



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221

JUL 20 2009

IN REPLY
REFER TO J-13

MEMORANDUM FOR MS. BRENDA L. SIMBRO AND MR. WILLIAM J. LEMOS, JR.,
CHIEF NEGOTIATORS FOR DEFENSE LOGISTICS
AGENCY (DLA) OGDEN UTAH AND AMERICAN
FEDERATION OF GOVERNMENT EMPLOYEES
(AFGE) LOCAL 1592

SUBJECT: Locally Negotiated Operating Procedures (LOCNOP) for Article 22

The subject LOCNOP dated July 14, 2009, has been reviewed pursuant to Article 38, Section 5 of the Master Labor Agreement between DLA and AFGE Council 169. The subject LOCNOP is approved this date by both DLA Headquarters and AFGE Council 169 with the following understanding:

Article 22, Section 3C is approved with the understanding that the language does not preclude management from exercising its right to discipline employees.

If there are any questions on this matter, you may contact me at (703) 767-6412 or DSN 427-6412.

KAREN D. HILLIARD
Staff Director
Labor and Employee Relations
Human Resources

Attachment

cc:
Mr. Frank Rienti, AFGE Council 169

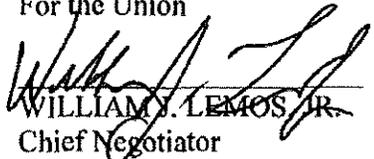


DLA OGDEN UTAH AFGE LOCAL 1592
LOCALLY NEGOTIATION OPERATING PROCEDURES
ARTICLE 22
ADMINISTRATIVE LEAVE

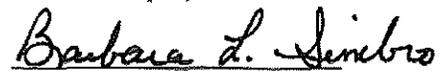
SECTION 3: INCLEMENT WEATHER OR EMERGENCY CONDITIONS

- A. New employees will be told of the installation/depot hotline number for inclement weather or emergency condition as at new employee orientations sessions. All employees will be notified quarterly on the hotline number. The Employer will be responsible for making sure the hotline is updated as necessary. Where there is no hotline, the Employer will establish one. In cases where the installation is closed during duty hours the Employer shall be responsible for notifying the employees that the installation is closed and that administrative leave is authorized. When administrative leave is authorized because of extreme weather conditions, breakdown of equipment, fires, floods, or other natural phenomenon, as authorized by applicable regulations, all employees who report for work and whose services are not required, will be excused on administrative leave.
- B. When the Employer determines that employees are exposed to unsafe or unhealthy working conditions which cannot be immediately corrected and which are likely to result in illness or injury, the employee will either be assigned work in a safe and healthy area or granted administrative leave.
- C. Infrequent tardiness of short duration may be excused when reasons appear to be adequate to the Employer. Normally, disciplinary actions will not be taken until the employee has been warned that further tardiness could result in disciplinary action.

For the Union

 7-14-09
WILLIAM J. LEMOS JR.
Chief Negotiator

For the Employer

 14 Jul 09
BARBARA L. SIMBRO
Chief Negotiator