

NATIONAL SUPPLEMENT
Between the
Department of Housing and Urban Development
And
American Federation of Government Employees
National Council of HUD Locals 222

SUBJECT: New payment polices and procedures to replace the Imprest Funds as the payment mechanism for forms HUD-10.4, SF-182, and SF-1034.

SCOPE: The scope of this supplement encompasses the impact and implementation of the Department's compliance with the Debt Collection Act of 1996 with respect to the payment mechanism for the above subject forms on bargaining unit employees.

1. **Notification of Procedures:** Management agrees that all procedures for payments to employees using forms HUD 10.4, SF 1034, SF 182, and use of the ACRS system will be posted to HUDWEB.
2. **Providing Receipts:** Management agrees that employees should provide receipts within 5 business days of receiving advances (for non-training expenditures), or within 5 business days of completing training. In the event a receipt cannot be provided within this timeframe, the employee is to provide written notification (use of email is acceptable) to the imprest fund official at the Chief Financial Officer National Accounting Center (CFONAC) explaining the reasons for the delay, and the date by which the receipt will be provided.
3. **Cancellation of Training:** Management agrees that employees will not be responsible for payment of training courses if their failure to notify the vendor of the cancellation in a timely manner was due to the Administrative Office (or equivalent) not providing timely notification to the employee that training is denied.
4. **Submission of Invoices:** Management agrees that employees may submit for reimbursement the original receipt, invoice, bill, sales slip, cash register ticket, etc., or copies of original documents.
5. **Priority Processing of SF 182s:** Management agrees that, notwithstanding that an employee may make every effort to allow sufficient time for approval of SF-182's, because of untimely notice that may be given by management, the employee may not be able to act "at least three weeks prior to the training date." Accordingly, management will give priority to processing the SF-182s based on the time remaining until training is to be provided.

6. **Reasonable Accommodations:** Management agrees that payments using the HUD 10.4, SF 1034, and SF-182 will not interfere with employees' request for reasonable accommodations due to disabilities.


7. **Expedite Advance Payments:** Management agrees that, to expedite advance payment of the cost of training, management will process the SF-182 within five (5) work days of receipt of an approved SF 182 by the CFONAC.

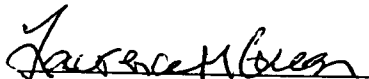
8. **Pre-decisional Input:** Management agrees to provide the union an opportunity for pre-decisional input prior to future changes to this supplement.

9. **Employee Rights:** Management agrees that nothing in this supplement shall waive or limit the statutory or contractual rights of individual employees.

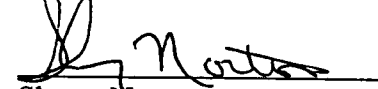
10. **No Adverse Impact:** Management agrees that there will be no adverse impact on employees' grade or employment status due to implementation of this supplement.

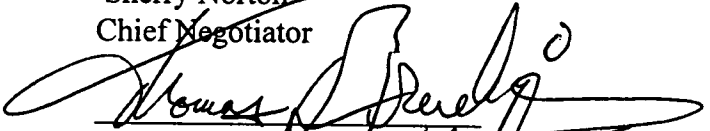
FOR MANAGEMENT:

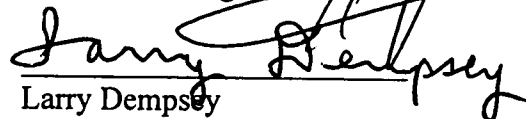

Romeyn Rowison
Chief Negotiator


Laurence Green

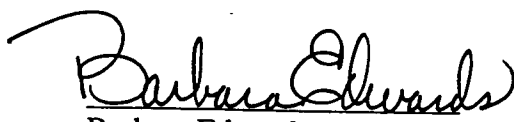
FOR THE UNION:



Sherry Norton
Chief Negotiator


Thomas Druelinger

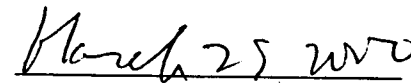

Larry Dempsey

APPROVED:


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Date


Date March 25, 2000
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