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Article 9

Health and Safety

Section 1. General

A. The Administration shall provide a safe and healthy work environment in accordance with Executive Order 12196 and the Department of Labor implementing regulations.

B. The Administration and the Union agree to cooperate in a continuing effort to avoid and reduce the possibility of and/or eliminate accidents, injuries and health hazards in all areas under the Employer's control.

Deviations from either the OSHA Standards or the Special SSA Standards will be granted only in accordance with AIMS 13.04.06. At the time a deviation is requested, the Union will be notified ~~at the appropriate level~~ and will receive a copy of the request for deviation. The Union, ~~at the appropriate level,~~ will be kept informed of the status of the request.

The Administration will annually provide all incident and accident figures required by SSA and OSHA to the appropriate Union component Health and Safety committee. These figures will be provided at the component level and

24 will identify components and facilities. The Administration will also provide
25 Agency-level workers compensation figures required by SSA and OSHA to
26 the General Committee. The Administration will make available, upon
27 request, raw data (incident reports, workers' compensation claims, etc.) at the
28 regional office and headquarters component level.

29

30 C. OSHA fire standards, National Fire Codes, and the National Building Code
31 will be used throughout SSA and shall be considered minimum requirements.
32 Special SSA Standards will be recognized as recommended standards for
33 SSA facilities.

34

35 If it is necessary to alter AIMS Chapter 13, management will fulfill any
36 obligation to bargain to the extent required under 5 U.S.C. 71 and ~~Article 4 of~~
37 ~~the Master Agreement.~~

38

39 D. Management agrees to inform the appropriate ~~union representative~~
40 **designated official time user** of all construction activities occurring during
41 normal work hours. When the activity occurs in space immediately occupied
42 by employees, management will take appropriate safety measures. When
43 management determines that exposure to unsafe or unhealthy working
44 conditions which cannot be immediately corrected may result in the likelihood
45 of illness or injury, employees will either be assigned work in a safe and
46 healthy area in the same office or deployed to another installation. The

47 Agency will provide notice and, upon request, bargain with the Union to the
48 extent required by 5 USC 71.

49

50 E. All official time authorized for activities under this Article will be in accordance
51 with Article 30 of the National Agreement.

52

53 **F. Only designated official time users (per Article 30) may serve as health
54 and safety committee members or health and safety representatives.**

55

56

57 Section 2. Committees

58

59 A. The parties agree to continue as presently constituted, the health and safety
60 committee in headquarters, each PSC, **ODAR OHA** headquarters, in the
61 DOC and the Auburn TSC.

62

63 B. The parties agree to continue the three national component level committees
64 for the FO, ROQAP and **ODAR OHA** field components. These committees
65 will be composed of Union representatives **designated official time users**
66 and management officials. The Union may appoint up to three members.

67

68 ~~SSA will pay for all authorized travel and per diem expenses incurred by~~

69 ~~Union members of National health and safety committees when attending the~~

70 ~~national health and safety committee meeting.~~ **Meetings will be held**
71 **utilizing appropriate technology as determined by management.** All
72 National Health and Safety Committees will meet ~~three (3)~~ **two (2)** times a
73 year for ~~two~~ **one** work days, extensions will be by mutual agreement.

74
75 C. ~~The parties agree to establish a health and safety committee in the~~
76 ~~Albuquerque TSC.~~ **The health and safety** committee will meet ~~three~~ **two**
77 times per year for one work day. The Union may appoint up to three
78 committee members. **The union committee members must be designated**
79 **official time users.** The Agency will not incur any travel/per diem costs
80 related to this committee.

81
82 D. When SSA houses multiple components in a facility with a health and safety
83 committee, each component in the facility will participate in the functioning of
84 the committee. All Union components in the facility will be afforded the
85 opportunity to appoint at least one representative to the facility committee.
86 **The union committee members must be designated official time users.**

87
88 E. The committee functions will include those activities set forth in Section 3A of
89 this article, unless mutually agreed to by the parties.

