

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 the impact and implementation of NCUA's Electronic Time and Attendance Management System (ETAMS) training. During a recent audit of the GSA National Payroll Branch (NPB) it was determined that properly completing training would help to ensure the accuracy of time and attendance reporting. Thus, the GSA NPB requires all ETAMS users to complete training prior to establishing user IDs and system accesses to ETAMS to ensure that new users understand the duties of their new roles. GSA also requires all ETAMS users to complete annual refresher training to remain current on regulations and processes. NCUA will provide training for timekeepers, certifiers and facility coordinators to annually take the GSA-provided quiz to ensure they know the processes for timekeeping. Bargaining unit employees who are timekeepers, certifiers or facility coordinators or are backups for any of these positions are required to complete the appropriate ETAMS refresher training course and/or new training course. Separate training and testing is required for each job duty—new timekeepers, refresher timekeepers, new certifiers, refresher certifiers, new coordinators, and refresher coordinators. As a result, the parties agree to the following:

- 1. NCUA will provide the link to access the GSA reference guide and GSA quiz, the date the quiz is due and where and how to submit the completed quiz to all timekeepers, certifiers, facility coordinators, and/their respective backups no later than [REDACTED] July 1, 2011 and annually thereafter with a deadline date established by GSA (currently mid-March but subject to change by GSA). Supervisors shall allow up to 30 minutes of duty time to enable the timekeepers, certifiers, facility coordinators and their respective backup's to study for and take the quiz.**
- 2. Annually, all timekeepers, certifiers, facility coordinators and their respective backups shall complete step 1 within the deadline established by GSA (currently 45 days but subject to change by GSA) of receiving the link to the reference guide and quiz.**

3. NCUA will provide the link to access the reference guide and quiz, the date the quiz is due and where and how to submit the completed quiz to all new timekeepers, certifiers, facility coordinators and their respective backups within five (5) business days of such designation. These employees must pass the quiz before they can gain access to the ETAMS system. Supervisors shall allow up to 30 minutes of duty time to enable the timekeepers, certifiers, facility coordinators and their respective backup's to study for and take the quiz.
4. Timekeepers, certifiers, facility coordinators and their respective backups shall be allowed to retake the quiz until they receive a passing score in accordance with GSA guidelines, which is a 70% or higher. GSA will notify employees by email if they do not pass. Notification is approximately three (3) working days after taking the quiz. Failure to pass the quiz shall not negatively impact the employees' annual performance appraisal.
5. All affected NCUA bargaining unit employees will receive an e-mail copy of this signed MOU no later than two (2) business days after Agency head approval and prior to implementation of the MOU. The NTEU Chapter President will receive a copy of the e-mail provided to bargaining unit employees. In accordance with the collective bargaining agreement, NCUA will post this MOU in its entirety in a format that can be saved by the reader on the Labor Relations NCUA Central website.
6. This agreement will take effect no sooner than thirty-one (31) days from the execution or upon Agency head approval, whichever is sooner. This agreement will remain in effect, unless the parties mutually agree to amend or cancel this agreement.

Harther Hammes
NTEU

5-26-11
Date

[Signature]
NCUA

05/31/2011
Date