

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
The U.S. DEPARTMENT OF LABOR  
AND THE  
NATIONAL COUNCIL OF FIELD LABOR LOCALS  
(NCFLL) AFGE, AFL-CIO**

Introduction

This Memorandum of Understanding (MOU) is entered into between the U.S. Department of Labor (DOL) and the National Council of Field Labor Locals (NCFLL), AFGE, AFL-CIO, in accordance with the applicable provisions of the master DOL-NCFLL Agreement.

Agreement

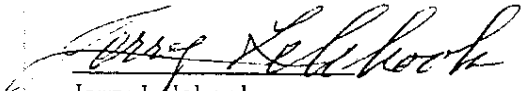
This agreement concerns the impact and implementation of DLMS-9 Chapter 1200 Part 1208, the Departmental Appropriate Use of DOL Information Technology policy. The parties agree to the following:

1. The use of DOL Information Technology (IT) by NCFLL representatives or bargaining unit employees to conduct labor-management relations business, but not internal union business, is not "personal use" under this policy and is not covered by or impacted by the Department's policy on "appropriate use." Rather, the use of DOL information technology in connection with labor-management relations business is contained in and covered by Article 9 of the DOL-NCFLL Collective Bargaining Agreement, as well as any ongoing practices.
2. The "appropriate use" policy does not impact on bargaining unit employees' use of DOL IT for purposes related to their normal mission-related duties with the Department and the Federal government. All existing policies and procedures related to employees' working conditions are equally applicable to the "paper" environment and the IT environment. [For example, the same general rules of the workplace apply whether an employee changes income tax withholding by filling out a hard copy form and submitting it to the personnel office or alternatively making such changes online via Employee Express.]
3. The Department will place the Appropriate Use Policy and Guide on LaborNet and will distribute a hard copy of the Guide to all bargaining unit employees. Additionally, in order to provide ongoing education to employees and supervisors, the Policy will be discussed in New Employee Orientation and will be included in the mandatory annual Security Awareness Training that will be provided to all employees.
4. The parties recognize that the concept of "personal use" does not convey any expectation of privacy, consistent with governing law, rule, and regulation. Any employee who engages in personal use of DOL IT understands that, while there is no ongoing active monitoring of individual employee use, such information can be retrieved by the Department if necessary.

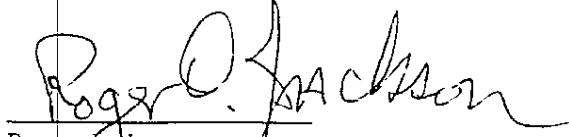
5. The NCFLL by entering into this agreement is not advocating to any of its bargaining unit employees that they should make personal use of DOL IT.

For the Department

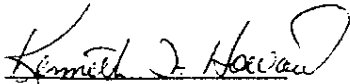
For The NCFLL



Jerry Leichook  
Director of Labor Management Relations



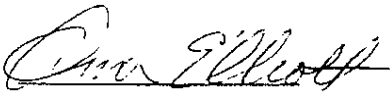
Roger Jackson  
Vice President/ Chief Spokesperson



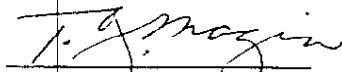
Kenneth Howard  
Information Technology Center




Chad LaRoek  
NCFLL Representative



Qhima Elliott  
Business Operation Center



T.G. Magin  
NCFLL Representative



Douglas Goodell  
Lead Employee Relations Specialist

November 16, 2000

Date