90

91 F. In accordance with applicable laws and regulations, the Agency will provide
92 available information which is necessary to the duties of the committee upon
93 request.

94

95 Section 3. Installation Health and Safety Structure

96

97 A. In each installation, other than those identified in Section 2, the Administration
98 shall designate a health and safety official and the Union shall designate an
99 ~~onsite health and safety representative to carry out the following functions a~~
100 **designated official time user to carry out the following health and safety**
101 **related functions:**

102

103 1. Accompany management on SSA-controlled safety inspections.

104

105 2. Receive a copy of Form SSA-5510-BK (Report of Safety Hazard)
106 prepared by management.

107

108 3. Accompany management, as appropriate, on health and safety
109 inspections conducted by other governmental authorities.

110

111 4. Receive employee reports of unsafe or unhealthy conditions.

112 Employees may submit such reports to either the Union or

113 management representative. The official in charge of the installation
114 will decide what, if any, action to take.

115

116 Should the ~~union representative~~ **designated official time user** be
117 dissatisfied with the installation manager's disposition of the matter,
118 he/she may raise the matter with a ~~Union designee~~ **designated**
119 **official time user** of the applicable council for further review. Such
120 council ~~designee~~ **designated official time user** may further ~~review~~
121 **raise** the matter at appropriate management levels.

122

123 5. Inform management of any alleged unsafe or unhealthy condition, for
124 appropriate action if necessary.

125

126 6. Referral of matters to OSHA and/or NIOSH as appropriate.

127

128 7. Receive copies of any written notice referred by an agency official in
129 response to an employee report of an unsafe or unhealthful condition.

130

131 8. Receive all reports of security incidents involving threats to employees,
132 their offices and property in accordance with AIMS GAM 12.07.03.

133 Such reports may be sanitized as appropriate.

134

135 B. If no onsite ~~health and safety representative~~ **designated official time user** is
136 available, the Union will designate a ~~health and safety representative~~
137 **designated official time user** from a nearby facility.

138

139 C. The Agency will not pay for travel and per diem for any health and safety
140 activities described under this Section.

141

142 Section 4. Abatement of Unsafe and Unhealthy Working Conditions

143

144 A. The Employer shall make every reasonable effort to promptly abate unsafe or
145 unhealthy working conditions.

146

147 B. If there is an emergency situation in an office, the first concern is for the
148 employees and the public. Should it become necessary to evacuate a
149 building, management will take precautions to protect the safety of employees
150 and visitors to the facility. Individuals will not be readmitted until management
151 determines that there is no longer danger to the evacuated personnel. When
152 the potential for danger escalates to a level that requires emergency
153 response team, e.g., police/fire department, they will determine when the
154 facility is safe to reoccupy. The designated **official time user** ~~Union health~~
155 ~~and safety representative~~ will be notified as soon possible regarding an
156 emergency situation.

157

158 C. An abatement plan will be prepared if the abatement of an unsafe or
159 unhealthy working condition will not be possible within 30 calendar days.
160 Such plan shall contain an explanation of the circumstances of the delay in
161 abatement, a proposed timetable for the abatement, and a summary of steps,
162 being taken in the interim to protect employees from being injured as a result
163 of the unsafe or unhealthy working conditions.

164

165 D. When a hazard cannot be abated without assistance of the General Service
166 Administration or other Federal lessor agency, the Employer shall act with the
167 lessor agency in its attempts to secure abatement.

168

169

170 Section 5. **Health and Safety** Training

171

172 A. Union **health and safety** committee members **who are designated official**
173 **time users** will be offered equivalent training **as** given to management's
174 committee members **on the same committee**, ~~but not less than 16 hours~~
175 ~~during the life of the contract.~~ Each designated on site health and safety
176 representative ~~may will~~ receive **up to** 4 hours per year of health and safety
177 training **as determined by management**, with no carryover. **Official time**
178 **authorized for such training will be in accordance with Article 30 of the**
179 **National Agreement.**

180

181 B. If determined appropriate by Management, the Agency may offer additional
182 health and safety training.

183

184 C. The Employer will continue to provide employees with the appropriate
185 orientation and/or training that the Employer deems necessary to perform
186 their jobs safely. Such training shall include instructions in the proper work
187 methods to be used and proper use of required equipment.

