



U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
Washington, D.C. 20507

SEP 23 2003

MEMORANDUM

TO: Headquarters Office Directors
District Directors
Director, Washington Field Office

FROM: Angelica E. Ibarguen, Chief Human Capital Officer *Angie*
Office of Human Resources

SUBJECT: Space Allocation Guidelines Memorandum of Understanding

The Office of Human Resources (OHR) recently negotiated with the National Council of EEOC Locals No. 216 a memorandum of understanding (MOU) on the implementation of the agency's revised Space Allocation Guidelines as they apply to offices and workstations of the bargaining unit employees. The revised Space Allocation Guidelines addresses the goal of 20% space savings, provides a more efficient use of space and acknowledges telework as an optional means of enhancing space efficiency.

The Space Allocation Guidelines MOU applies to only offices that will reduce space by 20% and employees who elect to telecommute six (6) days or more per pay period. Participation in the telecommuting program is voluntary. Office and workstation assignments for bargaining unit employees are negotiated at the local level, and must be completed before construction of office space begins. A copy of this MOU is attached.

If you have any questions, please contact Corlise Wright of my staff on (202) 663-4389.

Attachment

MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) AND THE NATIONAL COUNCIL OF EEOC LOCALS NO. 216, REGARDING THE IMPLEMENTATION OF THE AGENCY'S REVISED SPACE ALLOCATION GUIDELINES AS THEY APPLY TO BARGAINING UNIT EMPLOYEE OFFICES AND WORKSTATIONS

WHEREAS THE EEOC HAS SET A GOAL OF 20% COST SAVINGS ON SPACE AND FIXED COSTS, AND

INASMUCH AS THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION HAS REVISED ITS SPACE ALLOCATION GUIDELINES TO ASSIST IN THAT GOAL, THE FOLLOWING SHALL APPLY AS IT AFFECTS BARGAINING UNIT EMPLOYEES:

1. The Space Allocation Guidelines are used to provide a consistent and efficient method of calculating space requirements and communicating the requirements to the General Services Administration. The revised June 2003 Guidelines serve to address the goal of 20% space savings, provide a more efficient use of space, and acknowledge telework as an optional means of enhancing space efficiency. The Guidelines also serve as a framework for designing the space that is acquired, allowing for variations in building and specific operational requirements of an office. The Guidelines shall be used only as guidance when determining individual bargaining unit employees office and workstation requirements.
2. Office and workstation assignments for bargaining unit employees shall be negotiated at the local level. Any agreement negotiated at the local level shall be in compliance with EEOC Order 560.003, EEOC Procedures for Providing Reasonable Accommodations for Individuals with Disabilities. Local negotiations must be completed before construction of office space begins.
3. Office space designed to be used by more than one occupant will be configured to provide maximum privacy. This may include installing partitions up to six feet tall between the occupants. To accommodate privacy, every effort will be made to place the entry way to the office area in the middle of the office area. Window offices will be reserved for employees who do not elect to telecommute the majority of work days during a pay period.
4. Participation in the telecommuting program must be voluntary for the employee. For purposes of this agreement, the "majority of the work days in a pay period" is defined as a minimum of six(6) days per pay period." Those employees who elect to telecommute a majority of work the days during a pay period shall be provided at the telework station, the appropriate tools and equipment necessary to perform the duties of their positions:
 - A. access to a computer for the office;
 - B. access to a laptop computer for their telework site;
 - C. the ability to access EEOC information systems, as appropriate, for their respective positions;

- D. Internet access, as appropriate;
- E. a cell phone;¹
(At the beginning of each fiscal year, the parties agree to evaluate the usage of cell phones by telecommuting employees as well as the available plans so that a determination can be made whether and how to continue the use of cell phones.)
- F. four in one equipment that provides the ability to scan, print, copy and fax documents; and
- G. sufficient supplies.

- 5. By adopting the Guidelines, the parties agree within 15 days from the date of the signing this agreement to renegotiate Article 34 of the Collective Bargaining Agreement to accommodate telework as an optional means of enhancing space efficiency.
- 6. A copy of the MOU shall be provided to all Local Presidents and Union Stewards and will be posted on InSite as soon as possible after signing.
- 7. Any disputes arising from the application or interpretation of this agreement shall be resolved through the parties Collective Bargaining Agreement or any appropriate third party procedures.
- 8. The provision of this agreement shall not be altered or amended without mutual consent of the parties.

Date this 12th day of September 2003.

FOR THE EQUAL EMPLOYMENT
OPPORTUNITY COMMISSION

FOR THE NATIONAL COUNCIL OF
EEOC LOCALS No. 216

Jimmie Gregg

Gabrielle Martin

Corbie L. Wright

Levi M. Mason

¹ Unauthorized cell phone calls on either the FTS, Commercial Network, or Agency-provided calling cards are prohibited. Employees must reimburse the Agency for any unauthorized calls. (EEOC Order No. 350.002)