

**MEMOANDUM OF UNDERSTANDING
BETWEEN CHAPTER 282, NATIONAL TREASURY EMPLOYEES UNION
AND
OFFICE OF FINANCIAL MANAGEMENT
FOOD AND DRUG ADMINISTRATION**

The parties to this memorandum agree to the following provisions concerning the Employer's proposal to change the policy on the use of headphones and personal listening devices in the office:

1. Bargaining unit employees in DA shall be allowed to use headphones before 9:00 a.m. and after 4:00 p.m. The use of headphones shall be permitted at any time on Saturdays and Sundays.
2. All bargaining unit employees shall be allowed to listen to radios, compact discs, tapes, etc. at their desks without headphones provided that it does not adversely impact other employees in the organization.
3. All bargaining unit employees shall be allowed to use headphones during their lunch breaks.
4. The new policy shall be effective September 1, 2000. OFM management agrees to reevaluate this policy as soon as data reflecting the first 30 days under the policy are available (but not later than 60 days after implementation of the new policy). NTEU will be notified pursuant to Article 3 of the FDA/NTEU Collective Bargaining Agreement prior to implementation of any changes in the policy.



Joy Lazaroff
Executive Vice President
NTEU Chapter 282



Jeffrey M. Weber
Director
Office of Financial Management

September 1, 2000



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Food and Drug Administration
Rockville MD 20857

SEP 21 2000

TO: Division of Accounting, Accounting Services Branch Staff

FROM:  Jeffrey M. Weber, Director, OFM

SUBJECT: Use of Earphones

Recently, OFM and NTEU reached agreement regarding the use of earphones by staff in the Accounting Services branch, Travel Audit and Accounting Operations sections. This agreement is attached and is effective immediately.

Issues that may arise as a result of this change in working conditions should be brought to the attention of Bill Harris in writing.

Attachment