

Memorandum of Understanding between the Alcohol and Tobacco Tax and Trade Bureau (TTB) and the National Treasury Employees Union (NTEU), Chapter 305 on the Relocation of the Tax Audit -Dallas Office

FROM
525 S. GRIFFIN STREET, SUITE 509, DALLAS, TX 75202
TO
207 S. Houston, Suite 551, Dallas, TX 75202

This Agreement is made and entered into by and between the Alcohol and Tobacco Tax and Trade Bureau (TTB), hereinafter referred to as "the Employer" or "the Bureau", and the National Treasury Employees Union Chapter 305 (NTEU Chapter 305), hereinafter referred to as "the Union" regarding the relocation of the Tax Audit-Dallas Office from 525 S. Griffin Street, Suite 509, Dallas, Texas 75202 to 207 S. Houston, Suite 551, Dallas, TX 75202.

The agency has proposed a physical move for the Tax Audit-Dallas Office. The bargaining unit employees affected will not be impacted negatively as the office space provides an open floor space rather than cubicles. The reason for the move is that the new office will provide more office space. Management anticipates there will be no costs associated with the move and will save the agency money in the future.

The employees will be provided official time for packing up personal items for the "movers" and official time for unpacking in their new space. TTB will arrange for the move of the general office furniture, equipment and supplies and bargaining unit employees will not have to pack, lift, or move the general office furniture, equipment or supplies.

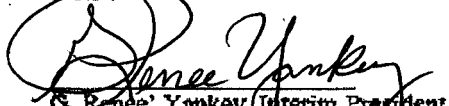
Management has agreed that all bargaining unit employees will continue to operate under the current flexiplace agreements minimizing the impact on the bargaining unit. Telework enables employees to perform up to 100% of their official duties at an alternate worksite during the workweek, depending on their work assignments. New bargaining unit employees in the Tax Audit-Dallas Office will be provided the opportunity to participate in a flexiplace arrangement consistent with paragraph V, Eligible Participants, of the Agreement between TTB and NTEU on the TTB-NTEU Flexiplace Program.

Assigned space within the new Tax Audit-Dallas Office will allow teleworkers who need a place to work but do not need a permanent desk/office, to use any work space and equipment on an as-needed basis other than the District Director's office or the management analyst work space.

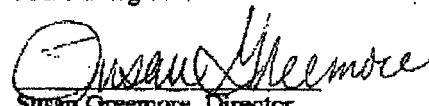
In addition, management agrees that Article 7, Section 9 applies to all mission commitments for the duration of the period for the time spent relocating to the new area.

This will take affect the first full pay period after the last person signs below:

NTEU


G. Renee Yankey, Interim President
NTEU Chapter 305
DATE: 7/27/09

TTB Management


Susan Greemore, Director
Human Resources Division
DATE: 07/14/2009

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Scan via TTB Faxserver

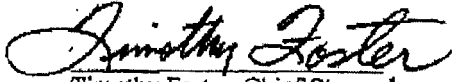
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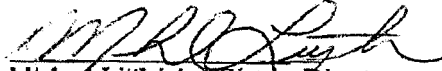
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Timothy Foster, Chief Steward
NTEU Chapter 305

DATE: 7-14-2009



Michael Littlejohn, District Director
Tax Audit-Dallas Office

DATE: 7-23-2009

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