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RIV Office Clean Up MOU

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MEMORANDUM OF UNDERSTANDING
Between
THE NATIONAL CREDIT UNION ADMINISTRATION (NCUA)
And
THE NATIONAL TREASURY EMPLOYEES UNION (UNION)

This MOU addresses Region IV's proposed Office Clean-Up Day on February 21, 2008.

The Agency agrees to the following:

1. All employees will be informed, via e-mail, no later than noon on February 20, 2008 about the scheduled clean-up day and the change in dress code for the day.
2. All employees will be informed, via e-mail, that they can request an alternative day to clean their office if they are out of the office on February 21, 2008 (i.e. other work assignment, telework day, leave, etc.).
3. Employees will be allowed to wear jeans, casual clothing, and tennis shoes for their scheduled clean-up day.
4. The Regional Office will provide all needed supplies and equipment for the clean-up day.
5. The Agency will ensure that all offices are vacuumed during the evening within one week following the scheduled clean-up day and at least weekly, thereafter.

Heather Hammes
For NTEU

Judy Vargas
For NCUA

2/15/08
Date

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Date