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OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 97-80

December 9, 1997

TO: All Regional Directors, Officers-in-Charge,
and Resident Officers

FROM: Richard A. Siegel, Acting Associate General Counsel

SUBJECT: Memorandum of Understanding between the General Counsel
and the National Labor Relations Board Union
with respect to Work-at-Home Program and Official Time

Attached is a Memorandum of Understanding, which was recently concluded between the General Counsel and the National Labor Relations Board Union, regarding Work-at-Home Program and Official Time. Please provide a copy of these memoranda to the NLRBU Local Union and any District Vice-Presidents within your Region.

The attached memorandum provides that employees may engage in representational activities which qualify for approvable Official Time while working at home under any of the contract's Work-at-Home programs, in accordance with the provisions of Article 28, Use of Official Time and Article 34, Work-at-Home Program. If you have any questions concerning this MOU, please direct them to Gail Moran, Assistant General Counsel for Labor Relations or to your Assistant General Counsel.

R.A.S.

cc: NLRBU

Attachment

MEMORANDUM OM 97-80

MEMORANDUM OF UNDERSTANDING
BETWEEN THE GENERAL COUNSEL
AND THE
NATIONAL LABOR RELATIONS BOARD UNION
REGARDING WORK-AT-HOME PROGRAM AND OFFICIAL TIME

The parties agree that employees may engage in activities which qualify for approvable Official Time while working-at-home under any one of the components of the Work-at-Home Program in accordance with the provisions of Article 28, Use of Official Time and Article 34, Work-at-Home Program. As provided in Article 28, Section 11, an employee who plans to use official time for representational activities while working at home will request approval to use such time from his or her supervisor, except with respect to unscheduled calls or inquiries of short duration. NLRBU National and Local representatives may request to participate in any of the components of the Work-at-Home program in accordance with the provisions of Article 34 and the Local Work-at-Home Agreement in the office to which they are permanently assigned. All employees, including NLRBU National and local representatives, will report their time spent on activities which qualify for approvable Official Time while working at home in accordance with the provisions of the applicable Local Work-at-Home Agreement and Article 28, Section 12.

Date: 11/24/97

By: /s/ Lew Harris

For: N.L.R.B.U.

Date: 11/24/97

By: /s/ Gail R. Moran

For: General Counsel