

## HQ Backfill Policy Agreement for Individual, Voluntary Moves

**Purpose:** To establish an organized, equitable process at Headquarters for space allocation among employees who **voluntarily** request to move to an existing vacant office space. It should be noted that this procedure in no way supersedes the Negotiated Generic Move Agreement, which governs the process for management-directed moves resulting from reorganizations, relocations, or consolidations of offices.

**Coverage:** This procedure applies to all vacant offices and cubicles at EPA Headquarters, EXCEPT as excluded below.

**Exclusions:** (1) This procedure does not supersede management's right to assign space to the following individuals: management officials, SEE enrollees; clerical/administrative support staff for whom it is necessary to be co-located with their assigned management; detailees (for periods less than 6 months); those persons on temporary appointments; and, staff members who perform discrete assignments, either short or long term, that are highly sensitive in nature and require a heightened level of confidentiality. A detailee's space may not be filled until the detailee moves to a permanent position.

(2) When a space becomes vacant, management reserves the right to reassign the space to another program office within the same AAship based on organizational needs or to leave the space vacant.

(3) Management reserves the right to not apply this procedure to office space that is expected to be vacant for periods of less than 6 months and leave the space vacant.

(4) All moves of personnel are subject to the availability of funds.

**Guiding Principles:** To the maximum extent practicable, consideration shall be given to co-location based on function, the efficiency of the work unit, functional integrity and level of management oversight, and job classification equity.

**Procedure:**

1. Once management has determined that a cubicle or office space is available, management will e-mail affected staff members and their respective unions (i.e., staff members who have requested to move or those located within the work unit of the vacant space) informing them of the space vacancy (location, number) and the duration (if applicable) of the space availability. If the space is vacant due to an employee's detail assignment outside the organization, and there is every expectation that the employee will return to his/her vacated space, management will communicate this in the notice.

2. Interested staff must reply by e-mail by close of business on the seventh calendar day after the date of the original management email notice. If only one staff member responds within that time frame, no further steps in this procedure apply.

3. If more than one staff member submits an email within the specified time frame, management will contact all of the interested employees and any appropriate union(s) by e-mail and schedule a meeting for the selection group. This meeting will be convened within seven (7) calendar days.

4. Employees will be asked to vote on a selection criteria during the meeting. The criteria shall be one of the options listed below. The option receiving the most votes will be the one used. Vacant spaces will be offered to each employee according to the order resulting from the selected option.

#### **OPTION I**

**Combination of Grade PLUS Years of Service:** The employee's grade will be added to the employee's length of government service. The employee with the highest numerical score will be the first to select from available space.

Example: A GS-15 with 10 years of total government service equals 25 points. A GS-13 with 20 years of total government service equals 33 points. The GS-13 would be the first one to select space.

#### **OPTION II**

**Grade First THEN Years of Service:** All persons will be grouped by grade first, and then seniority based on length of government service.

Example: GS-15s would be given the opportunity to select space before GS-14s, GS-13s, etc. Within each grade, persons with the most seniority, based on length of government service would be given the first opportunity to select space.

#### **OPTION III**

**Employee Alternative Selection Method:** If the employees as a group elect not to use Option I or Option II, they may agree on criteria for selection.

#### **Tie Breaker**

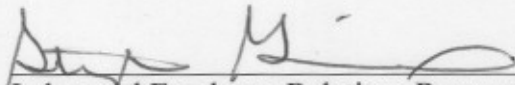
In the event of a tie under any option, the number of months, then days of Federal service beyond the number of complete years will be used to break the tie.

In the event of the Tie Breaker resulting in a tie, an air coin toss will be used as the tie breaker.

**Final Decision**

Within 10 calendar days of the vote, the management official will notify all relevant staff via e-mail of the outcome.

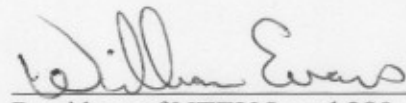
Steve Shapiro  
November 1, 2007

  
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Labor and Employee Relations Representative

10/17/07  
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Date

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President of AFGE Local 3331

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Date

  
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President of NTEU Local 280

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