



***** SPECIAL EDITION *****

Understanding Memorandums Of Understanding:

A Guide for AFGE Local 4200 Union Members

In our continuous effort to keep every member informed and empowered, we're reaching out today to shed light on an essential aspect of our union's workings: Memorandums of Understanding (MOUs). MOUs are critical documents that signify the agreements reached between our union, AFGE Local 4200, and the Agency, DHA HQ, after months of diligent negotiation meetings between our union representatives and the agency. These documents are not just pieces of paper but are the foundation of our work environment and the rights we enjoy at our workplace.

A Memorandum of Understanding (MOU) is an agreement between two parties. MOUs outline specific terms and conditions that both parties have agreed upon after negotiations. These documents are crucial because they ensure that both the union and the agency adhere to the agreed-upon terms, providing a clear guideline for how various situations should be managed in the workplace. In essence, these agreements are a testament to the strength of collective action and the importance of unions in advocating for the workforce.

The MOUs available on our website, <https://afge4200.org>. Each MOU represents a significant aspect of our working conditions, including:

- **Dues Deductions:** *How union dues are deducted from our pay.*
- **Employee Rights:** *The rights BUEs have under the union's protection.*
- **Grievance and Arbitration:** *Procedures for addressing workplace disputes.*
- **Leave:** *Policies regarding different types of leave.*
- **Hours of Work:** *Guidelines on work hours and scheduling.*
- **Management Rights:** *The rights and responsibilities of management.*
- **Union Rights:** *The rights and responsibilities of the union*
- **Official Time:** *Use of official time for union activities.*
- **Overtime:** *Regulations concerning overtime work and compensation.*
- **Facilities:** *Use of agency facilities by the union.*
- **Performance Management:** *How BUE performance is managed/evaluated.*
- **Telework and Remote Work:** *Policies governing telework and remote work.*
- **Adverse Actions:** *Procedures for disciplinary actions against BUEs.*
- **Details, Reassignments and Relocations:** *Procedures for managing personnel assignments and details.*



These MOUs were recently signed by both parties, and have received DHA agency head approval, and are thereby officially finalized!

You may have seen these MOUs amalgamated into a single, comprehensive document distributed by the Agency as the Interim Bargaining Agreement (IBA). This IBA will serve as the contract that governs the DHA HQ work environment, ensuring that the rights and obligations of both parties are clearly defined and upheld. These negotiated terms are not just legal formalities; they directly affect your day-to-day work life. It's essential to understand these agreements, as they directly impact your working conditions, rights, and benefits as Bargaining Unit Employees (BUEs). Understanding these MOUs means being informed about your rights, the boundaries of management, and the supportive structures in place through our union efforts. They are about ensuring a fair, respectful, and equitable workplace for all of us. We encourage all BUEs to visit our website and familiarize themselves with these MOUs. Knowing these terms empowers you to better understand your rights and the protections available to you as a member of AFGE Local 4200. Together, we are stronger. By staying informed and united, we ensure that our workplace remains fair and our rights respected.

Important Update: BUS Code changes affecting DHA Headquarters Bargaining Unit Employees.

As part of our commitment to transparency and communication, we are sharing essential information regarding changes to your Bargaining Unit Status (BUS) Codes.

What's Changing?

Headquarters BUEs will receive an updated SF50 that reflects the new Bargaining Unit Status (BUS) codes. These BUS Codes are changing from 5607 to 5686 and 5687. These efforts are part of an overall consolidation of AFGE locals within DHA that will strengthen bargaining leverage but will have no impact on local union dues or other activities.

New BUS Codes

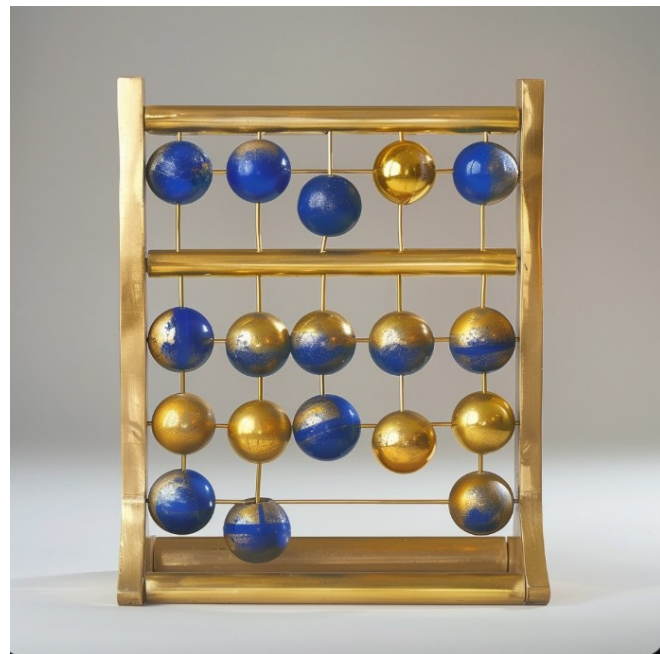
The new BUS codes have been established to accurately reflect the classification of positions within the DHA. The EEOC distinguishes between professional and nonprofessional jobs based on education requirements. Here are the details:

- ♦ **DD5686:** This code applies to professional positions. Professional jobs require a specific amount of advanced training and education. A doctor would be one example.
- ♦ **DD5687:** This code applies to all non-professional positions. Nonprofessional jobs are careers that may not require advanced training or education. Information Technology and Warehouse workers are examples under this definition as they may not necessarily require a higher level degree.

Notifications: BUEs will soon receive notifications from the Electronic Official Personnel Folder (eOPF) system informing them that their BUS codes have been updated on their SF50s.

Situational Awareness: We encourage all DHA HQ employees to stay informed and be aware of these changes. If your code was 5607 and it is changed to anything other than 5686 or 5687, please contact us at info@afge4200.org. If you have any questions or need clarification, don't hesitate to reach out to us.

Your Union, Your Voice: As members of AFGE Local 4200, we are here to support your needs and uphold your rights. Together, we advocate for dignity, safety, respect, and fairness in the workplace. Thank you for being part of our union family. We remain committed to serving you and ensuring that your workplace rights are protected.



Eyes Wide, Voices Louder: When you see something, don't hesitate to say something! You are the union's eyes and ears in the workplace!

Important Note:

Thinking about joining? Before you file e-dues or form 1187 you should first verify eligibility by confirming the BUS Code on your SF50 is correctly listed as **5607, 5686 or 5687**

Please visit us at <https://afge4200.org/>

Email us at info@afge4200.org for more information.

Or to speak to a steward email us at stewards@afge4200.org

To Join Local 4200 go to <https://join.afge.org/L4200>

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