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Article 42

Office Space

Section 1. Office Openings, Moves, Relocations, Expansions and Renovations

The Agency will provide the Union with advance information related to any office opening, move, relocation, expansion, or renovation. These actions will be accomplished in accordance with applicable Agency policies and bargained to the extent required by 5 USC 71.

Section 2. Procedures

A. There will be a general orientation meeting with employees to review the procedures, dates, times, and other aspects of the office opening, move, relocation, expansion, or renovation.

B. The union will be provided with a copy of the new or revised floor plan resulting from an office opening, move, relocation, expansion, or renovation. Management will consider union recommendations regarding the floor plan.

24 **C. If there will be significant changes in décor due to an office opening,**
25 **move, relocation, expansion, or renovation, the parties may agree to**
26 **establish a décor committee. Management and the Union may each**
27 **appoint up to two members to the committee. The committee will**
28 **recommend décor and color choices from the samples provided by**
29 **Management for items such as carpet, tile, paint and countertops.**
30 **The committee will cease to exist once the office opening, move,**
31 **relocation, expansion, or renovation is completed unless there is**
32 **mutual agreement to reconvene the committee for subsequent décor**
33 **issues.**

34
35 **D. If an employee's personal materials and/or files will be moved due to**
36 **an office opening, move, relocation, expansion, or renovation,**
37 **employees may receive a reasonable amount of duty time to pack**
38 **and unpack those items.**

39
40 **E. If employee seat assignments will be changed as a result of an office**
41 **opening, move, relocation, expansion, or renovation, employees will**
42 **be allowed to select their new seat assignments within designated**
43 **units based on service computation dates (SCD).**

44
45 **F. If the union bulletin board is moved to a new location as a result of**
46 **an office opening, move, relocation, expansion, or renovation,**

47 **employees will be briefed on the new location of the Union bulletin**
48 **board.**

49

50 **G. If the applicable Physical Security Action Plan is changed as a result**
51 **of an office opening, move, relocation, expansion, or renovation,**
52 **employees will be briefed on the updated Physical Security Action**
53 **Plan within 30 days. The Union will be notified of this briefing and**
54 **invited to attend in accordance with 5 USC 71.**

55

56 **H. Following the completion of the office opening, move, relocation,**
57 **expansion, or renovation, Management agrees to conduct an**
58 **evacuation drill, shelter in place drill, and a health and safety**
59 **inspection in accordance with the Physical Security Action Plan.**

60

61 **I. If Management chooses to detail employees to other offices during**
62 **an office opening, move, relocation, expansion, or renovation,**
63 **Management will first determine the numbers, types, grades and**
64 **qualifications of employees to be detailed to other work locations.**
65 **Employees will identify their preferences from among available**
66 **locations. Management will select based on SCD.**

67

68 **J. If Management chooses to retain a skeleton staff during an office**
69 **opening, move, relocation, expansion, or renovation, Management**

70 **will first determine the numbers, types, grades and qualifications of**
71 **employees needed for the skeleton staff. Employees will be given an**
72 **opportunity to volunteer for the skeleton staff and management will**
73 **select from qualified volunteers based on SCD. If there are an**
74 **insufficient number of volunteers, Management will use inverse**
75 **seniority to assign qualified employees to the skeleton staff.**
76