

The following constitutes agreement between the Department of Veterans Affairs and the AFGE, National VA Council regarding the Enhanced Time and Attendance System:

1. Employees may view and have printed a copy of their time and attendance records through appropriate personnel.
2. All current and future employees who use the DHCP computer system will be provided adequate training on options available to them via the computer.
3. For the first six months after the implementation of this policy at the initial 48 sites, the SF-71 will remain an available leave request option for employees. Thereafter, the SF-71 will remain an available leave request option for employees who do not have access to the DHCP system. There may be unusual circumstances which form a basis for exceptions to this rule such as an employee's inability to learn how to use the computer.
4. Appropriate, but clearly designated, persons will be responsible for correcting errors. Management will promptly correct errors in time and leave of employees on the computer.
5. Each local union president will be provided a copy of DHCP Paid Ver. 3.0 User Manual and updates.
6. Local Management shall meet its labor-management obligations at the local level prior to implementation of this policy.
7. Issues relevant to the policy and not specifically addressed in the policy or MOU may be addressed in local bargaining. This does not affect local Management's right to declare certain Union proposals as non-negotiable.
8. All employees who have access to others' time and leave records must be aware of and comply with each employee's right to privacy.
9. The national union will be notified of changes in payroll software if it affects personnel policies, practices and working conditions of bargaining unit employees.
10. Local Personnel Officers will, upon receipt, provide a copy of this policy and MOU to the local union president.
11. If a supervisor denies a request for leave, the reason(s) for denial will be entered into the employee's display leave request menu.
12. The implementation of this policy will not conflict with the VA-AFGE Master Agreement or previously negotiated local agreements.
13. No employee will suffer a loss of grade or pay as a direct result of this policy.
14. In the absence of the supervisor, the employee will be notified regarding the new leave approving official.

15. Upon request, the VA will provide all documentation regarding the progress of the program to the Union at the end of six-months after signing this agreement.

16. If necessary based upon specific valid problems that can not be otherwise resolved, the Union will be given an opportunity to reopen this policy once after one year. The one year time period for a reopener will begin upon implementation at the initial 48 sites.

17. Management recognizes that employees need to be adequately trained on this program and will take that into consideration when contemplating disciplinary or performance based actions as a direct result of this program.

18. The remarks section of leave requests is an optional field for completion.

19. Employees requesting sick leave for periods of illness of more than three consecutive days must complete the reverse side of an SF-71 (application for leave).


For Management


For the NVAC

8/13/93
Date