

# **READING THE CONTRACT**

## **MEMORANDUM OF UNDERSTANDING**

*Parties agreed 11/06/2007*

### MEMORANDUM OF UNDERSTANDING REGARDING THE DISTRIBUTION OF THIS AGREEMENT

*The Parties agree that when this Agreement is approved and ready for electronic distribution to the bargaining unit employees, it will be linked on the Passport Services Intranet. Either a joint message from the Parties or a message from the Employer sent by email will convey that bargaining unit employees will have up to four (4) hours of official time within a ten (10) day period to review the new Agreement. The email will have a link to the Agreement. The official time will be scheduled by use of a sign-up sheet. The completed sign-up sheet(s) will be given to the senior Union official representing that office. Any employee who is absent on the date the Agreement is electronically distributed will have their ten (10) day period commence on the date they return to duty. New employees who come on board after the effective date of the Agreement will also have up to four (4) hours of official time within ten (10) days after they start in order to review the Agreement.*