

Memorandum of Agreement
Between
AFGE Local 2923 and NIEHS
Union Office Relocation

The Agency will provide Union office space in Keystone Room 2057. This space will be configured to the Union's specification within reason and as budget permits and in accordance with the Article "Union Rights" in the Party's new CBA. This new office replaces the current Union office K-3033.

The Agency shall provide the necessary resources in order to physically relocate the office. This will include boxes, moving supplies, and personnel to assist in the move. The Union will pack its own files. The Agency shall move the boxes to the new location.

The Union shall receive 16 hours of official time to pack, unpack files and belongings, and relocate items to the new office.

Agency equipment such as computers, printers, and phones shall be moved by the Agency.

The Union shall be given furniture, file cabinets, chairs, and conference table consistent with other administrative offices in the Keystone building.

Once the Union has moved out of the office (K-3033) and into the new location it no longer has any rights over that space.

The Parties agree that the above actions will take place no later than thirty days from completion of CBA negotiations.

Nothing in this document changes or waives either party's rights.

For the Agency:

/s/ Noreen E. Gordon

15 May 2012

For the Union:

/s/ Bill Jirles

5/15/12

President, AFGE Local 2923