

MEMORANDUM OF UNDERSTANDING
Between
INSTALLATION MANAGEMENT COMMAND
and
AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES (AFGE)
Local 2022
FORT CAMPBELL KY 42223

This agreement is regarding the implementation of upgrading the time and attendance program (ATAAPS) for the IMCOM, Garrison Activity, Ft Campbell, KY. The upgrade will require the bargaining unit employee (BUE) to submit leave electronically within ATAAPS. Management and the Union agree to the following:

1. Implementation of the upgrade within ATAAPS will incorporate training for all users on how to request all forms of leave electronically.
2. ATAAPS users fall into four categories: employees, timekeepers, certifiers, and Super Users. Employees will submit their time once each pay period. Timekeepers check the submission and identify any necessary corrections. Certifiers are normally non-BUE representatives of management that will review and approve the submissions. Super Users are designated individuals at the installation with full system privileges.
3. ATAAPS has the capability to produce an OPM71. This functionality allows the employee to initiate and send a leave request notification to their designated certifier for action. Upon approval or disapproval, the employee will receive an email notification. Leave approval will be in accordance with the Collective Bargaining Agreement (CBA). Employees may use the existing process for requesting leave if access to a computer is not feasible or available.
4. Management agrees that information pertaining to a specific individual will be protected in accordance with the Privacy Act. Information collected in ATAAPS will be used by designated personnel for official purposes only and access to individual timesheets will be limited to authorized designated personnel with a need to know.
5. To minimize input workload, employee input screens will be loaded with default values indicating a typical full pay period of work. For any given workday, the employee will document any deviations from their standard day of work. The system will provide time coding options to cover reportable categories (e.g. leave, overtime, comp time, fitness hours, credit hours, etc.) including union official time.
6. Activity based costing capabilities (Job Order and Opt Code fields) will be pre-populated on an individual's timesheet.

7. Timekeepers will notify employee(s), in writing, when ATAAPS has populated and available for their concurrence.
8. Employees will be provided access to a private work station with a suitable computer and printer. Access includes a reasonable amount of time during the employee(s) working hours to make ATAAPS bi-weekly submissions and for incidental ATAAPS updates or inquiries.
9. Information collected in ATAAPS will not be used for individual performance management or disciplinary purposes. Management recognizes that employee(s) may make unintentional errors in documenting their time and attendance data. When accuracy problems arise, management will respond by providing the employee with additional training. This does not preclude discipline for deliberate, knowledgeable or willful falsification.
10. Any challenges to the accuracy of an employee's submission will be timely raised, upon discovery. If the need for correcting the timesheet is discovered within three pay periods, adjustments will be made in ATAAPS with any necessary supporting documentation.
11. It is recognized that circumstances, such as employee's extended absence, may require the timekeeper to make submission on behalf of the employee or to correct the employee's submission and process without prior concurrence. Such actions will be reported back to the employee, in writing, for concurrence as soon as possible.
12. All remedies available in the Collective Bargaining Agreement or 5 U.S.C. Chapter 71 are available to the parties if either party believes the other has failed to comply with any of the requirements of this MOU and concerns cannot be collaboratively resolved.
13. This MOU will be disseminated to all affected by the Employer with a copy to the Union.


BEVERLY RUCKER
Director, GRMO


JUDY HANSFORD
President 25 Oct 17


SABRENA R. GILLESPIE
Executive VP 25 Oct 17