

Other Depots Local Agreement
Article 13 Merit Promotion

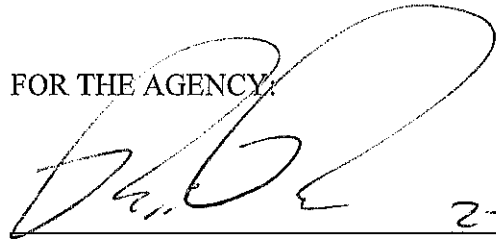
Section 12.D. Candidate Interviews

Interview panels may be but do not have to be used by the Employer.

FOR THE UNION:

 2/19/15
Terry Day, AFGE Council 169 Date

FOR THE AGENCY:

 2-19-15
Robert Rosarius, DLA Date

Other Depots Local Agreement
Article 15 – Safety and Health

SECTION 2. Protective Clothing, Equipment and Tools

A. The Employer will supply the employees with safety equipment e.g., gloves, cover-alls, safety glasses/goggles, prescription safety glasses (including eye exams), safety shoes, aprons, raingear, cold weather equipment and ear protection, at no cost to the employee when it determines that such equipment is necessary for the work to be done safely.

B. The Employer agrees to make direct payment to eligible employees who are required, as a condition of their employment, to obtain and wear safety shoes. Employees will be allotted \$180 for the purchase of safety shoes. In the event any employee demonstrates a need for an additional pair of safety shoes within the year, the employee will be authorized the replacement. The shoes will meet the ANSI/OSHA specification.

C. The Employer will establish a disbursement program for the employees. Employees will be authorized up to one (1) hour administrative leave to obtain shoes. The Employer will incur all costs for specialized safety shoes due to medical condition when proper medical documentation is presented.

D. At locations where regular, adverse winter weather occurs, the Employer will provide YAK tracks (slip on ice tracks) will be provided to outside workers in performance of their duties where ice conditions exist. YAK tracks or slip on ice tracks will not be personally issued to employees, but maintained by the Employer for Employees use only on the Employer's premises.

E. The disbursement program will adhere to the following guidelines:

1. Employees will receive an annual disbursement during June and July of each year for one pair of ANSI/OSHA approved safety shoes. This disbursement will be separate from an employee's paycheck. Consistent with Internal Revenue Service regulations, disbursements will not be taxed so long as an employee does not exceed \$600 in miscellaneous payments.

2. In cases where shoes have been permanently and irreparably damaged during the course of the employee's duties as determined and approved by the employee's supervisor, the Employer will authorize purchase of another pair of ANSI/OSHA approved safety shoes up to the approved amount of \$180 using a government purchase card. The Employer may require the employee to submit local documentation in a timely manner, as necessary for audit purposes.

3. Employees must purchase the proper ANSI/OSHA approved shoes as required by their position/work area.

4. Special safety shoes that are required based on a medical prescription will be handled separately. The employee will present proper medical documentation to his/her supervisor.

5. The annual anniversary date for processing requests for direct payments shall be June 1, with disbursement by July 31.

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6. If an employee is hired into a position requiring safety shoes, a disbursement request will be initiated immediately upon acceptance of the position by the employee. New hires that have received a disbursement within 120 days of the next annual anniversary date, as determined above, are not eligible to receive a disbursement.

7. Employees who are assigned to other Government Agencies and are on temporary duty assignment to the Employer are responsible for the purchase of their safety shoes.

8. All Employees whose anniversary date for safety shoes falls before the establishment of this disbursement program shall be entitled to the safety shoes under the current program.

F. To the extent permitted by government-wide regulation, and DLA and Department of Defense regulation or policy, the Employer supports any efforts of the employees and Union to secure access for personal purchase of safety shoes from shoe truck vendors at worksites.