188

189 Section 6. Identification of Local Health Service Needs

190

191 A. Administration and the Union recognize the need and agree to cooperate in
192 identification of local health service needs, such as emergency treatment of
193 illness or injury on the job, periodic testing for early detection of chronic
194 diseases or disorders, immunization programs, periodic medical examination
195 programs and health education.

196

197 The Administration will, at a minimum, continue to provide emergency
198 treatment and physical exams where presently provided.

199

200 The Administration will attempt to locate low cost/no cost local medical
201 providers for services such as cholesterol, blood pressure and dental
202 screenings, mammograms and will make such information available to

203 employees. The Administration will also provide/pay for flu shots, when
204 reasonably available.

205

206 A reasonable amount of administrative leave will be granted to employees
207 who avail themselves of these services.

208

209 B. The Employer will make appropriate arrangements for employees
210 interviewing individuals with known serious communicable diseases **as**
211 **defined by the SSA Medical Officer.**

212

213 1. Management will take appropriate precautions when there is contact
214 with a person who may have tuberculosis (TB). If an employee is
215 exposed to someone at the worksite with active TB, **management will**
216 **offer the employee will be offered a TB screening test risk evaluation**
217 **by the local health department, the SSA Medical Office or another**
218 **medical source**, during work hours at no cost to the employee.

219

220 2. The Employer will keep records of employees' exposure to active TB at
221 the worksite.

222

223 3. The Employer will provide the employee with information, forms, and
224 assistance in filing a claim for Workers Compensation.

225

226 C. Management will take appropriate precautions against the spread of
227 infectious disease. Such precautions will include, but are not limited to
228 tissues on interviewing desks as well as liquid soap dispensers and paper
229 towels in bathroom and kitchen areas.

230

231 **D. If an employee is exposed to someone at the worksite with a known**
232 **serious communicable disease, as defined by the SSA Medical Officer,**
233 **Management will offer the employee a risk evaluation by the local health**
234 **department, the SSA Medical Office or another medical source, during**
235 **work hours at no cost to the employee.** ~~Management will provide timely~~
236 ~~testing for those who reasonably believe that they were exposed in the~~
237 ~~conduct of their official duties to a person who may have a serious infectious~~
238 ~~disease. There will be no cost to the employees for leave or the exam.~~

239

240 Section 7. Inspections and Notification

241

242 A. Management will assure that the designated ~~Union representative~~ **official**
243 **time user** is notified and invited to accompany management on all SSA-
244 controlled inspections of agency work places, except when that would pose a
245 hazard to the ~~representative~~ **designated official time user.**

246

247 B. Management will assure response to employee reports of hazardous
248 conditions and ~~require inspections~~ **will investigate** within twenty-four (24)

249 hours for imminent dangers, three (3) working days for potentially serious
250 conditions, and normally twenty (20) working days for other conditions; assure
251 the anonymity of those making reports. However, an investigation may not be
252 necessary if through normal management action and with prompt notification
253 to employees, the hazardous condition identified can be abated immediately.

254

255 C. The parties agree that each worksite facility will be inspected at least twice
256 each calendar year using form SSA-5510. In large facilities, such as
257 headquarters, PSCs, and the DOC the second inspection will be a follow up
258 inspection conducted within 90 days after completion of the original inspection.

259

260 D. When the Employer receives a report that a dangerous, unhealthful or
261 potentially dangerous or unhealthful condition is present at a particular
262 worksite, the Employer shall notify the Health and Safety Committee or the
263 local ~~Union Health and Safety representative~~ **designated official time user**,
264 as appropriate, of the alleged dangerous unsafe or unhealthful condition.

