

MEMORANDUM OF UNDERSTANDING REGARDING A VACANT LEGAL TECHNICIAN POSITION AT THE  
BALTIMORE FIELD OFFICE HEARINGS UNIT

This is a Memorandum of Understanding between the Equal Employment Opportunity Commission (EEOC) and AFGE Local 3614 of the National Council of EEOC Locals No. 216, covering the impact and implementation issues the parties agreed to bargain over as set forth in a grievance resolved on September 20, 2011. The parties agree to the following:

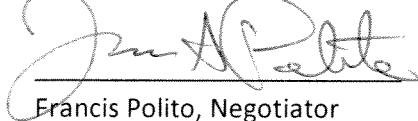
1. BFOHU will continue to be included in future implementation of EFX and training related thereto as it is rolled out to the field.
2. Administrative Judges are responsible for completion of their professional duties. Unless addressed otherwise as part of the rollout of EFX, it is agreed that these duties do not include mailing by post, logging in mail, non-desktop faxing, scanning that is more than a few pages, answering general telephone inquiries, generating certificates of service except automatically, and non-EFX opening and closing of cases. Notwithstanding the provisions of this section, Administrative Judges are expected to answer calls concerning their cases other than routine status and ex parte communications. Those calls and general inquiries may be referred to the Legal Technician or BFOHU Supervisory Administrative Judges.
3. To the extent that BFOHU's Canon multifunction machine is not working to specification, it will be repaired or replaced within 30 business days. Training will be provided to Administrative Judges and the Legal Technician for effectively utilizing the fax capabilities of the Canon multifunction device within 30 business days. Management also agrees to provide guidance on creating and utilizing graphic signature files and training on other useful applications available on the desktop. BFOHU may utilize any other fax machine in the Baltimore Field Office to receive faxes from stakeholders. BFOHU may incorporate alternate fax numbers in its letterhead. Management will ensure prompt delivery of faxes directed to machines outside of the BFOHU.
4. The Legal Technician is permitted to bring an assigned computer to the front desk during routine front desk rotation.
5. The Legal Technician's duties with the Hearings Unit will not be adversely affected by other staffing or contracting issues beyond that specified in item 4 above. BFOHU, Baltimore Field and/or Philadelphia District Management will be responsible for finding ways to ease the clerical work in BFOHU and otherwise handle any work that cannot be reasonably handled by the assigned legal Technician, including the duties identified in Paragraph No. 2.

Signed this 5<sup>th</sup> day of September, 2012

For the EEOC:



Phil Goldman, Negotiator

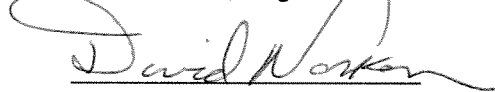


Francis Polito, Negotiator

For AFGE Local 3614



Enechi Modu, Negotiator



David Norcken, Negotiator