

ARTICLE 10
Facilities and Services
Effective November 6, 2022

Section 1 Union Access to Agency Physical Space

- A. Upon advance notice that a Union officer or steward needs additional space to conduct representational duties, the Agency will provide the Union on an as needed basis with reasonable access to available enclosed space affording privacy. Union representatives will be responsible for scheduling and cancelling meeting space as needed.

- A. Upon advance notice, the Agency will provide reasonable access to space, affording privacy where available, for Chapter meetings, Lunch and Learns, Union sponsored meetings in conjunction with in-person Agency trainings scheduled to last for one (1) day or longer, and internal Union business so long as such meetings occur during the non-duty time of employees and Union representatives, occur when the space is open to NTEU employees, and the space is not needed to perform Agency workloads at the requested time.

- B. Pursuant to Article 7, the Agency will allow NTEU officials to attend and present a brief statement at any physical or virtual town hall or similar formal discussion with bargaining unit employees.

- D. Due to the unique organization of Chapter 224, the Chapter President does not ordinarily require separate enclosed union office space. Unless specifically authorized by this Agreement, the only space, furnishings and equipment authorized for use by union representatives in the performance of representational duties is the space, furnishings, and equipment allocated to the union representative by virtue of his/her official agency position of record.

Section 2

- A. Union representatives on time approved in accordance with Article 8, or during non-duty hours, may use the Agency telephone system, scanners, and computers, in connection with representational duties, provided that the work process of the Agency has priority as to the use of the facilities. The Agency telephone system may be used for internal Union business, provided any employee being phoned is on non-duty time and the Union representative is on non-duty time, employees comply with Agency policy on personal use of the telephone, and such use does not interfere with work activities of the Agency. Union representatives released on time approved in accordance with Article 8, or during non-duty hours, may use individually issued Agency computers for authorized representational duties. Union representatives may use their own personal computers, printers, and paper (or the Union's) at work in connection with representational duties provided they are on time approved in

accordance with Article 8; or, for internal Union business, provided the Union representative is on non-duty time, complies with Agency policy on use of personal computers/printers, and such use does not interfere with work activities of the Agency. The Parties agree the Agency will not be held responsible for loss, damage, or theft of such equipment while on government owned or leased property or while employees are engaged in such use of their personal property.

- B. Union officials and employees will have reasonable access to existing fax machines, E-mail, scanners, instant messaging, and other electronic platforms such as Teams for the purpose of communicating with (a) management officials, (b) other union officials, or (c) employees concerning representational matters, including to send out surveys and newsletters. Union access to and use of the Agency's electronic mail and other electronic platforms such as Teams shall not interfere with the mission or operation of SSA and is subject to the following:
1. Access and use will comply with applicable government-wide and Agency policies and guidelines and the National Agreement.
 2. Employees must be on non-duty or break time when accessing electronic messages from the union. Any such messages from the Union must state "read on non-duty time" in the subject line.
 3. On non-duty time and without prior Agency approval, Union representatives and employees may send and receive Union dues forms, and solicit employees for Union membership using Agency computers, telephones, email, and other electronic platforms such as Teams and instant messaging.
 4. Transmissions shall not contain language that maligns the character of any individual Federal employee or the Agency.
 5. Consistent with 18 U.S.C., Section 1913, electronic mail transmissions shall not be used to urge or promote lobbying activities by non-Union representative employees either in support of or in opposition to any legislation or appropriation of Congress. In addition, electronic mail transmissions by the Union shall not violate any provision of the Hatch Act.
 6. Since viruses can be transmitted through executable files, messages cannot contain executable file attachments.
- A. The Chapter President, or designee, will be permitted to use the hosting capabilities of Microsoft Teams, or any other platform the Agency uses, for virtual meetings concerning representational duties. A designated Union representative will be allowed access to attend virtual formal discussions pursuant to Union Rights as defined in Article 7.

Section 3

- A. Upon request, the Agency will provide the Union with existing bulletin board space. Furthermore, it will permit the Union to post its own bulletin board at an appropriate location. It is agreed that material to be posted shall conform to the constraints outlined in paragraph B below.

