

MEMORANDUM OF AGREEMENT

Re: Productivity Awards


The parties agree to the following terms, conditions and procedures for the productivity awards program of the Office of Regional Records Services – Records Center Program:

1. A productivity award is a monetary award given to an employee who exceeds production standards above 100% performance efficiency (PE).
2. Productivity awards apply to employees on engineered/historical standards.
3. At a minimum, the Agency shall measure employees' performance efficiency (PE) score on a quarterly basis.
4. Subject to Agency approval, productivity awards are granted on a quarterly basis. If granted, an award shall be made in accordance with the following schedule:

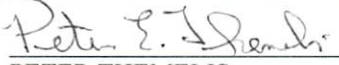
Performance Efficiency (PE) Score	Award Amount
101 – 105%	\$50
106 – 110%	\$75
111 – 115%	\$100
116% or greater	The greater of \$150 or 25% of cost savings.

5. Only employees in “good standing” are eligible to receive productivity awards.
6. An employee is in “good standing” if for the quarter in which she or he is rated at 101% or greater performance efficiency (PE), the Agency also did not take disciplinary or adverse action against the employee nor issued the employee a leave restriction letter within that same quarter.
7. An employee subject to a leave restriction letter that the Agency issued in a previous quarter is considered in “good standing” if the employee is compliant with terms and conditions of the leave restriction letter.
8. If a Grievance Deciding Official, Arbitrator, Administrative Law Judge or other appropriate authority subsequently fails to sustain an Agency disciplinary, adverse action or leave restriction letter, and the employee would have otherwise received a productivity award in the quarter the Agency issued the failed action, the Agency shall retroactively grant the employee a productivity award.
9. Employees who receive productivity awards are also eligible to receive performance awards for their annual performance ratings.
10. Quarterly production awards shall not be subtracted from the amount of an annual performance award. If granted, an annual performance award shall be made in accordance with the National Agreement, Article 15, Section 7 (2002).

For the Agency:




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For the Union:



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