

MEMORANDUM OF UNDERSTANDING
between
THE ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
and
THE NATIONAL TREASURY EMPLOYEES UNION

The Alcohol and Tobacco Tax and Trade Bureau ("TTB" or "Employer") briefed the National Treasury Employees Union ("NTEU" or "Union") regarding the *Alternative Dispute Resolution Program*, TTB Order 2922.1 ("ADR Order"). Pursuant to this initiative, TTB employees may select alternative dispute resolution (ADR) in lieu of counseling during the pre-complaint period for EEO complaints.

In order to reach an Agreement, the Parties agree that the ADR Order will be implemented pursuant to the provisions set forth below:

1. The Employer does not anticipate there will be any adverse impact on the working conditions of bargaining unit employees as a result of this initiative. However, should there be any adverse impact, the Employer will provide notice to, and bargain with, NTEU in accordance with Article 39 of the Parties' 2008 Agreement.
2. The Employer will conduct a formal meeting via teleconference to discuss the ADR Order. Employees who have questions regarding the ADR Order are encouraged to participate on the teleconference. A link to the ADR Order and this MOU will be distributed electronically through a broadcast message to bargaining unit employees ten (10) days prior to the above-referenced meeting. Subject to the Employer's right to assign work, employees will be granted a reasonable amount of duty time to review the ADR Order and the corresponding MOU.
3. Prior to the effective date of this MOU and pursuant to Section 6(a) of the ADR Order, the Union will provide the Employer with a handout that EEO Counselors will provide to all bargaining unit employees who have raised an EEO issue. In the event that the Employer objects to the factual content of the handout, the Parties shall mutually revise the document and reach an expedient resolution.
4. If either party becomes aware of significant unanticipated problems that impact bargaining unit employees that arise following the implementation of the ADR Order, TTB and NTEU will inform the other, and the Parties will meet and attempt to resolve them as soon as possible.
5. Either party may reopen these negotiations and this agreement eighteen months (18) months after the effective date of this MOU.

6. This MOU will become effective upon the signature of both parties. The ADR Order will become effective for bargaining unit employees on the first workday following the formal meeting described in #2. This MOU will terminate three (3) years after the effective date.



Susan Greemore
Director of Human Resources
Alcohol and Tobacco Tax and Trade Bureau

1/4/2010
Date



Alexa Rukstele
Assistant Counsel for Negotiations
National Treasury Employees Union

1/12/2010
Date