- B. The Agency will permit the Union to distribute Union literature in work areas during non-work times (e.g., Lunch and Learns). Such literature will not contain items relating to partisan political matters. Information posted or provided by the Union will not malign the installation, SSA, the Federal Government, and/or the character of any individual Federal employee. In addition, the Union may distribute literature in work areas during the working hours of the employees as long as the distribution does not disrupt the flow of work. Where the Union distributes literature in work areas, the person distributing must do so on non-duty time. All such materials shall be properly identified as official Union literature. Employees must be on non-duty or break time when reading official Union literature.

Section 4

The Agency will make a Section 508 compliant electronic copy of the Agreement available on the SSA Intranet. The Employer will provide NTEU National with an electronic version of the final Agreement.

Section 5

- A. A Union representative certified or sponsored by the Union's National Office, upon reasonable advance notice, may visit the cafeterias or other non-work areas located on the Agency's premises to discuss appropriate Union business with individuals or small groups of employees who are members of the unit. Such representatives must comply with Agency rules concerning security and access to the building. Gatherings may not be used to discuss fundraising or political activity contrary to the Hatch Act.

- B. Upon reasonable advance notice and approval by the Agency, the Agency will provide national representatives of the Union a meeting room, if available, on the Agency's premises when it is necessary to discuss any representational matter. Such representatives must comply with Agency rules concerning security and access to the building.

Section 6

Upon request, the Agency will provide the Union, via an email twice a year, with an updated list of bargaining unit employees in a sortable spreadsheet (Excel or similar)

that contains employees' names, grades/levels and steps, series, titles, assigned organizational code, location, and email address. The spreadsheet will also contain summary numbers of employees' tours-of-duty and telework status by region.

Section 7

The Agency will provide existing training materials to NTEU Chapter stewards on Safeguarding Personally Identifiable Information, including the use of automated/encrypting tools and software to enable them to encrypt their files to protect PII. The Agency agrees to provide briefings on Safeguarding Personally Identifiable Information to the Union at Labor Management Committee meetings.

Section 8

The following provisions are consistent with Executive Order (EO) 14025, "Worker Organizing and Empowerment."

- A. Twice a year, the Agency will send an email to all NTEU bargaining unit employees containing a hyperlink to the Chapter 224 webpage and reminding them of their rights under the Federal Service Labor-Management Relations Statute (5 U.S.C. §7102, "Employees' Rights").
- B. The Union may use Agency systems to provide employees with a link or otherwise direct employees to the Chapter website on non-duty time.
- C. Consistent with the Agency's personal limited use policy, employees may use Agency systems to access the Chapter website during non-duty time.
- D. The Agency will include information regarding names and contact information for the Union officials representing NTEU bargaining unit employees (Executive Board and the Regional Vice Presidents), and post the collective bargaining agreement covering these bargaining unit employees for all employees to access on the SSA Intranet. The Union is responsible for notifying the designated Agency representative when there are any changes to the contact information for the Union officials.

DRAGON Naturally Speaking Side Bar

- A. The Parties recognize that the use of speech recognition software may cause inadvertent word errors that may be difficult to completely eliminate, even with the exercise of due care. Management has determined that decisions created using speech recognition software will not normally be returned to bargaining unit members because they contain occasional incorrect words.

- B. Nothing in this agreement abrogates or limits a bargaining unit member's right to receive speech recognition software or transcription services as a reasonable accommodation as a qualified individual with a disability. Any speech recognition software provided to such an individual will be in addition to any such software allocated under this agreement.
- C. Software licenses are assigned to individual bargaining unit members. Therefore, a bargaining unit member may request the Agency install the speech recognition software on their current and subsequent Agency-issued computer.
- D. The Agency will provide replacement microphone/earphone headsets, at the bargaining unit member's request, if the microphones supplied break or no longer work effectively.
- E. An employee will be given training on the use of the speech recognition software and such time may be considered as a circumstance beyond the employee's control in accordance with Article 21, Section 5(G)1.