

## MEMORANDUM OF AGREEMENT

The following constitutes an agreement between the Department of Veterans Affairs, (VA) and the American Federation of Government Employees, AFL-CIO, National Veterans Affairs Council #53 (AFGE-NVAC) concerning the VA/AFGE-NVAC Annual Joint Safety Conference (Safety Conference).

1. The VA and AFGE-NVAC enter into this Agreement to provide VA employees with a means of obtaining Safety-related training and information to better serve our veterans and other employees in the workplace, and to facilitate labor-management cooperation and training on safety-related issues as required by the Occupational Safety and Health Act of 1970 (Public Law 91-596, codified at 5 U.S.C. § 7902), Executive Order 12196 § 1-201(k), 29 CFR §§ 1960.8 and 1960.59, and the VA-AFGE Master Agreement. This Agreement is voluntarily entered into by the national parties.
2. The National Cemetery Administration (NCA) and the Veterans Benefits Administration (VBA) will be invited to serve on the Conference Planning Committee and to fully participate in the Conference.
3. The VA at all levels will support the Safety Conference as provided in this Agreement and will authorize VA employees to participate in the planning of the Safety Conference agenda and to serve as instructors at the Safety Conference
4. Union participants will be on official time/authorized time while participating in the Safety Conference and/or serving on the Conference Planning Committee.
5. AFGE-NVAC will charge fees from the participants in an amount appropriate to recoup AFGE-NVAC's expenses associated with procuring hotel space and related event services for the Safety Conference. VA will not assume any liability incurred by AFGE/NVAC with the Hotel Conference Provider (the Provider) for goods or any other services related to the contract with the Provider.
6. At least thirteen months prior to each year's Safety Conference, AFGE-NVAC will work with the Office of Labor-Management Relations and the VHA Office of Safety and Technical Service to submit a VHA Conference and Travel Request Form to the VA Secretary or designee to obtain approval of a conference requiring travel for 100 or more VA employees. A copy of such form will be provided through the VA Learning University (VALU) HR Subcommittee to the Dean of VALU. VALU will consider the request and determine whether it can commit the resources necessary to support the Safety Conference for the following year. VALU will notify AFGE-NVAC no later than February 15 whether it can support the conference the following year.
  - a. If VALU supports the conference, AFGE-NVAC will work with VA's Employee Education Service (EES) to complete a form EES Education Partnership Agreement to implement EES' provision of support services for the Safety Conference.

b. If VALU has a problem and cannot support the Safety Conference for any reason, the Safety Conference may be held if AFGE-NVAC wishes and VA will support employees and presenters attending, subject to the above-referenced approval requirements for conferences requiring travel for 100 or more VA employees.

7. AFGE/NVAC shall be solely responsible for the following activities in support of the Safety Conference:

- Selecting the location and dates of the Safety Conference
- Signing of the contract (s) with the hotel Conference provider
- Paying hotel business office storage fees for receiving Conference items
- Collecting registration fees to pay for the Conference
- Providing conference bags and related paper materials
- Paying travel and other expenses for Union instructors
- Providing or contracting for equipment (including audiovisual equipment) necessary for the Conference

8. In order to facilitate VA employees' attendance at the Conference and obtain the benefit of Contact Hours for employees who attend, upon completion of the forms and approval processes referenced in paragraph 6, VALU/EES agrees to do the following in support of the Safety Conference:

- a. provide a Template Agenda for the Safety Conference equivalent to Exhibit C to this Agreement;
- b. provide Scantron forms to enable the Safety Conference Committee to track participant satisfaction as well as Performance Improvement;
- c. provide Electronic Registration Forms;
- d. provide daily sign in sheets;
- e. provide standard Name Badges;
- f. provide a Participant List after each Safety Conference;
- g. provide a Certificate of Attendance (Contact Hours) for each attendee, equivalent to Exhibit D to this Agreement; and
- h. make all presentations available in an electronic format that is accessible to all attendees.

9. Either party may terminate this agreement by providing the other party with a written notice of such termination of agreement. Such notice shall be provided to the other party not later than ten months prior to the said yearly conference.

  
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For the Department (VA)

10/6/08  
Date

  
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For the National VA Council #53

10/2/08  
Date