

**MEMORANDUM OF AGREEMENT
BETWEEN THE UNITED STATES
ENVIRONMENTAL PROTECTION AGENCY
AND THE AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES**

I. BACKGROUND

1. This Memorandum of Agreement ("MOA " or "Agreement") is entered into, by and between American Federation of Government Employees ("AFGE"), National Council of EPA Locals #238 ("AFGE Council 238" or "Union") and the United States Environmental Protection Agency ("U.S. EPA" or "Employer" or "Agency"), also referred to as the Parties.
2. This MOA covers all bargaining unit employees represented by AFGE Council 238 and its affiliated locals throughout the U.S. EPA.
3. The purpose of this MOA is to establish procedures and appropriate arrangements for the implementation of Compass, EPA's New Core Financial Management System.
4. In the administration of this Agreement, the Parties shall be governed by all statutes and existing government-wide rules and regulations, as defined in Federal Labor Management Relations Statute, 5 U.S.C. Chapter 71 (the "Statute") and as defined in 5 U.S.C. 2302 (prohibiting discrimination). Nothing in this Agreement shall be deemed to waive either Party's statutory rights under the Federal Labor Management Relations Statute.
5. The parties at the local level (affiliated locals of AFGE Council 238) may not enter into written agreement or practices that conflict with the terms of this agreement.
6. Parties recognize that a mutual commitment to cooperation promotes both the efficiency of the Agency's operations and the well-being of its employees.

II. DEFINITIONS

1. All definitions are taken from either the MCBA or the Federal Service Labor-Management Relations Statute (5 U.S.C. 7101 et seq.). Where other words or terms are defined in an applicable law or regulation they shall have that meaning. Where words or terms are not defined in this Agreement, by applicable law or regulation, they shall have their dictionary meaning (Webster's Unabridged).

III. PROCEDURES AND APPROPRIATE ARRANGEMENTS

A. Operations

1. Employees will not be held responsible either in their job duties or their performance for deficiencies, failures and defects in the Compass system.
2. Except as addressed herein, there will be no adverse impact on any bargaining unit employees as a result of the implementation of the Compass system. However, if adverse impact is realized at some point in the future, either party may notify the other and bargain to the extent provided by applicable rule, law, and regulation.
3. In the event the Agency finds it necessary to extend the transition to Compass period beyond October 21, 2011, it will notify employees and AFGE as far in advance as possible. If either party becomes aware of significant unanticipated problems, including significant defects, after the Compass system "goes live", the Agency or AFGE will inform the other and the parties will discuss and resolve them as soon as possible.
4. The Agency sent an Agency-wide email to employees on September 9, 2011, informing them of the transition to the Compass system. This email notified bargaining unit employees that travel voucher payments will not be processed between after September 29, 2011 and the Compass system "go live" date, October 21, 2011.
5. Security breaches of Personally Identifiable Information (PII) directly related to the implementation of the Compass system will be handled in accordance with the Agency's Privacy Policy (CIO 2151.0) and the Agency's procedures for Breach of Personally Identifiable Information Notification (CIO 2151-P-02). If a bargaining unit employee is adversely impacted by such a security breach, to the extent permitted by law and the Master Collective Bargaining Agreement (MCBA), he or she may file a grievance under the negotiated procedures set forth in Article 38 of the MCBA.

B. Training

The Agency will provide proficiency training to all bargaining unit employees who are required to use the Compass System. Classroom training was conducted at eleven (11) locations, and the Agency will offer computer-based and webinar training to bargaining unit employees. Bargaining unit employees requiring additional training may avail themselves of computer-based and webinar training which include five computer-based classes on the Skillport Learning Management System. The Agency will provide a "help-desk" to assist employees.