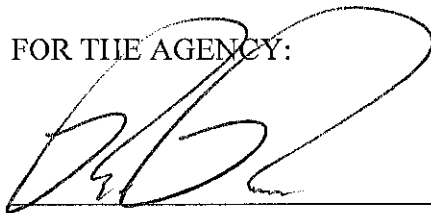
SECTION 10

A. The Parties recognize that temperature conditions in and around work areas have a direct bearing on employee's comfort, morale, productivity, health and safety. It is agreed that work conditions and accommodations such as extra breaks for the employee to get hydrated in hot temperatures and warm up periods in cold weather are necessary and will be permitted based on local weather conditions and heat/cold indices.

FOR THE UNION:

Terry A Day 2/19/15
Terry Day, AFGE Council 169 Date

FOR THE AGENCY:


Robert Rosarius, DLA 2-19-15
Robert Rosarius, DLA Date

Other Depots Local Agreement
Article 20 Hours of Work

SECTION 3: WORK SCHEDULES

- A. The Employer agrees that non-standard tour of duty with respect to both days and shift hours will be avoided to the fullest extent possible where there is no mission impact.
- B. When job requirements necessitate temporary or permanent shift/tour movements, voluntary assignments will be offered first and will be made to qualified employees by their seniority. If there are no volunteers, consideration will be given to other qualified employees outside of the unit. If assignment is an involuntary assignment, it will be made to qualified employees outside of the unit. The seniority of an employee will be based on his/her service computation date (SCD).
- C. When new or newly selected employees are hired to fill vacancies in a particular unit, the Employer agrees that the senior employees who are on a non-standard tour of duty will be moved to a regular shift if they so desire. As soon as the new or newly selected employees are trained to a level that will allow them to perform successfully, they will be assigned to the non-standard tour of duty.
- D. It is agreed and understood that when there are any changes in weekend shifts/tours, staffing actions will be accomplished by utilizing the above procedures.
- E. For standard tours of duty, employees will be allowed a thirty (30) minute unpaid lunch period during each work shift. Lunch periods will not exceed thirty (30) minutes away from the performance of assigned duties.
- F. Employees who do not have an unpaid lunch period during each work shift will be allotted a twenty (20) minute paid lunch period and will remain in or around their work areas.
- G. There will be a break during the first and second halves of the standard shift to reduce the possibility of work accidents by reducing fatigue, to increase and maintain the high quality and quantity of work, and to protect employee's health from work which requires considerable exertion. Each break period will be fifteen (15) minutes from the performance of assigned duties. Individual break periods can be altered due to workload but an employee will be afforded their full fifteen (15) minute break. In the event assigned breaks must be altered within the work area/center due to emergencies, workload, limited number of entry control points, or unforeseen circumstances, the supervisor shall notify a Union Stewards of the change. When 4/10 schedules are in use, the Employer agrees to provide a twenty (20) minute break the first half of the shift and the second half of the shift.

Section 4. Alternative Work Schedules (AWS)

- A. All AWS in place now will continue unless continuing such schedule would have an adverse agency impact. Adverse agency impact means - (1) a reduction of the productivity of the agency; (2) a diminished level of services furnished to the public by the agency; or (3) an increase in the cost of agency operations other than a reasonable administrative cost relating to the process of establishing a flexible or compressed schedule.

If the Employer wishes to terminate or change the type of AWS schedule (e.g. changing from a flexible work schedule (FWS) to a compressed work schedule (CWS)), the Employer will notify the AFGE Local in advance of the change. The AFGE Local shall submit a demand to bargain within ten (10) work days of notice, and all proposals within twenty (20) work days of the proposed change. If the Employer and AFGE Local reach an

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impasse in collective bargaining with respect to terminating or changing such schedule(s), the impasse shall be presented to the Federal Service Impasses Panel.

Where the Employer's proposal would change 30% or more of AWS schedules in a work unit/center during the preceding twenty-four (24) months, will be submitted to the national level for bargaining.

The Employer will notify the AFGE Local of all other changes related to AWS work schedules including Regular Days Off (RDOs) in accordance with the Master Labor Agreement.

B. Employer agrees to offer and implement AWS in work centers/units where AWS is determined to be a benefit to Employer, Employee, and mission. The Employer and the Union shall jointly survey those work units/centers where AWS is not currently offered to all employees. The survey will ask employees for AWS placement preference, to include RDO's (Regular Days Off).

