

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is between the American Federation of Government Employees, Local 2924. (Union) and Davis Monthan AFB, AZ (Employer). This MOU implements the requirement for bargaining unit employees to input their time and attendance into the Automated Time and Attendance Production System (ATAAPS). This agreement covers all the appropriated fund employees represented by the Union.

The parties agree as follows:

1. This Memorandum of Understanding will remain in effect until superseded by a subsequent agreement between the parties.
2. At least 30 days prior to the implementation of ATAAPS, all bargaining unit employees will receive training concerning ATAAPS. The Union President, Vice-President and Chief Steward will receive ATAAPS training before any bargaining unit employee receives training. Remaining Union officials will receive priority consideration for training opportunities until all Union officials have been trained.
3. The parties realize that not all employees are familiar with computers or comfortable using computers. As such, on a case-by-case basis, employees having difficulty with computer functions necessary for ATAAPS operation may request additional, personalized training or assistance. Requested assistance or training may include a range of functions from basic computer operation to "hands-on" ATAAPS operations. Employees experiencing difficulty with ATAAPS operation may request training at any point as required.
4. It is understood that the resident subject matter experts for ATAAPS will be the authorized, organizational timekeepers. Any issues arising from the use of ATAAPS shall first be addressed with the respective, organizational timekeeper. The Civilian Pay office may be contacted in the event that the timekeeper is unable to resolve the issue.
5. Employees new to Davis-Monthan will not be responsible for inputting their time and accounting information into ATAAPS until the appropriate training has been accomplished. If the employee transfers in from an organization in which ATAAPS was already in use, proof of previous training may be accepted in lieu of participating in new training.
6. If appropriate and in accordance with the collective bargaining agreement (CBA) between Davis-Monthan AFB and AFGE Local 2924, employees may be permitted to meet with a union representative for issues arising from the use of ATAAPS. Furthermore, all remedies available under the CBA or 5 U.S.C., Chapter 71 are available to the parties if either party believes the other has failed to comply with the provisions of this MOU and the issues cannot be cooperatively resolved.
7. It is understood that ATAPPS is not designed to act in the capacity of a daily "punch-in/punch-out" system. In fact, ATAAPS can accept timecard entries up to one year in advance. Timecard entries can be accomplished at any point during the pay period as long as the timecard is completed prior to the close of business on the second Friday of the respective pay period. Employees will be granted a reasonable amount of duty time and access to a

reasonably private computer terminal for the purpose of inputting their timecard. Employees shall not be required to input their timecards on their lunch or break periods.

8. In the first 90 days following the implementation of ATAAPS, supervisors should anticipate allowing as much as 30 minutes for employees to input their timecard. However, more time may be required depending on the variety of entries needed for a particularly complicated pay period (i.e.: different forms of leave, union official time, holidays, etc.) Employees experiencing difficulties with timecard entry may seek relief in a variety of forms such as additional time allocation for timecard entry, additional training in the use of ATAAPS, assistance with timecard entry from timekeepers, etc.

9. Employees who have current and active network access will be expected to use ATAAPS for entering their timecard. In the event that network access is suspended or rescinded, employees will immediately notify their supervisor of such so that action may be taken to restore network access or to ensure alternative means of timecard entry. Those without access will be identified by supervision and the process for granting access to those individuals shall be initiated by supervision within 30 days of ATAAPS implementation. Training considerations for those new to computer use are covered in paragraph 3 of this MOU. Those who are unable to gain access to the network for the purpose of inputting their timecards shall have the option of having their timecard input by their respective organizational timekeeper. If the ATAAPS system or computer network is unavailable for employees to enter their timecards, the Agency will manually enter timecards into DCPS and ATAAPS to ensure employees are paid timely. Additionally, any time that an employee is unable to enter their timecard such as TDY, extended absence or unexpected absence; the respective organizational timekeeper will make timecard entries for that employee. Employees with ATAAPS access must still log in to the system upon their return to "concur" with the timecards that have been entered on their behalf.

10. It is agreed that the Agency will produce a step by step guide to instruct employees in the use of ATAAPS. Within 15 days of the signing of this agreement, the Civilian Personnel Section (CPS) will update the e-mail distribution list designed to reach all civilian employees on DM. The CPS will then forward a mass e-mail to all civilian employees that will include a digital copy of this MOU and a digital copy of the ATAAPS guide. The mass e-mail will be repeated once monthly for the first 90 days following ATAAPS implementation and then annually thereafter. Wherever practical, the guide on the use of ATAAPS may be posted on organizational bulletin boards. If the bulletin board is not practical, supervisors will have a printed, hard-copy of the guide available for employee use. Additionally, copies of this MOU and the ATAAPS guide will be electronically posted in common electronic access points such as the AMARG home page, CPS portal page, etc.

11. Information collected in ATAAPS will not be used for individual performance management or disciplinary purposes. Management recognizes that employees 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. Deliberate or willful falsification of time and attendance data will be addressed in accordance with the CBA.

12. All challenges to the accuracy of an employee's time and attendance submission will be timely raised. If the need for corrections to the data is discovered within three pay periods, adjustments will be made in ATAAPS with any required supporting documentation. Any adjustments beyond three pay periods will require supporting documentation and manual input into DCPS.

13. ATAAPS has the capability to produce an OPM Form 71 meeting regulatory guidance prescribed in AFI 36-815. This functionality allows employees to initiate and send leave request notifications to their certifier for action. When configured for an organization, the certifier receives an email notifying them of each new request. Upon approval or disapproval, the employee will receive an email notification. Use of this functionality will be done in compliance with the CBA, Article 14, Section 1(c). Employees may utilize the existing process for requesting leave, if access to a computer is not feasible.


14. 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 management for official purposes only and access to individual timesheets will be limited to authorized management officials, timekeepers and "superusers" with a need to know.

15. It is understood that either party may request to reopen negotiations on this subject if necessary. Any changes to the ATAAPS process or system that are not covered by this agreement shall be subject to proper Union notification and subsequent I&I bargaining where appropriate.

For the Union:

Signature Date

For the Agency:

 3/8/2013
Signature Date