

Memorandum of Agreement
Between
AFGE Local 2923 and NIEHS
Communication Software

The Parties understand that this MOU covers Agency-provided communication software such as Microsoft Lync, Adobe Connect and Skype.

- 1) The parties agree that such communication software can benefit productivity.
- 2) Management agrees that such Agency-provided software shall be used for legitimate business purposes such as to accomplish a work product or for work related meetings.
- 3) Such software shall not be used for monitoring or tracking employees.
- 4) Training will be provided to employees on the use and benefits of such software, including how to launch manually or automatically, and to turn audio and video features on and off.

Nothing in this document changes or waives either party's rights.

For the Agency:

/s/ Maurice Hawthorne
Employee/Labor Relations Specialist

8/21/13

For the Union:

/s/ Bill Jirles
President, AFGE Local 2923

8-21-13