

The following constitutes agreement between management (VA) and the Union (NFFE Council) regarding MP-5, Part 1, Chapter 351, Reduction in Force on behalf of the NFFE locals as regards their right to bargain on local impact and/or implementation.

1. To the extent practicable, the VA will consider the following actions to avoid or minimize the need for a reduction in force:

- a. Freeze hiring and promotions,
  - b. Separate temporary employees and re-employed annuitants,
  - c. When appropriate, advise employees of the opportunity to voluntarily take leave without pay, change from full-time to part-time, or reduce their part-time work hours,
  - d. Furlough employees rather than separate them when management determines funding levels might allow their later recall,
  - e. Reassign career employees from a work unit in which a reduction is planned to vacant continuing jobs for which they qualify in work units not affected by the cutback,
  - f. Train employees for reassignment to agency positions for which a shortage exists.
2. Management shall notify the local president at least 120 days prior to the effective date of any reduction in force, transfer of function or change of duty station involving one or more NFFE bargaining units which may result in separation of 100 or more employees.
3. Management will furnish to the local union a copy of retention registers and competitive levels used to conduct a reduction in force affecting unit employees.
4. In the event funding is insufficient for present staffing levels and there is an adverse impact on bargaining unit employees, the local union will be notified and provided the opportunity to bargain as appropriate.
5. A. When selecting employees for furloughs of 30 days or less, management will first seek volunteers from among the employees in the affected competitive level(s).
- B. Management will consider employee preference to share the total length of furlough among those in the competitive level, e.g., rather than furlough one employee for an 8-hour day, two employees could each be furloughed 4 hours of that day.

