

**MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN THE NATIONAL AERONAUTICS AND SPACE ADMINISTRATION,
GODDARD SPACE FLIGHT CENTER AND THE
INTERNATIONAL FEDERATION OF PROFESSIONAL AND TECHNICAL
ENGINEERS, LOCAL 29 ON THE NASA TELEWORK PROGRAM**

The parties to this MOU are the NASA GSFC (hereafter, Management) and the IFPTE, Local 29 (hereafter, Goddard Engineers, Scientists, and Technicians Association or GESTA). This MOU applies to Bargaining Unit Employees (hereafter, Employees) covered by the Collective Bargaining Agreement (CBA) between Management and GESTA and constitutes the entire understanding of the parties regarding the NASA Telework Program.

In addition to the provisions described in accordance with NASA guidelines (currently NPR 3600.2, NASA Telework Program), the parties hereby agree to the following addition.

- 1) Supervisors will approve or deny an eligible employee's request for either an Episodic or Core Telework Agreement within two pay periods unless there are extenuating circumstances (i.e. unique circumstances or extended absences) which preclude disposition within two pay periods. Whenever possible, immediate supervisors should notify the employee of the need to delay approval/denial of a Telework Agreement request and/or refer the request to an alternate management official having authority to approve or deny the request, as appropriate.
- 2) Supervisors will document approvals and denials of Telework Agreement requests in NASA's automated time and attendance system in accordance with NASA guidelines.
- 3) If an employee is denied Teleworking, then the employee's Supervisor shall provide a written justification of the denial to the employee within 10 workdays of that decision.
- 4) Telework denials may be grieved by employees in accordance with the Collective Bargaining Agreement (CBA).
- 5) All Telework Agreements regarding employees shall be made on a fair and equitable basis without discrimination or personal bias.

This MOU becomes effective immediately, upon signature by the Ranking Union Official and the Agency Representative authorized to enter into binding agreements with GESTA. Further agreements between the parties related to this matter shall be documented as addenda to this MOU or as independent MOU/MOA, as determined by mutual agreement.

For Labor:

For Management:

Anel Flores
President
Goddard Engineers, Scientists and

Linda J. Ledman
(Acting) Labor Relations Officer
NASA Goddard Space Flight Center