

## MEMORANDUM OF AGREEMENT

This agreement is made and entered into by and between the Oak Ridge Operations Office, the Office of Scientific and Technical Information, U.S. Department of Energy, and the Office and Professional Employees International Union, Local 268. This agreement is effective upon signing and will be incorporated in the new contract once final negotiations are completed.

### ARTICLE 13

#### SECTION 4, OFFICE MOVES

- A. When Management wishes to relocate an employee(s), they will give notice to OPEIU and provide the following initial information:
1. reason(s) for the relocation,
  2. a list with the names of affected bargaining unit employees,
  3. floor plans showing the proposed and existing office arrangements, including contractor space,
  4. whether the proposed relocation is intended to be temporary or permanent and the expected duration of residency in temporary space,
  5. information concerning anticipated changes in provision for OPEIU office space, parking facilities, lunch facilities, security provisions,
  6. health and safety testing and results, if any,
  7. proposed implementation schedule, and
  8. any proposed written employee notices.
- B. The parties will meet within 10 workdays of the Union's receipt of the relocation notification to address/negotiate any Union concerns. Implementation of the portion(s) of relocation impacted by concerns not resolved will be delayed until negotiations are completed.
- C. All parties agree to the objective of assuring all bargaining unit employees are treated consistently in the assignment of office spaces with a minimal amount of disruption. For the purposes of this section, the service computation date (SCD) as shown on the Leave and Earnings Statement will determine seniority for the selection of offices.
1. Identification of employees working in each ORO/OSTI functional unit (e.g. Branch, Team) will be determined based on assignments made by management.
  2. During a major relocation, bargaining unit employees will be given the opportunity to select office spaces within functional units based on SCD.
  3. When management directs other relocation of an employee(s), the employee(s) being relocated may choose a vacant office or, based on seniority, may elect to displace the employee within the functional unit with the lowest SCD.

