

MEMORANDUM OF UNDERSTANDING

The following constitutes an agreement between the Department of Education (“Agency”) and the American Federation of Government Employees, AFL-CIO (“AFGE”) on the Agency’s Implementation of New Time & Attendance System – Quicktime. This Memorandum of Understanding will become effective thirty-one (31) days from the execution date or upon the date of agency head approval, whichever occurs first, consistent with 5 U.S.C. § 7114.

1. Agency will implement the Payroll timesheet instead of the Sign In/Sign Out (SISO) timesheet.
2. Employees will login to Quicktime via Login.gov with the option to use their username and password or Personal Identity Verification (PIV). If something changes beyond Agency’s control concerning the login options for Quicktime, the Agency will fulfill appropriate labor obligations.
3. The Agency will use all tools it has available to transition employees to Quicktime including optional training. Employees may attend more than one training. The training options will include the date, and time of the training. The Agency will strongly encourage employees to take the optional training. At least one training will be recorded and available on FedTalent or another accessible system. The Agency may also direct employees to training if needed.
4. Agency will not file a brief in support of an alleged leave balance debt, arising from the transfer of leave balances to Quicktime, until the Agency verifies that the leave balance debt is valid.
5. Agency will send a separate communication to employees in July 2022 to provide information on how to save a copy of leave requests stored in WebTA (approved or otherwise) and inform that all leave requests for August 14, 2022 and beyond will need to be re-entered and approved in Quicktime beginning on the Go Live date of August 18, 2022. The Agency will provide AFGE with a draft of this communication, at least three workdays prior to dissemination, for review and comment.
6. The Agency will inform supervisors to honor previously approved leave, in accordance with Human Capital Policy (HCP) 630-1, Leave Administration Policy and controlling agreement.

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By my signature below, I attest that I am an Authorized Official duly authorized to sign on behalf of my organization.

On Behalf of the American Federation of Government
Employees (AFGE)
Sheria Smith, President

Date:

On Behalf of the Department of Education
Eric Harris, Chief Negotiator & LR/ER Specialist

Date:

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Approved by Department of Education Agency Head Review on _____