

Memorandum of Understanding

VA OFFICE OF INFORMATION AND TECHNOLOGY (OI&T)

The following constitutes a National Agreement between the Department of Veterans Affairs, Office of Information and Technology (Agency and/or OIT) and the National Association of Government Employees/Service Employees International Union (NAGE/SEIU) regarding the Share Method for granting performance awards to bargaining unit employees.

1. NAGE/SEIU and OIT agree to use the Share Method for distributing Performance Awards.
2. OIT has agreed to follow *Human Resources Management Letter No. 05-99-05, New Tax Guidelines for Awards* and shall "Gross-Up" an award lower than two hundred dollars for bargaining unit employees. Awards higher than two hundred dollars may be "grossed-up". "Grossing-Up" is defined as increasing the employee's award amount in order to cover the employee's taxes due on an award. When an award amount is "grossed-up" to cover the taxes, both the value of the award and the "grossed-up" tax coverage amount must be included in the employee's gross income and wages.
3. All Bargaining Unit employees (BUE) and Union representatives will receive information on the Share Method for distributing performance awards. Details on the Share Method are available in the *OIT Human Resources Letter Number 08-02, End of Year Performance Awards*, dated XXXX.
4. OIT and NAGE/SEIU agree that a National Awards Panel will be developed at the National level to review the OIT Share Method process for granting performance awards. The National Awards Panel will consist of six (6) team members (three (3) from Management and three (3) from NAGE/SEIU). NAGE/SEIU National will designate the union committee members. Local awards panels, as referred to in Article 20, section 4, will not be established.
5. The OIT and NAGE/SEIU National Awards Panel will meet via conference call bi-annually. The parties will meet face-to-face on an as needed basis, and by mutual agreement in Washington, D.C. If a face-to-face meeting is needed, OIT will bear the travel and per diem cost for the NAGE/SEIU National committee members.
6. Immediately upon receipt, the appropriate management official at each facility shall provide a copy of this MOU to the local union President.





For the Department of Veterans Affairs

4/10/09
Date

For NAGE/SEIU

4-10-09
Date