Two types of AWS are available, Flexible Work Schedules (FWS) and Compressed Work Schedules (CWS); definitions and criteria regarding both are as follows.

C. Flexible Work Schedule (FWS): Permits employees to adjust reporting, departing, and lunch period times within the workday. FWS time applies to positions not assigned to a standard tour of duty. Time hours shall be from 0600 to 1800 hours, Monday through Friday. Employer maintains right to exclude or limit FWS's for individual positions based upon mission requirements. Upon exclusion from FWS affected employee shall revert to standard tour of duty.

D. Definitions: Core Hours: Employees working FWS shall be in duty status during core period hours of 0900-1100 and 1230-1430 hours unless supervisory approval is obtained for absences. Flexible hours: Hours of 0600-0900, 1100-1230, and 1430-1800 are flexible, floating time blocks that can vary from day-to-day, unless otherwise restricted to meet mission requirements. Work Day: Based on above, employees may start workday anytime between 0600 and 0900, take one half-hour to a one and one-half hour non-paid lunch break between 1100 and 1230, and end their workday anytime from 1430-1800 without supervisory approval, providing work day totals at least eight (8) hours and includes the mandatory core hours.

E. Procedures: Employees working less than eight (8) hour day and using approved leave or credit hours for the balance of the day may work through the 1100-1230 lunch period. Supervisors may temporarily require employees to report for work according to a standard tour of duty or to limit FWS time when mission requires employee's presence. Employer determines if mission requirements are significant enough to warrant assignment to a standard tour of duty.

F. To the extent feasible, meetings, special activities, recurring events, conferences, etc., shall be scheduled during core times. Requests for schedule changes shall be in writing, and clearly state schedule options, hours worked each day during pay period, and proposed start date. Employer agrees to provide a written explanation for disapprovals. Employer agrees to use Leave service computation date (SCD) to fairly determine days off, should more employees request same day off than can be accommodated. If the SCD is a tie then the tie-breaker will be the last three (3) digits in numerical sequence of the Social Security Number (SSN) from lowest to highest.

G. Employee will give fourteen (14) calendar days written notice, subject to supervisor approval within (5) calendar days of receipt to change FWS. Change requests shall be approved before start of pay period and remain in effect for entire pay period. Employees on FWS may earn credit hours, subject to supervisory approval. Leave is charged based on hours scheduled for that workday.

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H. Provisions: Credit hour procedures: employees authorized FWS are eligible for credit hours. Credit hours are hours worked in excess of scheduled basic work requirements. Supervisor approval is required to accumulate and use credit hours. Credit hours are earned in 15 minute increments. A maximum of 24 credit hours may be accrued and carried forward. Credit hours are not normally paid out as cash and cannot normally be transferred to another agency. Employees are responsible for ensuring they meet their Basic Work Requirements (BWR). Should BWR not be met during two (2) week pay period employee will use accrued credit hours or approved leave to meet BWR. Credit hours may be earned at anytime during the week and are not subject to premium pay. Employees at an alternate work site are required to call or e-mail direct supervisor or designee upon reporting to duty and leaving.

I. Compressed Work Schedule (CWS): A fixed compressed schedule that allows an employee to vary the number of hours per day and/or the number of days per week that an employee may work within an established schedule. All employees on an assigned schedule may choose to request a CWS option. Employees may request one of two CWS options with supervisory approval. CWS options that may be requested are: 4/10 – Employees work four (4) ten (10) hour days and schedule one (1) day off each week. 5/4/9 – Employees work eight (8) nine (9) hour days and one eight (8) hour day and schedule one (1) day off each two week pay period. CWS's are fixed schedules, therefore employees must report for duty at the same time every day.

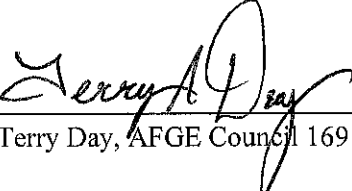
J. The above guidelines apply unless a conflict arises with OPM or other federal guidelines and regulations.

