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MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) AND THE NATIONAL COUNCIL OF EEOC LOCALS NO. 216, AFL-CIO (UNION) COVERING THE IMPLEMENTATION OF THE USE OF THE FEDERAL PERSONNEL PAYROLL SYSTEM (FPPS) TO CAPTURE COST ACCOUNTING DATA.

IN AS MUCH AS THE GOVERNMENT PERFORMANCE AND RESULTS ACT OF 1993 AND THE PRESIDENT'S MANAGEMENT AGENDA REQUIRES ALL FEDERAL AGENCIES TO ALIGN THEIR RESOURCE REQUIREMENTS WITH THEIR PROGRAM GOALS, THE PARTIES AGREE TO THE FOLLOWING:

1. The EEOC will use the Federal Personnel Payroll System (FPPS) for collecting data that will determine how much time employees spend performing various job duties.
2. Using the set of activity codes attached to this MOU, employees shall complete the Cost Accounting Biweekly Time Sheets. Employees shall submit, biweekly, the completed Cost Accounting Biweekly Time Sheets, either manually or electronically, to his/her timekeeper and immediate supervisor, or in his/her absence, an appropriate management official.
3. Using Insite, the EEOC shall instruct employees how to complete the Cost Accounting Biweekly Time Sheets. Using Insite, EEOC shall instruct timekeepers how to enter data into FPPS.
4. Cost Accounting activity code questions and questions regarding data entries into FPPS should be directed to Mr. Douglas Craig, Office of Human Resources at (202) 663-4341 or his successor.
5. Employees scheduled to be on travel, leave status, or who will otherwise be unavailable on the day the Cost Accounting Biweekly Time Sheets are due, may complete the Time Sheets before the due date or within five (5) days of their return.
6. The Cost Accounting Biweekly Time Sheet system does not replace procedures for requesting and reporting Leave (SF71), compensatory time and overtime.
7. The Employee/Supervisor Work Agreement for Telecommuting and any forms or procedures in which employees request hours of work schedules shall remain in effect.
8. The Cost Accounting Biweekly Time Sheet shall replace Form 551 and be the official document that satisfies the requirements of Article 10 of the Collective Bargaining Agreement.
9. The Cost Accounting Biweekly Time Sheet will be used by Union officials to report the amount of and purpose for official time actually used.

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10. Employees will be allowed duty time to complete the Cost Accounting Biweekly Time Sheets and/or enter data into FPPS.
11. The Cost Accounting Bi-weekly Time Sheets will be kept by each timekeeper with the time and attendance records and will not be shared with other employees.
12. Information collected from the Cost Accounting Biweekly Time Sheet shall not be used for comparison of individual employee's time allocations or in any evaluation of the employee's performance.
13. The EEOC agrees to provide the Union with six-month and annual Agency summary data compiled from the Cost Accounting Bi-weekly Time Sheets and FPPS.
14. The parties agree to meet every six (6) months to evaluate the impact of the Cost Accounting Biweekly Accounting procedures and determine whether any modifications to the process may be necessary.
15. The provisions of this MOU will not be altered or amended without the mutual Consent of the parties.
16. Any disputes arising from the application or interpretation of this MOU will be resolved through the parties negotiated grievance procedure or other appropriate Third party.
17. Copies of this MOU shall be provided by the Agency to all employees upon the signing of this agreement.

Dated this 28 day of Sept., 2004.

Levi M. Morrison
For the Union

Gabriel Martin
For the Union

David Holt-Yarwood
For the Agency

R E R Ekins
For the Agency