

MEMORANDUM OF AGREEMENT
BETWEEN
DEFENSE LOGISTICS AGENCY (DLA)
AND
AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES (AFGE), COUNCIL 169

DLA Hoteling, Hot Desking, and Desk Sharing

This document outlines the standard features for all hoteling, hot desking, and desk sharing programs (to include pilot programs) established in DLA. Assuming the conditions outlined below are in place, such programs may be customized to local conditions through negotiations between the Primary Level Field Activity Commander/J-Code Director, or his/her designee, and the appropriate AFGE Local Union President, or his/her designee. Such agreements must be forwarded to Director, DLA Human Resources, and the President, Council 169 for review prior to implementation.

DEFINITIONS:

- a. Hoteling: An arrangement through which employees telework and reserve a non-dedicated workspace in the office on as-needed basis.
- b. Hot Desking: An arrangement through which employees telework and occupy a workspace in the office on unreserved, first come/first served basis. "Hot desks" are also referred to as "hot seats" or "touchdown workstations."
- c. Desk Sharing: An arrangement through which employees are assigned to a specific workspace; however, the workspace is not dedicated to a single employee but rather shared among two or more employees.

The Parties agree to the following conditions which are mandatory in all hoteling, hot desking, and desk sharing programs in DLA:

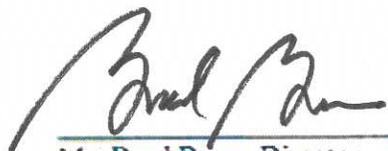
- a. The Agency, at the local level, must notify the local union when they are considering the implementation of a Hoteling Program and engage in any I&I bargaining if appropriate.
- b. Participation in such programs is voluntary and participants may withdraw at any time by notifying their supervisor in writing.
- c. Participants will be held to the same measures of work performance and accountability as employees working in the traditional DLA work space.
- d. All employees are required to follow established core duty hours regardless of work location.
- e. Employees who do not work at their assigned work location greater than or equal to 50 percent of their workdays in a work week due to any combination of regularly scheduled telework and alternative work schedule days, and part-time employees who work in the office less than 3 days a week, will not be guaranteed a dedicated, exclusive workspace at their DLA organization. Those employees who withdraw from the program will be provided a dedicated workspace in their office; however, it is not guaranteed to be the same dedicated workspace they had prior to joining the program.

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- f. Employees who do not have a dedicated, exclusive workspace at their DLA organization will reserve DLA workspace under a hotel reservation system, occupy DLA workspace through hot seating, or occupy DLA workspace under a desk-sharing arrangement.
- g. Participants in such programs will be provided appropriate equipment to support successful job performance while teleworking. "Appropriate" is defined as that equipment which is normally provided to DLA teleworkers based on current policy and practice.
- h. Employees will be provided with lockable storage to store personal belongings and sanitary wipes for employee use at the hoteling and/or hot seating location.
- i. Such programs cannot include terms that are contrary to, or establish new, DLA policy (e.g., with respect to telework, hours of duty, time and attendance, performance management, security, safety, and information technology) or violate the terms of the Master Labor Agreement (MLA).
- j. The Agency may terminate such programs, or any individual's participation in such programs, based on business/mission need.
- k. DLA management has the right to terminate any individual's participation in such programs based on current law, policy, and the MLA.
- l. Whenever a participant's telework days are involuntarily reduced DLA must provide the reasons for such termination per the terms of the MLA.
- m. Requests for Reasonable Accommodation under this program will be handled in accordance with Article 8, Section 7 of the MLA.

It is further agreed that such arrangements are appropriate only when based on business or mission needs as determined by the Agency such as overcrowding, cost effectiveness, or renovation.

This agreement is effective as of the date that both parties have signed below and continues until either terminated by the parties or superseded by the MLA.



 Mr. Brad Bunn, Director
 DLA Human Resources
 12/20/12

 Date



 Mr. Frank Rienti, President
 AFGE Council 169
 12-19-12

 Date