

MEMORANDUM OF UNDERSTANDING

between

National Archives and Records Administration

and

American Federation of Government Employees Council 260

Pursuant to negotiations between the parties, and in the spirit of cooperative labor relations, NARA and the Council agree to the following regarding the deployment of Voice over IP (VoIP):

1. Definitions. Voice over IP is a digital voice communication system that operates on NARA's data network. VoIP will replace NARA's existing analog phone system.
2. Training. The Agency will provide training to employees regarding the use of the VoIP system prior to the deployment of the system agencywide.
3. Equipment
 - a. Personal equipment. The Agency will provide each employee with the software and equipment necessary to use the VoIP system.
 - b. Shared spaces. The agency will provide VoIP phones or other VoIP-compatible devices in shared work spaces, stacks/storage bays, conference rooms, and public areas that currently have analog phones available.
 - c. Union offices. In NARA facilities with union offices, the Agency will provide VoIP phones or other VoIP compatible devices in the union offices to replace the existing analog phones.
4. Safety and emergencies. Conference room phones, lobby phones, and life-safety systems will be analog back-up lines that will allow the systems to fail-over and continue to provide phone service in the event of a network outage.

NARA

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