

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

SUBJECT: Office of Administration Transformation Plan.

Scope: The scope of this Supplement encompasses the impact and implementation of the Office of Administration Transformation Plan on Administration bargaining unit employees.

1. From/To Lists: After placement decisions are made, management agrees to provide a "from/to" list (placement list) identifying the name, grade, title, and position of all bargaining unit employees affected by this Transformation Plan (identifying placed/unplaced employees separately).
2. Opportunities for Placement: Management agrees that any Administration employee not reassigned to a substantially similar position should have opportunities for placement in the Office of Administration prior to the solicitation of non-HUD applicants.
3. Consolidation of Staffing and Classification Functions: Management agrees to provide the union with a written explanation of the rationale for eliminating staffing and classification functions from each operating Human Resource Division in the Administrative Service Centers and in the Headquarters Personnel Division.
4. Position Descriptions and Performance Standards: Management agrees that new position descriptions and elements and standards will be provided to all bargaining unit employees in accordance with the HUD/AFGE Agreement.
5. Contracting Out Procedures: Management will adhere to the terms of the HUD/AFGE Agreement regarding any decisions it may make in deciding to contract out work.
6. Automation of Administration Functions: Management agrees to notify the union regarding intentions to automate functions pursuant to Administration's reorganization.
7. Coordination of Automation Strategies: Management agrees to identify the specific position(s)/individual(s) who will coordinate automated strategies for the Administration Transformation Plan.

8. Generalist Concept: Management agrees to provide a written explanation for moving to a generalist concept.
9. Bargaining Unit Status: Management agrees that no positions will be taken out of the bargaining unit based solely on the fact that a reorganization was implemented.
10. Promotion of Transitional Employees: Management agrees that Administration transitional employees will timely receive career ladder promotions and upward mobility promotions which they would have received if they had not been designated transitional.
11. Details: Management agrees to provide the names of any employees detailed in connection with the reorganization.
12. New Positions: Management agrees to provide a list of any new positions created as a result of the reorganization.
13. Local Union Notice: Management agrees to notify the local union when employees will be moved to a different work space as a result of the reorganization.
14. Implementation Review: Management agrees that the Office of Administration will conduct an incremental In-Process-Review with Union participation to review the reorganization progress.
15. Core Personnel Documents: Management agrees to post Core Personnel Documents on HUDweb.
16. Training: Management acknowledges that training issues related to the Transformation of the Office of Administration are proper subjects for partnering with the Union at the national level, with appropriate input at the local level.
17. Opportunities for Lower-Graded Employees: Management agrees, where appropriate, to advertise positions at multiple grade levels in order to provide opportunities for lower-graded staff during the implementation of the Administration Transformation.
18. Employment Assurances: Management agrees that Administration employees affected by the Administration Transformation will receive the same guarantees of continued employment as the rest of the Department.
19. Transitional Employees/Training: Management agrees, within budgetary limits, to provide training and placement activities for transitional Administration employees.

Transitional employees will not be subject to an adverse personnel action solely due to the lack of training funds. Administration employees will not be denied training or placement activities solely on the basis of their status as transitional employees.

20. Local Bargaining: Management agrees that, in accordance with Article 5, midterm bargaining will be conducted at the local level concerning local issues related to the impact/implementation of the Administration Transformation Plan.
21. Procurement Processes: Management agrees to provide notice to the Union and an opportunity to bargain over changes to the procurement process which affect the working conditions of Administration bargaining unit employees.
22. New Technologies: Management agrees to notify the Union, and invite its pre-decisional involvement, whenever the use of new technologies is under consideration.
23. National Academy of Public Administration (NAPA) Report: Management agrees to furnish the Union a copy of the NAPA Report referenced in the Administration Transformation Plan.
24. Equal Employment Opportunity: Management shall make a positive effort to assure that the implementation of the Administration Transformation plan does not have an adverse impact on minorities, women and disabled employees where these groups are underrepresented in the Office of Administration.
25. Placement Plan: Management agrees to apply the concepts and procedures contained in Supplements 47 and 47A to the HUD/AFGE Agreement to fill bargaining unit positions associated with the Transformation of the Office of Administration with the following changes:
 - a. Articles 1.A.3. and 1.B.2. are replaced with the following language: "Any positions still unfilled will be filled by the voluntary reassignment of unplaced employees."
 - b. Article 27 is replaced with the following language: "Reassignments to substantially similar positions will be reviewed by a joint labor-management committee in each of the three Administrative Service Centers and in Headquarters. Further review of all reassignments to substantially similar positions will be made by a Departmental labor-management committee."

- c. Management agrees that employees of the Office of Administration will be notified prior to the selections for substantially similar positions and provided an opportunity to submit an updated SF-171, OF-612 or resume to highlight education, experience, or training of which management may not be aware. Employees will not be required to submit an application, nor will an adverse inference be drawn from the failure to submit an application.
26. Headquarters Office of Information Technology: Management agrees that the Office of Information Technology in Headquarters is not affected by the Office of Administration Transformation Plan.

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Date Signed 4/21/88