

MEMORANDUM OF UNDERSTANDING  
Between  
THE NATIONAL CREDIT UNION ADMINISTRATION (NCUA)  
and  
THE NATIONAL TREASURY EMPLOYEES UNION (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 annual updates and revisions to the Regional Continuity of Operations Plan (COOP) template and Emergency Management System (EMS) Guides as well as annual required staff training on COOP and EMS issues. The agency developed Regional COOP template and EMS Guides shall supersede any conflicting regional or national plans that are in place at the present time.

As a result, the parties agree to the following:

1. NCUA Regional offices will complete their Regional COOP using the Regional COOP template developed by the Central Office. The Regional Offices will not amend the COOP template other than to provide the required emergency response information to address the appropriate emergency responses for each region.
2. NCUA employees are required to review the Regional or Central Office COOP and subsequent annual updates, as applicable. Field staff will charge up to one (1) hour to Work Classification Code (WCC) 39 to read the document entitled "Examiner's - Update Credit Union Information Interface Guide" and their respective Regional COOP. Regional and Central office staff and remote duty employees will review the annual COOP and any other applicable related guides during normal working hours.
3. Training - NCUA will provide either in-person, teleconference, or webinar training to all employees on an annual basis. Field staff will charge the time for this training to Work Classification Code (WCC) 39. Trainers will be qualified to communicate the applicable COOP and EMS information to employees. Field employees may charge COOP and EMS training time to WCC 39. The annual training will be provided to all employees during normal working hours.
4. Administrative Leave - Individual. Any employee is eligible to request a reasonable amount of administrative leave in an emergency situation, if the Office of Personnel Management or the Agency pursuant to the National and Regional COOPs have not already excused the employee, and either or both of these circumstances exist:
  - 1) the employee is unable to implement the COOP because emergency situation prevents them from doing so, or
  - 2) the employee is faced with a personal emergency caused by the emergency situation (i.e. care for self, family or property).

The employee must request administrative leave in accordance with Article 12, section 1(B). An employee requesting administrative leave under this Section may be required to provide an explanation and/or, where appropriate, documentation in support of his or her claim. To the extent practicable, the employee's request shall be acted on by the Agency within 2 days of the request being made. The Agency shall not unreasonably withhold approval of the request for admin leave. If the Agency denies an employee's request for administrative leave under this Section in whole or in part, the Agency will permit the employee to use accrued personal leave (annual or sick leave, credit hours or travel comp time) or compensatory time for the time the employee missed work due to the emergency situation.

5. Administrative Leave - Teleworking and Remote Employees.

Employees working under a telework agreement, including teleworking from a remote duty station will be dismissed from work in accordance with Article 13 of the CBA and NCUA Instruction NO. 1200.18. Such employees also may request administrative leave during an emergency in accordance with section 4 above.

6. As the COOP template and EMS are updated, NCUA management will develop and deliver, in the most practical manner, training to address each new issuance. Prior to or during the training, field employees either receive training in accordance with section 3 above or will be notified of the time code and the amount of time allotted to complete the training. Office employees will complete the training during normal business hours.

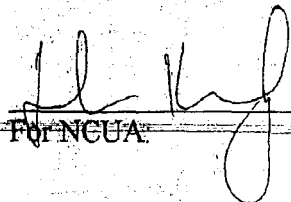
7. The Agency will provide the Union with notice of and opportunity to bargain over any future proposed changes to the COOP template and EMS that impact working conditions for bargaining unit employees.

8. Effect of Agreement

The provisions of this MOU will be reflected in the NCUA policy and/or guidance issued to employees regarding the Program. In the event there is conflict between this MOU and any subsequently issued NCUA policy, then the provisions of this MOU will control.

10. Duration

This MOU is effective thirty-one (31) days after the date on which the parties fully execute this MOU or upon the completion of Agency head approval, whichever is sooner. This agreement will terminate on the date the next collective bargaining agreement is implemented, unless the parties mutually agree to extend the life of the agreement.

 10/8/2010  
For NCUA Date

Heather C. Hammes 10/17/2010  
For NTEU Date