

17 April 1990

MEMORANDUM OF UNDERSTANDING
between
R1-144 (FUSE) and NUWC DIVNPT
ON THE MATTER OF RELOCATIONS

1. Relocation --- The relocation of one or more unit members within NUWC DIVNPT. This relocation may occur as part of or independent of a reorganization. A relocation is defined as the movement of one or more unit members to a new or different office space within NUWC DIVNPT.

A. When more than one unit member is relocated, the office space for all unit members in the Organization Segment will be allocated in accordance with the following:

1. The Organization Segment Head will distribute to all unit members under his/her supervision a list of all available office spaces at least two weeks prior to the scheduled move. Each unit member will designate his/her preference for office space in sequence starting with the unit employee with the highest grade and the oldest Federal service computation date for that grade. An absent unit member may designate a representative to make his/her preferences known. The Organization Segment Head will distribute a final floor plan to all unit members prior to the move. Any person who is relocated shall be eligible to bid for all the *unit* office spaces that were vacant in the area moved to during the prior 20 weeks. Preferences will be honored except in extraordinary circumstances, where the efficiency of the government will be jeopardized. In this case, the Organization Segment Head will provide *the employee*, in writing if requested, the specific reason(s) the preference could not be honored.

B. When individual unit members vacate offices, or when additional office space is made available in the future, and the office is to be filled by a unit member, the space will be offered in a sequence similar to paragraph A (above).

C. Management will make a reasonable attempt to ensure that unit members who are relocated will be given approximately the same area in their office spaces as they had before the move. Management agrees that except in extraordinary circumstances, the minimum office size per individual will be 80 square feet. For offices with modular furniture, this will be 50 square feet. If in the planning stages, extraordinary circumstances occur such that the minimum office size per individual will not be met, then NUWC will confer with the union on an as needed basis outside the ground rules prior to finalizing the office space layout.

D. Each unit member will be allowed to arrange the furniture that is mobile in his/her allocated office space so long as the arrangement does not create a safety hazard or interfere with the efficient accomplishment of Organizational segment tasks.

E. Wherever practical, each unit member's work space will be closed off on at least three sides. Where there are three or more employees in a work area, a partition will be provided if requested.

F. Each unit member will normally pack his/her belongings in boxes. NUWC will provide the boxes. He/she shall label the boxes with his/her name and the identification of the new office space. No unit member will be required to move boxes, equipment, and/or furniture except as required for the efficiency of the service.

G. When relocations are planned, management will make a positive effort to allocate a space for a coffee mess.

H. No unit member(s) will be asked or required by their supervisors to pack the belongings of any other person except as required for the efficiency of the service.

II. Application of Agreement --- The provisions of this agreement shall be followed in all relocations affecting unit members within NUWCDIVNPT. Should the Union request to negotiate a matter which concerns a specific relocation and which is not covered by this agreement, Management agrees to confer on these matters as long as the relocation can proceed as proposed and any agreement reached can be implemented retroactively.