K. The Employer will consider an employee's request to change their AWS work schedule due to personal hardship.

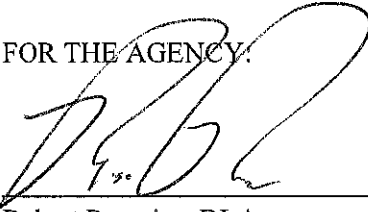
Section 5: Timekeeping

A. The parties agree that employees and timekeepers will continue to input time and labor as is currently performed.

FOR THE UNION:


Terry Day, AFGE Council 169 2/18/14
Date

FOR THE AGENCY:


Robert Rosarius, DLA 2-18-14
Date

Other Depots Local Agreement
Article 21 – Overtime Assignments

Section 2.B. Overtime Procedures

A. Overtime assignments, regardless of duration, shall be distributed among qualified employees fairly, equitably and as equally as practicable, when the need for overtime arises. Overtime will be assigned on a rotational basis except in cases of bona fide emergencies or unexpected situations which require the Employer to hold employees over or call employees in to work without resorting to a rotation roster. Employees held over will not be considered to have worked their rotation and may be offered overtime at the next scheduled opportunity, depending on the rotation.

B. An overtime roster (See Appendix for an example of a roster) will be established and maintained for each work unit/center. Overtime rosters will include the name of each area employee in seniority order according to service computation date (SCD), title, series, and grade. The roster will be posted in clear view, so employees and the Union representatives will be allowed to review these rosters upon request.

C. Work unit/center is defined by those employees assigned to an individual supervisor on a daily basis and performing the same mission workload.

D. The Employer agrees to make all efforts to minimize employee inconvenience when overtime is scheduled or cancelled on short notice. In the event questions arise as to the reasons for overtime of the above nature, the Employer agrees to discuss the reasons and action taken with the Union in order to promote better understanding and to keep such instances to a minimum. The determination of who will work overtime, however, rests with the Employer who will consider all aspects of the work situation.

E. Offers of overtime which fall on an employee's regular day off will be made separately for each day (e.g., Saturday is one offer, and Sunday is another offer). Offers of overtime to be performed before and/or after the scheduled work day will be treated as a single offer.

F.. When an employee is scheduled to work overtime, they are expected to be present on the scheduled day and time.

G. Normally overtime will be scheduled in advance based on workload. If an employee wishes to decline a scheduled overtime assignment that she/he volunteered for prior to date of overtime, the employee must find a qualified employee, as determined by the Employer, to volunteer for the assignment no later than 24 hours before the start of the assignment. If the employee cannot secure a volunteer, then she/he will be mandated to work the overtime assignment unless the Employer excuses the employee.

H. Employees will be given a fifteen (15) minute break which includes personal cleanup time prior to the end of the regular shift when working overtime. A fifteen (15) minute break will be granted for every (2) hours worked thereafter. If an employee works one hour or less beyond the regular shift, the employee is not entitled to a break.

I. Except in emergency situations, the Employer agrees to make every effort possible to notify qualified and available employees at least twenty-four (24) hours in advance prior to being directed to work overtime. This time limitation and distribution procedure does not apply in the event of emergency or

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unexpected overtime requirements. Upon request, a qualified employee will be excused from an overtime assignment provided another qualified employee is available for and willing to work the overtime. In the event other qualified employees within the work unit/center are not willing to work overtime, the Employer will attempt to obtain qualified employees from another work unit/center. Absent sufficient volunteers within the work unit/center, the Employer may require available and qualified employees to work on the basis of inverse seniority each time.

J. The Employer will make reasonable effort to secure rides for employees who do not have transportation to their home because of required overtime for which they had no opportunity to plan.

K. The Employer agrees to maintain and post an accurate record of overtime offered and worked.

L. Employees shall receive at least two (2) hours pay at the applicable overtime rate if they are called back to work on an overtime basis outside of their scheduled hours of work and cannot be utilized for the full two (2) hours.

