

NATIONAL SUPPLEMENT  
Between  
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
And  
AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES  
NATIONAL COUNCIL OF HUD LOCALS 222

**Subject:** Establishment of the Office of Housing Counseling (OHC)

**Scope:** This supplement encompasses the staffing of the Office of Housing Counseling (OHC) and its impact on OHC bargaining unit employees.

1. **Updating Information:** Management agrees to continue to provide newsletter updates regarding OHC. Management further agrees to conduct conference calls for all Homeownership Centers regarding the process for eligible staff to express interest in reassignment to OHC. The conference call(s) shall take place prior to employees submitting their expression of interest. Employees shall be allowed a question and answer opportunity during the call(s).
2. **Position Descriptions:** Management will provide draft position descriptions (PDs) to staff eligible for reassignment into OHC to assist them in deciding whether or not to express an interest. The Parties understand that the PDs will be drafts/works in progress subject to modification through the transition period. Employees reassigned to OHC will be provided an opportunity for input into PD content. Position descriptions will be finalized no later than the end of Fiscal year 2012.
3. **Timely Expression of Interest:** Employees currently approved for leave will be provided the opportunity to express interest in reassignment to OHC by being given the same amount of time to express interest as employees who were not on leave.
4. **Tiered Selection Process:** Management agrees that there will be a three-tiered selection/assignment process for bargaining-unit positions in OHC.

Tier 1: An expression of interest for reassignment from among current Office of Single Family Program Support Division (PSD) employees. Staff expressing an interest in reassignment to OHC must submit their experience, accomplishments and any type of work preferences they may have. If this tier does not fully staff OHC, tier two will be applied.

Tier 2: An expression of interest for reassignment of staff from among current Office of Single Family Housing staff employees. Staff expressing an interest in reassignment to OHC must submit their experience, accomplishments and any type of work preferences they may have. If this tier does not fully staff OHC tier three will be applied.

## Tier 3: Merit Staffing

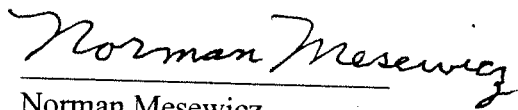
Employees may deliver their expression of interest via email, in person, or mail. Management shall comply with Title VII (EEO) of the Civil Rights Act of 1964 in deciding upon reassignments.

5. **Relocation Time**: Management agrees to allow a mutually agreeable (reasonable) period of time for employees who volunteered to relocate at their own expense to report to their OHC duty station. Management shall take into account all circumstances on a case-by-case basis.
6. **Reassignment**: If after all three tiers are exhausted and there are remaining positions to be filled, HUD management may reassign bargaining-unit employees into OHC.
7. **Relocation**: Management agrees that no bargaining-unit employees will be involuntarily relocated. Employees may voluntarily pay relocation costs if they choose a position in a different geographic area or office.
8. **Promotion Potential**: No employees will lose any promotion potential or be downgraded based solely on the establishment of the OHC.
9. **Organizational Chart**: Employees shall be provided a current and accurate organizational chart listing all established positions in the OHC.
10. **No Reduction in Force**: The establishment of OHC will not result in a Reduction in Force.
11. **Bargaining-Unit Status**: No employee will lose their bargaining-unit status solely as a result of the establishment of OHC.
12. **Workload Management**: The workload of the OHC will be discussed with the Union in a collaborative forum.
13. **Labor Relations Obligations**: There will be no transition of bargaining-unit employees into the OHC before all bargaining requirements are completed.
14. **Veterans' Status**: HUD will seriously consider veterans who express an interest for reassignment to OHC.
15. **Initial Training Period**: OHC staff will be provided training for up to a ninety (90) day period based on their training needs. The Parties acknowledge that the staff in question will be assigned official work duties during the initial training period. The Parties also agree that training needs will be assessed on an ongoing basis.

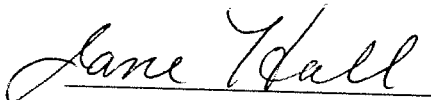
16. **Training**: Management shall provide appropriate training based on the recommendations of the joint training committee to OHC regarding any new duties.
17. **Training Committee**: The Parties agree to form a joint training committee to evaluate employees' training needs for OHC positions and, to make recommendations for a program to meet those training needs.
18. **Advisory Committee**: Management agrees to provide any recommendations of the Advisory Committee concerning the OHC to AFGE HUD Council 222 that affect employees' working conditions.
19. **Transition/Grace Period**: The Parties agree that the first ninety (90) days after the establishment of OHC will be a transition/grace period. During this period, OHC management and employees will work collaboratively to define and refine OHC functions, and establish workload level baselines and expectations. The Parties further agree that during the transition/grace period employees will be held harmless for any errors made in good faith.
20. **Smart Standards**: OHC must follow SMART guidelines in applying performance elements and standards.
21. **Objective Criteria**: Performance element(s) and standards shall be applied to affected OHC bargaining-unit employees based on current HUD/AFGE contract language.
22. **Staffing Needs**: If management has evidence of understaffing (including, but not limited to REAP and TEAM, comparative work volume or staffing patterns) for OHC, management agrees to request sufficient funding for Full-Time Equivalent (FTE) positions.
23. **Notice to Bargain**: Management will bargain over the impact of the establishment of OHC on the Office of Single Family staff prior to any changes to working conditions.
24. **Effective Date**: This supplement will be effective upon signature.

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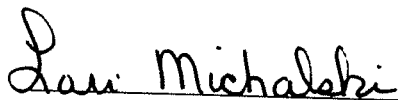
FOR MANAGEMENT:



Norman Mesewicz,  
Chief Negotiator

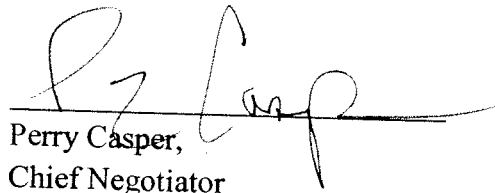


Jane Hall,  
Negotiator

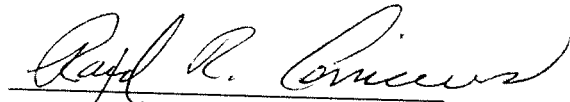


Lori Michalski,  
Negotiator

FOR THE UNION:



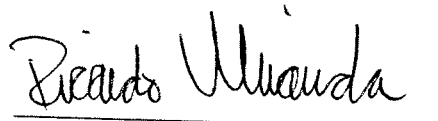
Perry Casper,  
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