265

266 E. Health and safety committees will be empowered to review or recommend
267 procedures which will be considered for application in appropriate facilities to
268 cover issues such as bomb threats, possible shootings, temperature
269 conditions, conditions of evacuation and similar office health and safety
270 problems.

271

272 Section 8. Temperature Conditions

273

274 The parties recognize that temperature conditions in and around work areas can
275 have a direct bearing on employees' health. The parties agree that the problem
276 of temperature extremes, either hot or cold, and appropriate measures to reduce
277 the risk of exposed employees are appropriate matters for referral to established
278 health and safety committees or to the local ~~health and safety representatives~~
279 **designated official time user**, as appropriate.

280

281 Section 9. Reporting Unsafe and Unhealthy Conditions

282

283 The Administration shall assure that no employee is subject to restraint,
284 interference, coercion, discrimination, or reprisal for filing a report of an unsafe or
285 unhealthy working condition, or other participation in agency occupational safety
286 and health program activities.

287

288 Section 10-Asbestos

289

290 A. The Agency shall conduct an inspection in each facility built prior to 1990, that
291 has not previously been inspected, to determine the existence of asbestos.

292

293 B. If asbestos is found to exist in any inspected building, subsequent inspections
294 and testing will be conducted in conformance with applicable Government-
295 wide law and regulations.

296

297 C. The Agency will review all construction and/or space modification contracts
298 and/or work orders to determine if asbestos is present and if so, how to
299 proceed with the construction and/or space modification work, in compliance
300 with applicable Government-wide law and regulations.

301

302 D. If air sampling indicates that airborne concentrations of asbestos fibers
303 exceed the Permissible Exposure Level (PEL), exposed employees will be
304 notified in writing of the exposure within five (5) days after discovery of the
305 excessive asbestos concentration.

306

307 E. If the airborne asbestos concentration exceeds the PEL, the Agency will
308 insure abatement of the asbestos hazard pursuant to applicable Government-
309 wide law and regulations.

310

311 F. Where friable asbestos is present, the Agency will conduct sampling at
312 intervals of no greater than six (6) months to monitor employee exposure
313 levels.

314

315 G. ~~Designated Union health and safety representatives~~ **official time users** will
316 be notified of all asbestos monitoring.

317

318 H. ~~Union health and safety representatives~~ **Designated official time users** will
319 be given a copy of all tests monitoring asbestos levels.

320

321 I. Asbestos abatement plans may include the discontinuance of work or the
322 shifting of employee work location. Notice of such abatement action will be
323 provided to the Union in advance, except in an emergency situation.

324

325 J. The Agency shall record all measurements taken to monitor employee
326 exposure to asbestos. Such records shall be maintained for at least thirty (30)
327 years. The records will include information such as the date of measurement,
328 the operation which caused exposure, the sampling method employed by
329 SSA, the number, duration and results of the samples, type of protective
330 devices worn, and name of the employee exposed.

331

332 K. SSA will initiate a maintenance program in all facilities that contain asbestos.
333 Such a maintenance program will include:

334

335 1. Inventory of all asbestos containing materials in a facility;

336

337 2. Periodic examinations of asbestos containing materials to detect
338 deterioration. This may be in conjunction with the biannual health and
339 safety inspections;

340

341 3. Written procedures for handling asbestos materials;

342

343 4. Written procedures for asbestos disposal;

344

345 5. Written procedures for dealing with asbestos related emergencies;

346

347 6. Training of those required to handle asbestos containing material in
348 safe handling procedures;

349

350 7. Training of all personnel in prohibited activities which would enhance
351 dangerous exposure;

352

353 8. The Employer must inform all employees regarding the standards
354 contained within this section regarding asbestos.

355

356 Such information must be provided to each employee on a yearly basis.

357 Such information must include instructions regarding safe asbestos handling.

358

359 L. AFGE designated Health and Safety representatives will receive copies of all
360 asbestos inspection reports when finalized.

361

362

363 Section 11. Indoor Air Quality

364

365 A. The Agency will provide safe, healthful indoor air quality in compliance with
366 applicable laws and industry standards.

