

**MEMORANDUM OF UNDERSTANDING
BETWEEN
NATIONAL TREASURY EMPLOYEES UNION (UNION)
and
FEDERAL DEPOSIT INSURANCE CORPORATION (EMPLOYER)**

Leasing Policy Manual Agreement

The following represents an Agreement between the Federal Deposit Insurance Corporation (FDIC), and the National Treasury Employee's Union (NTEU), concerning any new, renewed or amended lease. This Agreement is a result of impact and implementation bargaining conducted by the Parties on February 18, 2004, and fully resolves all issues related to the Leasing Policy Manual.

1. In connection with the any potential change in employee workspace resulting from the expiration of an existing lease, or the renegotiation of a current lease, the Leasing Specialist, Corporate Services Branch (CSB), Division of Administration, in coordination with the program office, will schedule a meeting with the local NTEU representative. This meeting shall be conducted prior to the renegotiation, renewal or extension of a current lease, or the finalizing of the Documentation of Need in connection with the acquisition of new space. Where a face-to-face meeting is impractical, the meeting may be conducted via teleconference. The purpose of the meeting is to share and discuss general information regarding:
 - the existing lease, including how space is currently used and the adequacy of existing space;
 - expiration date of the current lease;
 - space requested under the new lease, and associated staffing assumptions on which the space needs have been based;
 - geographic boundaries under consideration, and discussion of the factors affecting this determination;
 - telework options; and
 - the term of the succeeding lease.

In the event the renegotiation, renewal or extension of the existing lease does not result in a change in employee workspace, a meeting is not required.

2. Following the above-referenced meeting, NTEU may submit written comments to the CSB representative, within five (5) workdays after the meeting.
3. After the FDIC has identified the new lease locations under consideration, the Leasing Specialist will notify the NTEU representative of the date, time and location of the site visit(s). Upon request, the NTEU representative may accompany the Leasing Specialist on the visit(s). After the visit(s), the NTEU representative may provide the Leasing Specialist feedback regarding the site(s).
4. The above-referenced discussions with the Leasing Specialist may include no more than two (2) bargaining unit representatives.