M. Refusal to work voluntary overtime will not be reflected unfavorably on an employee's good standing, performance, promotion, loyalty or desirability to the organization.

N. In the case of violations of the Article, the employee deprived of overtime will be paid overtime in accordance with the Back Pay Act the same as if he had worked it, as a resolution or partial resolution to the grievance.

O. When an employee has been detailed/loaned to the same organization in excess of thirty (30) consecutive days, the employee will be removed from the overtime rosters of their assigned organization on the 31st day and placed in the appropriate spot on the overtime roster of the organization to which loaned or detailed. Upon return to their permanently assigned organizations, employee's names will be added back to their permanently assigned roster.

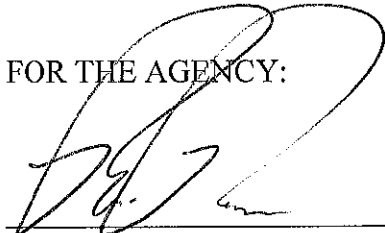
Section 5. Beepers

A. Both parties agree that it is not necessary for employees to carry beepers outside of normal work hours. If the requirement to carry a beeper changes, the Union will be notified and this provision will be reopened.

FOR THE UNION:

 2/19/15
Terry Day, AFGE/Council 169 Date

FOR THE AGENCY:

 2-19-15
Robert Rosarius, DLA Date

Other Depots Local Agreement
Article 22 Administrative Leave

Section 3. Inclement Weather or Emergency Conditions

A. New employees will be told of the installation/depot hotline number for inclement weather or emergency conditions at new employee orientation sessions. All employees will be notified quarterly of the hotline number. The Employer will be responsible for making sure the hotline is updated as necessary. Where there is no hotline the Employer will establish one. In cases when the Depot is closed during duty hours the Employer shall be responsible for notifying the employees that the Depot is closed and that administrative leave is authorized. When administrative leave is authorized because of extreme weather conditions, breakdown of equipment, fires, floods, or other natural phenomenon, or as authorized by applicable regulations, all employees who report for work and whose services are not required will be excused on administrative leave. At each DLA Entity the commander/Director/In-Charge Manager will determine the release of their employees.

B. An employee may decline to perform an assigned task because of a reasonable belief that under the circumstances the task poses an imminent risk of death or serious bodily harm together with a reasonable belief that there is insufficient time to seek effective redress through normal hazard reporting and abatement procedures.

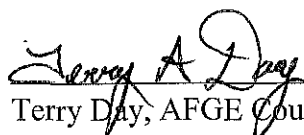
If the Employer cannot redress the hazard, the employee will be either assigned work in a safe and healthy area or granted administrative leave.

C. Infrequent tardiness of short duration may be excused when reasons appear to be adequate to the Employer.

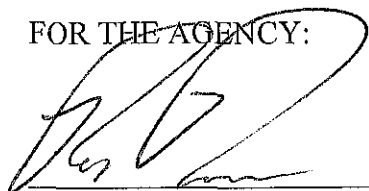
Section 5

For blood donations employees will get 4 hours which will include travel time, donating time and recuperation time.

FOR THE UNION:

 2/19/15
Terry Day, AFGE Council 169 Date

FOR THE AGENCY:

 2-19-15
Robert Rosarius, DLA Date

Other Depots Local Agreement
Article 24 Annual Leave

Annual Leave Procedures

- A. All annual leave will be charged in fifteen (15) minute increments.
- B. Employees will be given the opportunity to schedule annual leave for the leave year. All requests for planned annual leave will be submitted by the employee to the supervisor on an OPM 71. All employees will have between January 1 and January 14 to submit the OPM 71. A copy of the approved/disapproved leave request will be returned to the employee within two weeks. Failure to do so will constitute approval of the requested leave, unless the supervisor subsequently informs the employee in writing that the leave is disapproved. Copies of the OPM 71 will be retained in accordance with all applicable laws, rules and regulations. Should the supervisor deny the leave request, a written statement will be provided to the requesting employee supporting the denial. Supervisors will respond promptly to requests for leave so that employees may plan accordingly.
- C. Subsequent requests for schedule annual leave will be reviewed on a first request basis. When more than one employee requests leave for the same day(s) and submits their requests on the same date(s), the request of the senior employee determined by service computation date (SCD) will normally be granted if the employee can be spared from work. However, the granting of such leave requests will not interfere with leave previously scheduled and approved. The Employer agrees that seniority order will prevail in resolving conflicting requests submitted by the employees affected, if the conflicts cannot be resolved mutually by the employees affected.
- D. If an OPM 71 is submitted for annual leave within the first two hours of the shift and the request is for only one day, the supervisor will return the completed OPM 71 to the employee by the end of the work shift. Failure to do so will constitute approval of the requested leave, unless the supervisor subsequently informs the employee that the leave is disapproved. If an OPM 71 is submitted for annual leave after the first two hours of the shift, the supervisor will make every effort to approve or disapprove by the end of the shift but will not exceed the end of the following day's shift. Supervisors will respond promptly to requests for leave so that employees may plan accordingly.
- E. If an OPM 71 is submitted for annual leave, within the first two hours of the shift and the request is for more than one day the supervisor will approve or disapprove by the end of the following work shift. Failure to do so will constitute approval of the requested leave, unless the supervisor subsequently informs the employee that the leave is disapproved. Supervisors will respond promptly to requests for leave so that employees may plan accordingly.
- F. If scheduled annual leave must be canceled due to adverse impact upon the mission, the Employee will provide the written notice to the affected employee as soon as it becomes known to management. The supervisor will make every effort to approve the rescheduled leave. Special consideration shall be given to employees that furnish sufficient proof that deposits for accommodations may be lost as a result of the cancellation of the leave, and that deposits were obligated prior to the notice of the cancellation of the leave.
- G. When unforeseen circumstances arise requiring the use of annual leave not previously requested or approved, the employee will notify his/her supervisor normally within two hours after the start of his/her

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shift. Requests for such annual leave to cover absences not requested in advance will be considered individually and will be approved or disapproved on the basis of the circumstances relating to the absence in question.

H. The Employer will inform each employee in the work unit/center of the name and telephone number of the person the Employer will have available during each shift who has the authority to receive and approve/disapprove requests for leave. The number will remain the same unless all employees are notified at least fourteen (14) calendar days in advance of the change. In the event that the designated person is not available, the Employer will ensure that a second designated representative is identified and has the authority to approve/disapprove leave requests.

I. Leave will be granted in the event of the death of an immediate family member if at all possible.

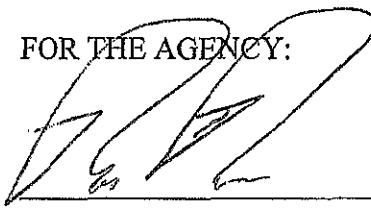
J. The Employer agrees that requests for annual leave to participate in the funeral of a coworker will be considered.

K. The Employer agrees that requests for annual leave to observe a religious holiday associated with his/her faith will be considered.

FOR THE UNION:

FOR THE AGENCY:

 2/19/15
Terry Day, AFGE Council 169 Date

 2-19-15
Robert Rosarius, DLA Date

Other Depots Local Agreement
Article 25 Sick Leave

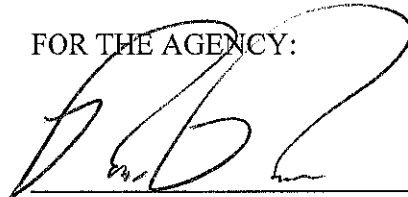
Section 2

The Employer will inform each employee in the work unit/center of the name and telephone number of the person the Employer will have available on each shift who has the authority to receive and approve/disapprove requests for sick leave. The number will remain the same unless all employees are notified at least fourteen (14) calendar days in advance of the change. In the event that the designated person is not available, the Employer will ensure that a second designated representative is identified and has the authority to approve/disapprove leave requests. If the second designated representative is not available, the employee shall leave a message stating the reason for taking sick leave, and the leave is considered approved. However, employees must follow the procedures for requesting leave in leave restriction letters if such letters are consistent with the Master Labor Agreement.