367

368 B. To the extent the employer has control, there will be no applications of
369 insecticides during work hours in leased space. In SSA-controlled buildings,
370 there will be no application of insecticides during work hours. Whenever
371 pesticides are used in a large scale application, the designated health and
372 safety representative, as well as the employees, will receive advance notice.
373 Individuals with special health needs will be reasonably accommodated.

374

375 C. To the extent the employer has control, there will normally be no applications
376 of construction/renovation/maintenance/cleaning chemicals during work hours
377 in leased space. In SSA-controlled buildings, there will normally be no
378 application of construction/renovation/maintenance/cleaning chemicals during
379 work hours. Such chemicals include paint, carpet glue, HVAC cleaning
380 agents and similar construction like chemicals. However, there may be
381 situations where chemical applications or painting may be done during the

382 workday in isolated areas without disruption to the work environment. In this
383 situation, the designated health and safety representative, as well as the
384 employees, will receive advance notice. Individuals with special needs will be
385 reasonably accommodated.

386

387

388 Section 12. Onsite Security

389

390 A. The Employer will make reasonable efforts to protect employees from abusive
391 and threatening clients and will take reasonable precautions to ensure such
392 protections.

393

394 B. The Employer will arrange for emergency protective assistance at each
395 installation to enable employees to receive assistance if the situation requires
396 it.

397

398 C. Whenever an employee is faced with a physically threatening situation, the
399 Employer will provide appropriate assistance.

400

401 D. Employees will not be required to divulge personally identifiable information to
402 the public in individual circumstances where the employee reasonably
403 believes harassment or physical abuse may result. In such cases, the
404 employee should timely inform the supervisor.

405

406 E. Consistent with its right to determine internal security practices:

407

408 1. Where conditions warrant, the Employer will provide equipped security
409 guards at SSA facilities.

410

411 2. SSA will equip office areas with appropriate security devices, to ensure,
412 to the maximum extent possible, employee safety.

413

414 F. All telephones in offices will be labeled with appropriate emergency numbers.

415

416

417 ~~Section 13. Leases~~

418

419 ~~A. SSA-maintained leases of spaces will be provided to the Union upon request.~~

420

421 ~~D. The parties recognize the potential impact of solicitations of offers from~~
422 ~~GSA. The Union will be notified timely of these situations. This provision is~~
423 ~~not a waiver of the Union's right to request additional information, consultation~~
424 ~~and bargaining.~~

425

426

427 Section 44. **13.** Emergency Preparedness

428

429 A. Each facility shall have an emergency preparedness plan. This plan will
430 publish the chain of command, which will identify a member of SSA
431 management or designee who will be physically present for employee
432 direction during all scheduled work hours in each permanent installation. The
433 plan will also cover employee procedures in the event of fire, earthquake,
434 bomb threat, tornado, flood, or similar emergency. Evacuation drills will be
435 conducted semiannually.

436

437 B. The Employer agrees that the first concern when an employee is injured on
438 the job is to make certain that he/she gets prompt emergency medical aid.
439 Doubts over whether medical attention is necessary will be resolved in favor
440 of arranging medical aid.

441

442 C. When it is necessary to assist an employee to return home because of illness
443 or incapacitation or to provide transportation to a medical facility, the
444 Employer will assist the employee in arranging for such transportation.

445

446 D. The Employer agrees to maintain adequate first aid supplies at each
447 permanent installation. All employees will have reasonable access to these
448 supplies.

449

450

451 Section ~~15~~. **14**. Stress

452

453 The parties agree that recognizing, minimizing and coping with stress are
454 essential parts of employee wellness. Management will make every effort to
455 provide annual training on stress reduction. This will be a part of the SSA
456 Wellness Program.

457

458 Employees who feel they are experiencing harmful levels of job related stress
459 may contact employee counseling services.

