

Memorandum of Understanding
Between
United States Department of Agriculture (USDA),
Animal and Plant Health Inspection Service (APHIS),
Plant Protection and Quarantine (PPQ)
and the
National Association of Agriculture Employees (NAAE)

Re: WEB T&A Implementation


The parties agree that the following represents the full and complete agreement between the APHIS, PPQ and NAAE concerning the implementation of the WEBTA time and attendance system.

The duration of this agreement is equal to the life span of the WEBTA system, or until the agreement is superseded by subsequent negotiations. This agreement may only be “re-opened” by mutual agreement of the Parties, or when negotiable changes in working conditions not covered by this agreement, trigger a bargaining obligation.

The Parties agree that:

1. Bargaining unit employees may use agency computers while on regular duty to access WEBTA to record their work hours and request leave as appropriate.
2. Employees will be provided the appropriate AgLearn training prior to entering their time in WEBTA.
3. Employees may request through their immediate supervisor, a temporary exemption from utilizing WEBTA. Request for temporary exemptions must be in writing. These exemption requests will be given fair consideration. Examples where exemption request may be approved include:
 - A. The employee is assigned to a general area where they are limited to multi use computers stations that are used by six or more employees.
 - B. The employee works in the field extensively; therefore, he/she does not have regular access to computer equipment.
 - C. Any other reason that is deemed appropriate by the Employer.
4. Employees may be exempted from utilizing WEBTA if computer access is not available at work; or if they do not have computer log-in capabilities, i.e. No eAuthentication Login.
5. Supervisors and/or SPHD's may exempt individual employees or groups of employees without an individual employee's request if it is determined that having the employee enter their own work hours would adversely affect the mission (adversely impact the efficiency of the Service).

6. Employees who need assistance with WEBTA may contact their immediate supervisor or WEBTA designee.


For the Agency (APHIS, PPQ)


For the Union (NAAE)

6.14.10
Date

6.10.10
Date