

MEMORANDUM OF CLARIFICATION

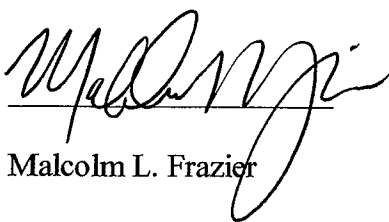
between

FDA/ORa and NTEU

This Memorandum of Clarification is intended to resolve any remaining misunderstandings pertaining to issues related to Article 25, Alternate Work Schedules of the collective bargaining agreement between FDA/ORa and NTEU.

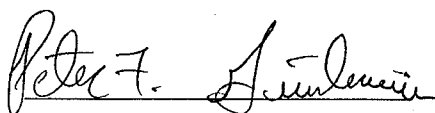
- 1) The Parties agree that core hours for all of ORa shall be 10 am to 3 pm, Tuesday, Wednesday and Thursday.
- 2) The Parties agree that the maximum flexible time bands for FDA are between the hours of 12:01 am Monday and 11:59 pm Saturday.
- 3) The Parties agree that all local flexible time bands will be negotiated locally within the above-mentioned parameters, recognizing interests such as access to facilities, security, and heating/cooling of facilities. ORa and NTEU will try to achieve the broadest possible bands considering employee interests and organizational programmatic obligations.
- 4) The Parties encourage all employees and supervisors to discuss individual employee AWS requests among themselves as part of the approval process. In the development and review of AWS requests, employees and supervisors should consider the mission of the Agency as it relates to program obligations, interactions with internal and external clients, training and travel requirements, and other duties incumbent upon ORa. To that end, the supervisor may need additional specific information about an employee's requested schedule in order to approve the request. The employee is not required to provide additional information, however, absent this additional information, the employee's request may not be approved.

For FDA/ORa:



Malcolm L. Frazier

For NTEU:



Peter F. Gimbrère

Dated: January 19, 2000