

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE UNITED STATES POSTAL SERVICE
AND THE NATIONAL POSTAL PROFESSIONAL NURSES/
AMERICAN POSTAL WORKERS UNION, AFL-CIO**

Re: Occupational Health Nurse Telework

OHNs will generally be expected to work onsite except in extenuating circumstances during the COVID-19 pandemic. However, due to safety concerns surrounding Coronavirus (COVID-19), the parties agree that on a temporary basis, and based on equipment availability and operational need as determined by the Postal Service, National Postal Professional Nurses (NPPN) bargaining unit employees may be asked to telework in accordance with the provisions described below.

Telework is defined as being able to successfully and efficiently perform the assigned duties from an alternate location.

The parties agree that the following work rules will apply to NPPN bargaining unit employees:

- If OHNs are asked to telework, the Postal Service will provide the necessary equipment/hardware for employees to perform their duties. Equipment/hardware may include laptop, Virtual Private Network (VPN) token, a telephone, and access to Postal Service systems.
- Internet access is required for authorization to telework. Those employees who do not have internet access should continue to report to the facility as scheduled. Based on equipment availability and carrier signal strength, a cellular device (for example, a MiFi device) may be provided to those individuals who do not have internet access and want to telework.
- Employees will be expected to work their normal bid duty assignment from the alternate location, including breaks and lunch.
- Employees will be paid for all hours worked in accordance with the Fair Labor Standards Act (FLSA).
- Employees who work outside of, or in excess of, their normal bid duty assignment must have advance authorization from their supervisor or manager.
- Employees' work hours will be tracked through Postal Service systems and PS Form 1260, Non-Electronic Badge Reader Card.
- The contractual work hour guarantees and overtime as identified in Article 8 of the National Agreement will apply.
- While teleworking, employees are expected to minimize non-work disruptions, such as child/dependent care, personal phone calls, and visitors.
- The Postal Service is not responsible for any increase in an employee's personal utility costs that may result from the employee using his or her personally owned property as

an alternate worksite, including maintenance, insurance, or utilities (e.g., heating, electricity, or water).

- Upon expiration of this MOU, employees will return all postal equipment used offsite and the Postal Service will have the ability to revoke all access that was granted to enable teleworking.

This MOU will expire May 11, 2020. The parties will revisit this issue immediately prior to this MOU's expiration to determine if extension is appropriate.

 4/1/2020

Doug A. Tulino
Vice President, Labor Relations
United States Postal Service

 4/1/2020

Mark Dimondstein
President
American Postal Workers Union, AFL-CIO