

MEMORANDUM OF UNDERSTANDING

This memorandum of understanding (MOU) sets forth an agreement between the National Nurses Organizing Committee, National Nurses United (Union and/or NNOC/ NNU VA) and the Department of Veteran Affairs (VA). This MOU is entered pursuant to the provisions 5 U.S.C. Chapter 71 and applies to all VA registered nurses (RNs) represented by NNOC, NNU VA. The parties in this memorandum enter into this MOU for the purposes of establishing a mutually beneficial agreement concerning the implementation of, and use of, the VA Time and Attendance System (VATAS). This MOU does not provide a continuing training obligation, as it pertains to on-site, in-person training. However, dependent upon the availability of travel funding and qualified personnel, the Department will consider providing additional local training when unusual or significant problems result from a new VATAS rollout.

1. The Department is responsible for ensuring that all RNs receive employee-role training (through various options, including but not limited to: TMS, pre-recorded sessions, Go-Live training on all tours, as coordinated with local NNOC/ NNU VA Officials and the facility), to enable RNs to perform all required duties related to VATAS use. This will include a period of question and answer, as well as demonstration.
2. The Department's on-site pre and post implementation training is termed "Go Live Support." The Department will schedule in-person on-site training at each facility and hold an open house at each facility for which RNs will be notified and invited. RNs may direct questions to VATAS specialists. In addition to on-site training, the Department provides short topic-driven refresher courses and virtual assistance and coaching. New training modules are being developed and will be made available, as VATAS is expanded to additional VISNs.
3. The Department will make every effort to relieve all RNs to attend VATAS training. VATAS training will be on duty time.
4. All RNs will receive log on and passwords on their respective VATAS go live date. During the 1st pay period, RNs will be given a VATAS help desk phone number for immediate assistance to provide a password reset if needed.
5. Automated and Initial password reset link will be made available on the VATAS home page 7 days a week except for scheduled maintenance. For all other issues, RNs must contact the local payroll office for prompt resolution. If local payroll is unable to resolve issues within 2 business days, RNs will contact the VATAS Help Desk/Inbox. The current e-mail address is vatasquestions@va.gov. Resolution will be provided by

the VATAS Help Desk/Inbox within 2 business days of the inquiry to the VATAS Help Desk/Inbox.

6. The Department will provide NNOC/NNU VA a demonstration of VATAS that shows all functions of VATAS work before going live at the local and national level.
7. VATAS, for the first 6 months of implementation, will not go live in more than one (1) NNOC, NNU-VA VISN at a time.
8. The Department will provide at least 2 VATAS Specialists at all VAMC sites when VATAS goes live. These specialists will be available on site one week before, and two and one-half weeks after, the go live date. In addition, VATAS Specialists will be available to provide virtual support after the local rollout is completed.
9. Any error resulting in a reduced payment due to implementation of VATAS will be corrected promptly at the local level. The Department will make every effort to pay RNs as soon as possible. Under ordinary circumstances, when a shortfall may be resolved through special pay, an RN will be paid within five work days from the date the shortfall is brought to the attention of the facility's local payroll office. For shortfalls that may not be resolved through special pay, the Department will take immediate action and make every effort to promptly pay the RN on the RN's next bi-weekly paycheck. VATAS specialists will also be available virtually to help resolve any errors resulting in any reduced payments due to implementation of VATAS
10. Any error in Leave Balances resulting from implementation of VATAS will be corrected in the following pay period.
11. All RNs should have access to copies of all their leave requests, both approved and disapproved, from ETA prior to the implementation of VATAS. If an RN does not have access, the RN will either be provided access or will be provided copies of the leave requests.
12. All approved leave requests currently in the Enhanced Time and Attendance (ETA) system will be honored, consistent with Article 11 in the Master Contract.
13. All RNs will be provided duty time to input all future date leave requests from ETA to VATAS within 30 days after the go live date for VATAS. Upon submission of a future date leave request, the Department will approve or disapprove these requests as previously approved/disapproved within ETA within 5 days, or sooner if leave occurs before the 5 days. Note: RNs should put future date disapproved requests in first and have them processed, then input future date approved requests.

14. The Department will provide a point of contact responsible for tracking and correcting time card issues on both the National and Local levels.
15. RNs will have access to copies of their corrected time cards in VATAS.
16. Use of VATAS will not diminish an RN's right to request or schedule annual leave or use the entire 208 hours of annual leave earned per year, consistent with Article 11 of the Master Contract.
17. After the report is developed, NNOC/NNU VA will be provided access to the VATAS scorecard/metrics report on the Local and National levels.
18. Use of VATAS will not diminish an RN's ability to make routine even schedule changes among their peers to meet work life balances.
19. The Department will explore options to ensure that expiration of compensatory time is reflected in VATAS. These options may include adding existing RN compensatory time earned to the new VATAS system and treating that time as new compensatory time earned, providing a note in the comments section of an RN's paycheck alerting the RN to compensatory time earned and dates that the compensatory time must be used, or other options that provide RNs with information regarding compensatory time earned and the dates that the compensatory time must be used before expiring.
20. The Department will work to resolve discrepancies identified through the interaction of HR Smart and VATAS.
21. The Department initiated the VATAS rollout without completing bargaining with NNOC/ NNU-VA. In response, NNOC/NNU VA filed an unfair labor practice charge with the Federal Labor Relations Authority. NNOC/NNU VA agrees to withdraw its ULP charge, BN-CA-16-0399, upon the effective date of this agreement.
22. The effective date of this agreement will be the date signed by both parties. VACO LMR will expeditiously provide the local VA facilities with a signed copy of the agreement. The appropriate local management official will provide a copy of the signed MOU to the local NNOC, NNU VA Director upon their receipt.



James L. Westmoreland, RN

For the Department

1/18/2017

Date

For NNOC/ NNU-VA

1-18-17

Date