460

461

462 Section ~~16~~. **15**. Smoke Free Environment

463

464 A. In keeping with the parties' concern for the health, safety and well-being of all
465 SSA employees, there shall be "no smoking" in any SSA controlled facility. In
466 addition, ~~SSA may institute a~~ there will be "no smoking" ~~policy~~ on any SSA
467 **controlled property or premises**. ~~In this event, the union will be notified in~~
468 ~~accordance with 5 USC 71.~~

469

470 B. The parties agree that they will intensify efforts to assist those employees
471 who are interested in breaking the smoking habit. We are committed to
472 making cessation programs available to each and every employee who
473 wishes to participate in them. The cost of SSA-sponsored or approved

474 programs will be paid by SSA, not by the employees. SSA-sponsored
475 programs will be offered on the clock unless not available during duty hours.
476 Programs approved by or sponsored by SSA will include or be similar to
477 programs conducted by the American Lung Association or the American
478 Heart Association. The parties recognize that these programs will be more
479 easily developed in the large installations, e.g., PSCs, Headquarters and the
480 DOC.

481
482 Employees who wish to stop smoking but who are unable to successfully
483 complete a smoking cessation program, or who have quit smoking but are
484 experiencing related difficulties, may seek additional assistance through the
485 Employee Counseling Service. Employee participation in counseling or
486 cessation programs related to smoking is strictly voluntary.

487
488

489 Section 47. **16. Job Safety Analysis**

490

491 A. In situations where information indicates that employees in a particular
492 occupation are suffering from a pattern of accidents, disabling injuries and/or
493 illnesses, management will conduct a Job Safety Analysis (JSA).

494

495 B. JSA may consist of but not be limited to the following:

496

- 497 1. General conditions under which the job is performed.
498
499 2. An explanation of the job steps.
500
501 3. An explanation to determine the hazards that exist or might occur.
502
503 4. Recommendations to eliminate any of the hazards identified.
504
- 505 C. Who shall receive a copy:
506
- 507 1. Copies of all available studies and all completed JSA's will be provided
508 to the Union within 30 days.
509
- 510 2. Each employee covered by a particular JSA will receive a copy within
511 30 days after completion of the JSA which covers his/her position.
512
- 513 3. When a new employee reports to duty or is reassigned to a new
514 position and a JSA has been completed, he/she will receive a copy
515 within 30 days after reporting to duty in that new job.
516

517 Section ~~48~~. 17. Vision Program
518

519 This section concerns video display terminals (VDT), eye examinations and
520 eyeglasses/contacts (including disposable lenses) and is entered into by and
521 between SSA and the AFGE General Committee. This Agreement covers all
522 employees in the AFGE bargaining unit that use a VDT as part of their normal
523 work.

524

525 A. Employees shall only be eligible for VDT-related eye exams and
526 eyeglasses/contacts (including disposable lenses) based upon supervisory
527 certification that the employee does use a VDT in the course of their official
528 duties.

529

530 B. If an eligible employee obtains a prescription from a licensed optical
531 practitioner (e.g., optometrist or ophthalmologist) indicating that the employee
532 needs special eyeglasses/contacts (including disposable lenses) in order to
533 operate a VDT without eyestrain or because of other optical-related problems,
534 the Agency shall reimburse the employee for 100% of the eye examination in
535 an amount not to exceed \$50. In this process the employee must present the
536 practitioner with a form, obtained from management, which will indicate that
537 any prescription should only be for VDT use. The practitioner must certify on
538 the form that the eyeglasses/contacts (including disposable lenses) are for
539 VDT use. This form must be returned to management.

540

541 C. An employee who has met the conditions listed in A and B above will be
542 entitled to a pair of eyeglasses/contacts (including disposable lenses) for VDT
543 operation at Agency expense. The Agency will bear the cost up to \$175. The
544 Agency will either procure the eyeglasses/contacts (including disposable
545 lenses) of the employee's choice, or will reimburse the employee upon the
546 presentation of proper documentation. The option will be left to the Agency.

