephone number. OARM shall provide a sketch and assist in developing a listing of square footage of individual space presently occupied and of space proposed.	The program office shall provide to the move team a list of employees relocating including the name of employee, the grade/series, title and telephone number.

**HEADQUARTERS LABOR/MANAGEMENT PARTNERSHIP
COUNCIL
GENERIC MOVE AGREEMENT
OF BARGAINING UNIT EMPLOYEES**

1. The Parties to this agreement are Headquarters (Headquarters), U.S. Environmental Protection Agency (the Agency), the National Federation of Federal Employees Local 2050, and the American Federation of Government Employees Local 3331 (the Unions), hereafter referred to collectively as the Parties. It applies only to bargaining unit employees and space occupied by those employees.
2. This agreement is established to minimize the disruption and loss of productivity, to minimize costs in time and money, and to ensure the health and safety of bargaining unit employees. The goal of the Parties is to provide a good working environment by fostering early employee involvement in the planning of moves and for employees to have the basic equipment to nurture professional work. The Parties to this agreement recognize that there are agreements, policies, procedures, professional standards and federal laws which supplement or support this agreement (e.g., Clean Air Policy, OSHA, GSA, ASHRAE). The Parties agree that there may be special needs of bargaining unit employees and will address these needs as necessary on an individual basis. Furthermore, the Parties agree to the following for those spaces the Agency controls:
 - a) Carpet, floor coverings, furnishings, paints and mastics will be selected for their low-off-gassing properties. (Attached is a copy of the Carpet Removal Agreement with NFFE Local 2050).
 - b) Where possible, dedicated Agency copy centers will be directly vented to the outside or other arrangements will be made.
 - c) Carpet will be aired-out for seven (7) days prior to installation. Floor coverings will be aired-out in place.
 - d) Painting and the installation of floor coverings will not be scheduled during core Agency business hours.
 - e) The Agency will assess the ventilation system by using a qualified individual prior to occupancy and will be consistent with the applicable parts of the 1987 Clean Air Agreement (copy attached).
 - f) Employees will be provided electronic copies of essential information about the Facility Emergency Occupant Plan and will be required to follow the procedures outlined in that plan.
 - g) Management will work with the unions to minimize problems associated with

Video Display Terminals by following the guidelines and recommendations of the American Academy of Optomology.

3. This agreement establishes the procedures to be applied to relocations of all headquarters unit employees and organizations of the Agency. "Relocations" means the movement of bargaining unit employees to different or reconfigured locations as part of reorganizations, consolidations, and/or changes in office location. The agreement does not apply to voluntary individual moves, alternative work space, flexiplace program, and those individuals who are physically challenged. These matters are covered under the Rehabilitation Act, Alternative Work space and Flexiplace program agreements.
4. The Parties understand that the Agency will allocate space in blocks to Headquarters Offices. The space will be allocated to the branch or equivalent level. A relocation committee will be established and unit employee(s) will be designated by the respective unions to work in partnership with management as soon as space is assigned. This committee will create a decision-making process for individual space assignments that will be based on grade, and seniority collectively. Offices will take into consideration the following guiding principles: co-location of work units, efficiency, functional integrity, and job classification equity. Management will assign individual space to managers, supervisors, non-bargaining unit members, and support staff for the managers and supervisors outside of the committee process. The committee is responsible for establishing the criteria and assigning the individual work space for all bargaining unit employees.
5. Offices will submit the move certification for a relocation including a narrative describing the decision-making process used in making individual space assignments to the appropriate Agency officials. A copy of this information will be sent to the union(s) at the same time (sample attached).
6. The Parties to this agreement acknowledge that this agreement, supported by policies, procedures, and laws are intended to increase early bargaining unit employee involvement through representatives authorized at the working unit level. This will eliminate the need to maintain a local union approval process for each proposed move beyond that of appointed authorized representatives.

Linda J. Wallace 8/20/97
Linda J. Wallace Date

Carol Ann Rave 8/20/97
AFGE, Local 3331 Date

David A. Hill 8/20/97
NFFE, Local 2050 Date

Relocation Process

Introduction

The purpose of this document is to delineate the steps involved in the process to relocate Agency employees in accordance with the Agency's Generic Move Agreement. These include planning, implementation, and cleanup/adjustment steps. This guidance document can be used as a tool for those involved in fully implementing the Agreement.

