



NATIONAL
ARCHIVES

MEMORANDUM OF AGREEMENT

Dated October 18, 2011

between

National Archives and Records Administration

and

American Federation of Government Employees

Council 260

In recognition of government-wide restrictions imposed on individual and performance-based cash awards for FY2012, the parties met to discuss a proposal to provide an equitable distribution of award monies, recognizing that fiscal realities require suspension of current contract provisions. The parties agreed to a share-based distribution for performance awards, with a set-aside for on-the-spot awards and special act and service awards. The specific provisions are as follows:

1. Overall budget for individual cash awards (including performance, spot and special act) is limited to no more than 1% of aggregate salary.
2. NARA currently has two rating cycles, thus the salaries to be aggregated will be specific to those employees being rated at a given cycle closing date. From that aggregate salary amount, the 1% cap on individual awards will be established.
3. Within the total group of employees in a rating cycle, employees will be grouped into populations based roughly on definitions of professional (grades 13-15), journey (grades 7-12), and technician (grades 1-6, including wage grade). For each population, the aggregate salary will be distinct, and it is the population's aggregate that will be used to calculate set-aside and performance award budgets in the following steps.
4. Once the 1% cap is determined for the population, a set-aside account for spot and special act awards will be budgeted as 5.15% of that amount. This percentage represents one-half the proportion of award monies paid out in spot and special act awards for FY2011.
5. The set-aside will be subtracted from the calculated 1% of aggregate salary for the population to arrive at the performance award budget.
6. Every reasonable effort will be made to ensure timely submission of performance ratings at the close of the rating cycle. After the final deadline for submission of ratings has

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RECORDS ADMINISTRATION

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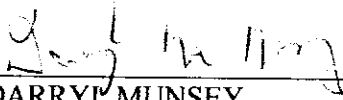
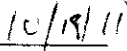


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closed. HTL will run a report of all ratings from which the number of shares will be calculated.

7. Only ratings of Highly Successful and Outstanding will be eligible for a share-based performance award, and the current ratio of 1:3 with regard to the relative value of those awards will be preserved. Thus the total number of shares into which the performance award budget for the population will be divided will be equal to the sum of three shares for each Outstanding rating plus one share for each Highly Successful rating.
8. HTL will provide to the Union data upon which the calculation is based and review the derivation of the share value to validate calculations and ensure transparency.
9. Once the share value is calculated for each population, performance-based awards will be distributed within two pay periods, with three shares to each individual rated Outstanding and one share to each individual rated Highly Successful.

It is the intent of the parties that the formula described above is a temporary measure, designed to address current fiscal realities.

The parties affirm by signature below:

			
DARRYL MUNSEY	DATE	DAVID S. FERRIERO	DATE
President, AFGE Council 260		Archivist	