

## MEMORANDUM OF UNDERSTANDING

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 (NVAC) concerning VA Handbook 5007/Part VI, Appendix Q (Retention Incentive Due to Closure or Relocation of Employing Office, Facility or Organization), Pay Administration Recruitment and Retention Incentives.

1. The national parties agree that the implementation of VA Handbook 5007, Part VI will allow for local negotiations, if requested by the local union that does not conflict with this MOU.
2. Management will provide the following information to bargaining unit employees, prior to signing an offer of retention incentives:
  - Full explanation of Retention Service Agreement (RSA),
  - Informed that retention incentives are paid after completion of RSA,
  - The amount of the retention incentive,
  - Right to select their payment method,
  - Length of RSA,
  - How to request waiver if employee is faced with a hardship prior to the completion of the RSA,
  - Informing the employee that the termination of RSA may not be grievable or appealable.
3. NVAC reserves its right to address matters related to VA Handbook 5007, Part VI has they occur.
4. Upon receipt, the appropriate management official will provide a copy of this MOU to the local union president.

  
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For the Department (VA)

  
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For the National VA Council #53

11/4/09  
Date

11-7-09  
Date