

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE NATIONAL TREASURY EMPLOYEES UNION
AND
THE CONSUMER FINANCIAL PROTECTION BUREAU**

The National Treasury Employees Union (“NTEU” or “Union”) and the Consumer Financial Protection Bureau (“CFPB” or “Employer”) (collectively, “the Parties”) hereby enter into this Memorandum of Understanding (“MOU”) concerning home office and teleworking expenses due to the COVID-19 pandemic declared by the World Health Organization on March 11, 2020.

Agreement

1. **Monthly Home Office Stipend.** CFPB will provide a non-taxable \$600 monthly home office stipend for all bargaining unit (“BU”) employees to cover home office space mortgage/rent, insurance, maintenance, utilities, and internet costs associated with working from home.
 - a. The stipend shall be provided prospectively as a \$300 payment in biweekly paychecks.
 - b. The stipend shall be paid retroactively to the date on which mandatory telework and suspension of travel for all BU employees started due to the COVID-19 pandemic, March 16, 2020, or the employee’s Bureau start date, whichever is later.
 - c. For 2020 and 2021, the stipend payments shall be tax-free, qualified disaster relief payments under IRC Sec. 139, the CARES Act of 2020, the Relief Act of 2020 and the ARP Act of 2021.

2. **One-time telework cash payment.** CFPB will provide a one-time \$2,250 cash home office equipment payment for all bargaining unit employees who are not home duty-stationed.
 - a. The cash payment is intended for teleworking employees to purchase for themselves the same equipment home duty-stationed employees receive from CFPB. Examples of such home office equipment and their costs are as follows:
 - i. \$400 Chair and desk allowance
 - ii. \$230 All-in-one Printer – This is a home office-sized, laser, color printer, scanner, copier, fax device.
 - iii. Monitor(s) – Option of: one 27” monitor (390 w/service) or two 24” monitors (\$250 x 2 = \$500 w/service)
 - iv. \$70 Two Drawer Locking File Cabinet
 - v. \$70 Paper Shredder
 - vi. \$15 Gel wrist rest
 - vii. \$15 Gel wrist rest mouse pad
 - viii. \$25 laptop stand
 - ix. \$75 docking station
 - x. \$250 noise-cancelling headphones
 - xi. \$20 Cable allowance

- xii. \$20 Mouse
 - xiii. = \$1,690 total
 - b. The one-time payment also includes offsets to reduce the tax burden for employees:
 - i. A 6% sales tax offset (based on average combined state/local sales taxes in U.S.), or \$101.40
 - ii. A 27% income tax offset, or \$456.30.
 - iii. Optionally, costs for CFPB may be reduced if the one-time payments are made as tax-free, qualified disaster relief payments under IRC Sec. 139, the Taxpayer Certainty and Disaster Tax Relief Act of 2020 and the American Rescue Plan Act of 2021 (ARP Act).
 - c. All office-based employees who are on maximum telework will be eligible, including headquarters and regional office-based employees.
 - d. The one-time payment will not include CFPB's home duty-stationed employees, who are currently covered by a separate process for purchasing supplies.
 - e. For future equipment and home office furniture needs, CFPB will begin allowing replacement requests for current teleworking employees who receive the one-time payment, and new equipment/furniture requests for new teleworking employees who did not receive the one-time payment, through the same process(es) currently available to home duty-stationed employees, by no later than July 3, 2021.
3. **Home Office Supply Allowance.** CFPB will provide the \$200 office supply monthly allowance and ordering policy currently available to examiners to all home duty-stationed and teleworking employees.
- a. Existing examiner P card policy
https://team.cfpb.local/wiki/images/a/aa/Purchase_Card_Manual_for_Examiners_-_FINAL_August_2018.pdf
 - b. Standard Office Supplies Buy list:
https://team.cfpb.local/wiki/images/7/79/Mobile_Standard_Buy_List_-_April_2017.pdf
4. **Mobile Wi-Fi Hotspot Devices (aka MiFis).** CFPB will provide mobile wireless internet devices and service to teleworking and home duty-stationed employees without home internet access, through the same equipment request process available to examiners.

Execution of this MOU

1. This MOU constitutes the complete understanding of the Parties. No other promises or agreements, explicit or implied, shall be binding on the Parties, unless agreed to in writing and signed by all of the Parties.
2. Both parties retain their future statutory or contractual rights. Both parties retain their statutory rights under this MOU unless such waiver is clear and unmistakable.
3. That a facsimile or scanned electronic signature on any of the signature blocks of this MOU is deemed genuine and acceptable for all purposes.

4. Each signatory to this MOU represents and warrants that he/she has the full right, power and authority to execute this MOU.

Cynthia Woerner
Assistant Counsel
National Treasury Employees Union

Date

Ari Taragin
Director, Employee and Labor Relations
Consumer Financial Protection Bureau

Date