FOR THE UNION:


Terry Day, AFGE Council 169 ^{TAS} 2/18/15
Date

FOR THE AGENCY:


Robert Rosarius, DLA 2-18-15
Date

Other Depots Local Agreement
Article 29 – Reassignments, Details and Loans

Section 2.G. Reassignments

The Union shall be given the opportunity to be present at all meetings that involve a reassignment decision due to a personal hardship presented by an employee and will receive a copy of all hardship decisions.

Section 3. Details

Details will be kept to the shortest practicable time limits. Details will initially be made for a period not to exceed 120 days per year.

The following rotational procedures will be used in determining which employees will be detailed:

1. A roster (see Appendix for an example of a roster) will be established and maintained for each work area/center which will include the names of each area employee in seniority order according to service computation date (SCD), title, series, and grade. Employees and Union representatives will be allowed to review these rosters upon request.
2. Every qualified employee will be given the opportunity to volunteer in seniority order from most senior to least senior.
3. In the event there are insufficient volunteers for a detail, employees will be detailed by inverse seniority in rotation according to the roster, least senior employee first.
4. When employees are eligible for a detail, the job requirements and duration will be committed in writing, for details lasting ten (10) working days or more, and will be given to the employees after making the selection from the roster. Short term details will be made verbally.
5. When bargaining unit employees are involuntarily assigned to another bargaining unit, the Employee agrees to notify the local union in advance when possible.
6. When detailing a Union representative, the Employer will allow the Union representative to call the Union prior to going to the new work site.
7. The Employer, in making every effort to details employees requiring a light duty assignment at their official duty station, will consider input from the Union. Should these joint efforts to locate light duty assignments for employees at their official duty station be unsuccessful, the reassignment of the employee to another site to accommodate their restrictions will be made on a case-by-case basis and will be exempt from the rotational provisions of this Article.

Section 4. Loans

A. The following rotational procedures will be used in determining which employees will be loaned:

1. A roster, (see appendix) will be established and maintained for each work area/center which will include the names of each area employee in seniority order according to service computation date

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(SCD), title, series, and grade. Employees and Union representatives will be allowed to review these rosters upon request.


2. Every qualified employee will be given the opportunity to volunteer in seniority order from most senior to least senior.
3. In the event there are insufficient volunteers for a loan, employees will be loaned by inverse seniority in rotation according to the roster, least senior employee first.
4. When bargaining unit employees are involuntarily assigned to another bargaining unit, the Employee agrees to notify the local union in advance when possible.
5. When loaning a Union representative, the Employer will allow the Union representative to call the Union prior to going to the new work site.

FOR THE UNION:



Terry Day, AFGM Council 169 Date

FOR THE AGENCY:



Robert Rosarius, DLA Date

Other Depots Local Agreement
Article 41 Payroll Allotments for Withholding Dues

Section 3.G.

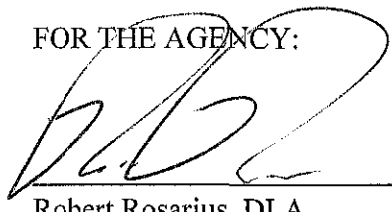
If an employee revokes dues-withholding, revocation will not be effective until one year after the first full pay period following any successive anniversary date (the pay period the dues are first withheld).

To revoke dues withholding, employees will submit the SF-1188, Request for Cancellation of Dues for Labor Organization, to the Union office. The Union office will verify the information, sign the form and return it to the employee. The employee will provide a copy of the SF-1188 to Human Resources, which will process revocations on the anniversary date/pay period

FOR THE UNION:

FOR THE AGENCY:

 2/19/15
Terry Day, AFGE Council 169 Date

 2-19-15
Robert Rosarius, DLA Date