

MEMORANDUM OF UNDERSTANDING
BETWEEN THE DEPARTMENT OF LABOR
AND
THE NATIONAL COUNCIL OF FIELD LABOR LOCALS (NCFL)

Introduction:

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

Agreement:

This agreement concerns the impact and implementation of the Grants e-Management System (GEMS). The parties agree that they are mutually committed to the increased effective use of information technology. The parties recognize that the intent of GEMS is to build a system that provides tools for GOTRs to assist in the management of their grant workload and to help regional offices support grants management and system-wide performance.

1. The parties agree that the NCFL will be provided with an opportunity for review and input on the Grants e-Management System (GEMS) through participation on the GEMS GOTR Advisory Group. The NCFL may designate up to three (3) union representative contacts to serve on this group. To the extent practicable, the NCFL will attempt to select these representatives from members of its bargaining unit who are current Grant Officer Technical Representatives (GOTR) or have other significant grants management experience. In addition, the NCFL will be provided with a copy of the summary report of the user feedback as it becomes available.
2. The parties agree that any information entered or edited in grant files using GEMS will be clearly attributable to the person making the entry or change. Also that the person with primary responsibility for the grant file will easily be able to determine when he or she accesses the file that has been previously accessed by another person.
3. The parties agree that there is a need for additional training on GEMS. One particular emphasis will be on the full extent of potential Freedom of Information Act access to information in the system. In addition, management will provide up to two (2) additional train-the-trainer sessions for regional offices to send their selected representatives. ETA management will ensure that all regional offices are represented in at least one of the train-the-trainer sessions.

4. Employees will not be rated on the use of GEMS for the current appraisal period ending September 30, 2003, but may be required to support the system by ensuring that the data is accurate.

For the NCFL

Roger Jackson
Roger Jackson

Lance Potts
Lance Potts

Robert Williams
Robert Williams

For the Agency

Dina Rambert
Dina Rambert, ETA

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Roscoe Ridley, ETA

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Approved by the NCFL:

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Sandra Keppley
Sandra Keppley
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4/22/03
Date