547

548 D. Employees shall be entitled to a reasonable amount of excused absence to
549 obtain eyeglasses/contacts (including disposable lenses), and VDT
550 eyeglass/contact examination and fitting, provided that the employee in fact
551 has an authorized VDT eyeglass/contact (including disposable lenses)
552 prescription. Normally this will not exceed 2 hours total time for all matters.

553

554 E. In accordance with the VDT Panel Recommendation (item B 6 and 7) all, or
555 selected groups of intensive VDT users may be requested to participate in an
556 eye screening examination to determine a need for special
557 eyeglasses/contacts (including disposable lenses) in order to operate a VDT.
558 This process will be done at the option of the Agency, and if instituted, would
559 be thoroughly explained to all participants. This screening would be provided
560 by the Agency at no cost to the employee. The results will not be used to
561 prohibit or preclude an employee in any way from participating fully in A to D
562 above. The Union will be provided with advance notice of any efforts in this
563 area, and any results will be shared with the Union.

564

565 F. If an eligible employee who has already received an Agency provided pair of
566 VDT glasses/contacts (including disposable lenses) believes that he/she
567 needs a new VDT-related prescription, he/she shall be eligible to re-
568 participate in the program, consistent with each of the steps identified above.

569

570 G. Eyeglasses/contacts (including disposable lenses) provided for under the
571 terms of this Agreement remain Government property, and as such, the
572 employee may be requested to surrender them when the employee separates
573 from the Agency.

574

575 H. Employees are ineligible for participation in the Agency's vision program while
576 on OWCP, LWOP or extended sick leave, and not at least working part time.

577

578

579 Section 49. **18.** Work space

580

581 The agency will make every reasonable effort to provide work space that
582 comports with OSHA and ANSI standards and, in doing so, may consider other
583 generally acceptable standards, to the extent that such standards do not conflict
584 with OSHA and ANSI standards or with each other. Should the Agency decide to
585 change employee workspace including ergonomic furniture, the Agency will
586 provide notice and bargain to the extent required by 5 USC 71.

587

588

589 ~~Section 20. Moves, Expansions, Relocations and Renovations~~

590

591 ~~The Agency will provide the Union with advance information related to any~~
592 ~~moves, expansions, relocations or renovations. Such actions will be~~
593 ~~accomplished in accordance with applicable Agency regulations and bargained~~
594 ~~to the extent required by 5 USC 71.~~

595

596 ~~Employees will select their seats within designated units based on service~~
597 ~~computation dates (SCD).~~

598

599 ~~Should the Agency choose to detail employees to other offices during the~~
600 ~~relocation, management will first determine the numbers, types and grades of~~
601 ~~employees to be detailed to each available office and the qualifications.~~

602 ~~Employees will then select from among available offices. Management will select~~
603 ~~based on SCD.~~

604

605 ~~Should the Agency choose to retain a skeleton staff at the office during relocation,~~
606 ~~management will first determine the numbers, types and grades of employees~~
607 ~~and qualifications. Employees will be given an opportunity to volunteer.~~

608 ~~Management will select based on SCD. Should there be insufficient volunteers,~~

609 ~~management will use inverse seniority to assign qualified employees to the~~
610 ~~skeleton staff.~~

611

612

613 Section 24. **19.** Workplace Violence

614

615 The prevention of violence in the workplace by non-employees is a mutual
616 concern to both the Agency and the Union. As determined by management the
617 Agency will take appropriate action to abate unacceptable forms of conduct by
618 non-employees to ensure a safe work environment.

619

620

621 Section 22. **20.** Wellness

622

623 SSA will provide wellness-related information such as stress, smoking cessation,
624 health, nutrition and fitness, on an Agency-wide website, ~~which can be accessed~~
625 ~~using the following link:~~ <http://co.ba.ssa.gov/ope/ces/ces.htm>. The information on
626 this website may be supplemented, as applicable, on regional wellness websites,
627 ~~which can be accessed using the following link:~~

628 http://co.ba.ssa.gov/ope/ces/CLRC/clrc_regionalwl.htm.