

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE NATIONAL CREDIT UNION ADMINISTRATION
AND
THE NATIONAL TREASURY EMPLOYEES UNION

This Memorandum of Understanding (MOU) between the National Treasury Employees Union (NTEU) and the National Credit Union Administration (NCUA) is entered into between the parties to address the impact and implementation to complete NCUA's conversion to Microsoft Office 2007

1. NCUA will release MS Office 2007 to employees on the following schedule:
 - a. Office of Corporate Credit Unions in May 2008
 - b. Regional and Central Offices between June and September 2008
 - c. Field Examiners in September 2008
2. After May 1, 2008, the Office of Chief Information Officer will conduct a pilot test group for field examiners and solicit volunteers to test MS Office 2007. Such employees will have the requisite computer skills.
3. Adequate time will be provided to conduct the testing and reporting of results.
4. An employee NTEU representative will be given access to OCIO's NCUA Central MS Office 2007 test page to review results posted from the test groups.
5. Upon installation of MS Office 2007 on agency issued computers, employees will receive formal training in using MS Office 2007, as described in the briefing the Agency provided to NTEU on March 18, 2008. This training will take place at the same time the machines are upgraded to Office 2007 (OCCU Conference in May; Regional and Central Office upgrades in June, July & August; Regional Conferences in September.)
6. During the three weeks following the formal training or at the next examination where the employee is an examiner-in-charge (EIC), whichever is later, employees will be allowed to charge up to 90 minutes of computer administration time for MS Word to one exam and up to 90 minutes of computer administration time for MS Excel to one exam to learn the new programs and to review the Microsoft Quick Source guides provided by the Agency.
7. Per Article 8 §5(k), a copy of this agreement will be posted on the OHR Intranet website. Employees will be sent an email notice once the agreement is posted

The term of this agreement shall expire upon full implementation of the program and training of the employees.


For NTEU:



Heather Hammes, President
NTEU-Chapter 303

Date: 5/13/08

For NCUA:



David M. Marquis
Chief Negotiator, NCUA

Date: 5/13/08