

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

**Career Transition and Outplacement Program (CTAP)**

The following represents an agreement between the National Treasury Employees Union (NTEU) and the Federal Deposit Insurance Corporation (FDIC) and describes the corporate-wide Career Transition and Outplacement Program and its implementation.

**BACKGROUND**

In July 1995, a corporate-wide Career Transition and Outplacement Program was approved by the FDIC and NTEU. This program will provide all employees with opportunities to develop skills to manage career transition, whether inside or outside the Corporation.

- Career counseling will provide one-on-one career planning assistance to separating employees. Five (5) hours of career counseling are available to employees serving in time-limited appointments; ten (10) hours of career counseling are available to permanent employees.
- Core Training Programs consist of a series of classes designed to help employees assess their career options and increase their potential for a successful job transition.

Program elements include:

Career Transition and Job Search Workshop(s) which cover interest, skill and value assessments, resume and cover letter preparation, interviewing techniques, networking and job search strategies;  
Change Management for Managers and Supervisors;  
Personal Change Dynamics for Employees;  
Personal Change Dynamics for Work Team Integration  
Stress Management workshops;  
Managing the Workforce in A Downsizing Environment for supervisors and managers.

Career Resource Centers and/or Reading Rooms, located at Headquarters and field locations, will provide outplacement and career transition information and support for employees.

Marketing opportunities will be available which may include resume portfolios, job fairs, or other opportunities for local employers to interview FDIC staff.

**EMPLOYEE ELIGIBILITY**

A permanent employee becomes eligible for individual career counseling services, priority placement in core training classes, and the use of administrative leave as described in this policy upon occurrence of one of the following:

1. A Corporate announcement that the employee occupies a specific position at a grade and location within a Division or Office for which the Corporation has indicated its intention to reduce staff.
2. A Corporate announcement that the employee occupies a position within an office or an organizational component of an office scheduled for closing.

### 3. Receipt of an informational RIF notice.

Employees serving under time-limited appointments are eligible to obtain services available through CTOP. Employees with the earliest separation dates will be given priority for individual programs and the use of administrative leave as described in this policy.

Core training programs are available to all employees. Employees may only attend the core training sessions one time.

Any employee may visit the Career Resource Center. The Corporation will provide separated permanent employees with a listing of career resource centers outside of FDIC which these employees may use for at least two months following their separation.

If available in the local area, participation in job fairs, resume portfolios and interviewing opportunities with local employers is open to all employees.

### INTER-DIVISIONAL IMPLEMENTATION TEAMS

Inter-divisional implementation teams, which include union representation, have been established in each Service Center and in Headquarters to coordinate and implement the career transition and outplacement program. These teams will be responsible for scheduling and providing logistical support for the core training and outplacement efforts at their respective sites.

### TEAM REPRESENTATION

Divisions and Offices with identified excess staff will be invited to participate on the team. Union representation will also be requested. The team leader will serve as field liaison with the Corporate Career Transition and Outplacement team in Washington.

### TEAM RESPONSIBILITIES

Implementation team responsibilities are to:

- (1) assess need for outplacement services based on number of permanent employees who may be affected by downsizing and employees in time-limited appointments, including Regional Offices and field locations
- (2) advise and inform local management on resource needs, issues, and program implementation
- (3) provide on-going communication to employees regarding program availability
- (4) determine scheduling requirements for outplacement program elements
- (5) assess available resources and staff required to operate career resource centers and implement training programs and job fairs.
- (6) coordinate the administrative and logistical requirements for the delivery of the career transition and outplacement program (i.e. schedule classes, space and register participants for training; identify space, equipment, materials and personnel to staff the career resource center; identify personnel to coordinate job fairs and resume portfolios).
- (7) track employee participation in career transition and outplacement programs
- (8) observe the programs for evaluation and feedback
- (9) coordinate the delivery of additional seminars in areas such as benefits, consumer credit counseling, networking and/or on-going brown bag luncheon sessions augmenting job search skills training
- (10) determine access to government funding, such as the Economically Dislocated Workers Assistance Act (EDWAA) funds and Job Training Partnership Act (JTPA) funds

### TRAINING and CAREER COUNSELING

Training and career counseling services will be coordinated by the Training and Consulting Services Branch (TCSB), Division of Administration (DOA). Scheduling of the core program courses and career counseling services will be coordinated nationwide by the Training Operations Group, TCSB in conjunction with the local implementation team.

#### MARKETING OPPORTUNITIES

Marketing opportunities, such as job fairs, can be coordinated nationwide by the Training and Consulting Services Branch (TCSB), if the Service Center does not have sufficient staff to coordinate in-house. A portfolio of resumes may be prepared and provided to local businesses. Mini-Job Fairs (an opportunity for local employers to interview staff who are separating) will be an option that will be coordinated at the local level.

#### CAREER RESOURCE CENTERS

Career Resource Centers and/or reading rooms will be located at each Service Center, Franklin, and in Washington. Core library materials (books, journals, newspapers) will be provided to all Service Centers and Washington by the Library and Information Services Section, Corporate Services Branch (CSB). Equipment needs (i.e. fax machines, copier, telephones, etc.) will be identified by the implementation team, and when possible will be obtained within the local office.

Similarly, existing software and online access (Internet) will be identified by the implementation team. Recommendations on additional resources that should be available in the Career Resource Center will be forwarded to the Career Transition and Outplacement Team in headquarters.

#### ADMINISTRATIVE LEAVE

Employees may participate in FDIC sponsored outplacement services during official time, after obtaining supervisory approval to assure that the work of the Corporation is maintained. This includes, but is not limited to, visiting Career Resource Centers or Reading Rooms, attending core training programs, participating in one-on-one career counseling sessions, or attending FDIC sponsored programs to meet potential employers.

Forty-eight (48) hours of administrative leave, for job search activities that are NOT sponsored by FDIC, will be provided to employees who meet the eligibility criteria (see "Employee Eligibility.")

No more than 8 hours (or 9 hours for employees on a Compressed Work Schedule) of administrative leave may be used per pay period. The leave will be monitored via the SF-71, and must be approved in advance by the supervisor. Employees will not be required to provide proof of participation in job search activities, absent suspected abuse.

#### PSB POLICY AND GUIDANCE

The Personnel Services Branch (PSB) will provide guidance to supervisors and employees on policy issues, such as use of administrative leave. PSB will also provide monthly statistical reports to the implementation teams, for planning purposes, reflecting numbers of employees in each Service Center and in Washington with separation dates. PSB will provide guidance and support on benefits, retirement, EAR program and union issues.

#### IMPLEMENTATION

Program implementation will begin immediately. Procedural guidelines will be issued by TCSB and guidance and assistance will be provided by the Outplacement and Career Transition Team.

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David B. Scholl, Assistant Director of Personnel for Labor and Employee Relations      Stephen J. Keller, Assistant Counsel for Negotiations

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