Phase 1: Planning

- Step 1: The program office shall notify NFFE Local 2050 and AFGE Local 3331 in writing and by voice mail of the anticipated move. In the spirit of partnership, program management will advise the unions of the proposed build out of the bargaining unit employees space.
- Step 2: The program office shall form a move team consisting of individuals affected by the move and appointed members of the Unions to ensure early employee involvement in the assignment of individual spaces as prescribed in the Generic Move Agreement.
- Step 3: The program move team is responsible for developing a decision-making process for space assignments. Individual space assignments will be based on grade, and seniority collectively. Guiding principles to consider are: co-location of work units, efficiency, functional integrity, and job classification equity.
- Step 4: OARM will provide the program move team with space plan layouts for each block of space as described in paragraph 4 of the Generic Move Agreement.

Phase 2: Implementation

- Step 1: If required by the OARM coordinator, the program office shall submit the following forms:
EPA Form 5100-8 (Facilities Service Request);
EPA Form 5100-4 (Relocation Worksheet) for planning, design and alterations;
EPA Form 5020-1 (Telecommunications Service Request) to NDPD Telecommunications Branch, which assigns a Customer Service Representative.
- Step 2: The program office shall provide to the move team a list of employees relocating including the name of employee, the grade/series, title and telephone number.
- Step 3: OARM will provide to the move team tentative dates for move, furniture delivery/installation, telecommunications/ADP installation, space construction and alteration, security system installation, carpeting delivery/installation, and other critical activities.

- Step 4: At a juncture when safe access to the constructed area is available, move team representatives (selected by the group) will be provided pre-move walk-through of new spaces.
- Step 5: If requested by the OARM specialist, the program office shall submit the following requests to the appropriate offices as soon as a firm move date has been set:
EPA Form 5100-8/5100-4 to the Facilities Operations Branch (delivery and pickup of empty packing cartons, removal of surplus property and recycling barrels).
Locator/Directory Change Request to the Administrative Assistant for Directory Publications.
Mail-forwarding request to the Chief of the Photocopying and Mail Management Section.
Standard Form 135 to the Agency Records Manager to request archiving of program office records and files.
- Step 6: The program office shall notify all impacted program personnel of the move and their responsibilities and inform them of temporary space and facilities that will be arranged for them during the move (if necessary).
- Step 7: The program shall complete the Move Certification Form after the move is completed. Both management and Union representatives should sign the certification form. This form certifies that the move was completed in accordance with the Generic Move Agreement provisions. An attachment(s) can be included for any cleanup/adjustment arrangements. Management should provide the Unions with copies of all documents.

Phase 3: Cleanup/Adjustment

- Step 1: The OARM coordinator will work with the move team to identify a single location for deposit of emptied, unfolded, and flattened packing cartons; call labor services to request pickup of empty cartons and trash
- Step 2: The program will be provided with a designated OARM building coordinator to address post-move and building occupancy issues.

MOVE CERTIFICATION

Organization: _____

Office: _____

Date Mgmt. Notified of Move: _____

Date Written Notification sent: _____

Number of Employees: _____

AFGE 3331 _____

NFFE 2050 _____

Date Union Rep. Appointed: _____

Location of Move: _____

Proposed Date of Move: _____

Description of Decision-Making Process for Space Assignments (e.g., the above organization used a process that included early bargaining unit employee involvement in the planning process): _____

This document is to certify that the management of the organization involved in the above move has complied with all provisions of the Headquarters Labor/Management Partnership Council Generic Move Agreement, signed by all parties on _____

DATE

Management Official

Date _____

AFGE, Local 3331 Representative

Date _____

NFFE, Local 2050 Representative

Date _____

Mgmt. assigns
Exempt people +
Support staff,

Place exempt employees
Do 2 generic
move agreements or
1. Bring union in
+ resolve this.

Treat him as exempt.
up to management
Would place
Bargaining unit
~~non-exempt~~ get no
choice;

- ① Exempt person
gets to choose 1st
- ② Exempt people placed
then rest of space becomes
open to BLU.

① Then in six weeks, don't
have to move again

If have 5 exempt
people, then mgmt.
Chooses 1st for exempt,
all remaining people
vote based on.