

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

SUBJECT: HUD Handbook, Incentive Awards, 2195.1

SCOPE: The scope of the Supplement relates to the impact on bargaining unit employees as a result of the implementation of HUD Handbook, Incentive Awards, 2195.1, which combines new and existing written guidance on incentive awards.

1. **Article 11 – Incentive Awards Program:** Management agrees that HUD Handbook, Incentive Awards, 2195.1 does not supercede the terms of Article 11 of the HUD/AFGE Agreement.
2. **Distribution of Supplement:** A copy of this Supplement will be electronically distributed to all employees within 15 days after the completion of negotiations.
3. **Training:** Management agrees to include a briefing on the Incentive Awards Handbook in the new employee orientation presentations. Management further agrees to develop a webcast, which will be archived for future use to include this Supplement and the provisions of the Incentive Awards Handbook.
4. **Local Bargaining:** Management agrees, in accordance with Article 5 of the HUD/AFGE Agreement, bargaining may be conducted at the local level concerning local issues related to the impact and implementation of this Supplement.
5. **Employee Rights:** Management agrees that the impact and implementation of this Supplement will not adversely affect any Statutory, Regulatory, Contractual or other rights of employees or their representatives.
6. **Announcement of Policy:** Management agrees to post the Incentive Awards Handbook 2195.1, including the full text of appendices A through G, and this supplement to hud@work no more than 30 days after approval of this Supplement. The duration of the posting of the handbook and supplement will be no less than 30 days. The handbook will also be published permanently on HUDCLIPS.

7. **Privacy:** HUD is committed to the privacy rights of all HUD employees. Employees should have the expectation of privacy protection in the Privacy Act, as amended, 5 USC 552a, and in accordance with any laws, rules, regulations or negotiated agreements.
8. **Publicity:** Management agrees to publicize the recipients of Departmental awards in each local office, by posting on bulletin boards and/or through management memoranda, notices to all employees, and hud@work/News and Events/Admin Notices. The notification shall be done not less than semi-annually and shall include the names of the award recipients, and a description of each award.
9. **Information:** Management agrees to provide the union, not less than semi-annually, a report including the names of the award recipients, a description of the award and the dollar amount. Upon request, the union shall be provided with statistical data and budget information concerning the awards program that management normally maintains, which is reasonably available and the disclosure of which is not prohibited by law.
10. **Presentation of Awards:** Management encourages the presentation of awards throughout the year, including awards other than Performance Awards.
11. **Awards Notification:** Management agrees to provide employees with information regarding any delays in the Department's decision to grant Performance Awards.
12. **Fair and Equitable Distribution of Awards:** Management agrees that awards will be timely presented, and fairly and equitably distributed throughout the Agency program areas.
13. **Paragraph 1-5, Revision:** Management agrees to revise Paragraph 1-5, to read as follows: "The purpose of this policy guide is to provide guidance to the Department's executives, supervisors, managers and employees on the type of awards available, and to provide detailed information on the appropriate dollar amounts of, criteria for and restrictions on the various awards available.
14. **Paragraph 1-6 D.1, Revision:** Management agrees to revise Paragraph 1-6 D.1, to read as follows: "Maintain knowledge of LDRS and EPPES incentive award requirements and procedures, as well as awareness of individual and group accomplishments that warrant recognition."
15. **Paragraph 1-6 E. 3, Revision:** Management agrees to revise Paragraph 1-6 E. 3, to read as follows: "Evaluates LDRS and EPPES bi-annually to ensure that awards are consistent within programs, equitable between programs and timely throughout the Department."

16. Departmental Awards Committee: Management agrees to include a member of AFGE Council of HUD Locals 222 on the Departmental Awards Committee for the review of award recommendations for Bargaining Unit employees.
17. Consistent Criteria for Awards: Management will make a good faith effort to ensure consistent criteria for approval of all awards, including consistency between program areas.
18. Paragraph 2-1 E. Revision: Management agrees to revise Paragraph 2-1E, to read as follows: "The award must be made while the contributor is a government employee. All recommendations should be completed and submitted on a form HUD-840, which can be downloaded from the HUD web."
19. Gift Cards: Management will consider the use of gift cards as an award option.
20. Award Nomination: Management agrees that any permanent HUD employee serving in a leadership role, or assigned leadership duties as part of his/her job performance responsibilities, may nominate any team member for the Special Act or Service Award, Time-Off Award, or On the Spot Award. Nominations must be submitted to the nominee's immediate supervisor.
21. Time-Off Award Restrictions: With appropriate justification on a case-by-case basis, Management agrees to extend the one-year restriction on the use of Time-Off awards for a period not to exceed 6 months.
22. Locality Pay: Management's policy is that award calculations will not include locality pay at this time. Appendix D of the Incentive Awards Handbook will be corrected to properly reflect the Department's policy.
23. Monetary Spot Award Amounts: Management agrees that it will consider an increase in the permissible range of monetary spot award amounts for bargaining unit employees equal to the permissible range of monetary spot award amounts for management staff.
24. Special/Service Awards: Management agrees that paragraph 4-2 B shall be revised to read: "Awards may be granted in amounts ranging from \$50 to \$10,000."

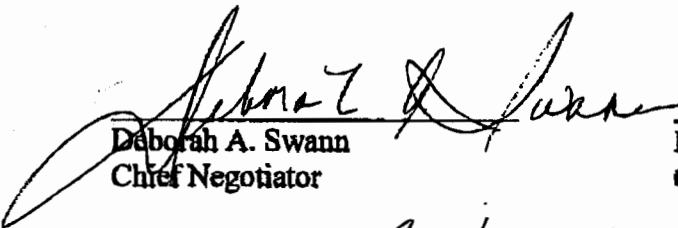
Paragraph 4-2 C shall be revised to read, "Special Act or Service Awards are generally recommended by the employee's immediate supervisor and must be approved by the Assistant Secretary or Regional Director. However, awards in excess of \$1000 require the review and approval of the Departmental Awards Committee."

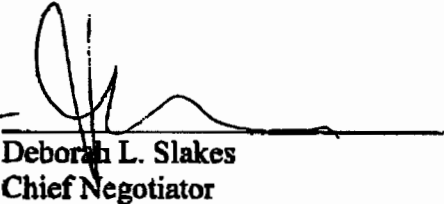
25. Awards for Performance: Management agrees to recognize those employees whose performance or contribution is in excess of normal expectations for the position that they occupy. The Union encourages performance awards for Highly Successful and Fully Successful performance ratings.
26. Paragraph 4-3 E, Revision: Management agrees to modify the second sentence in Paragraph 4-3 E. to read: "...final determination to provide such monetary payments to former employees are at the discretion of the Assistant Secretary at the Program Office level and may also be dependent upon the availability of funds."
27. Quality Step Increase: Management agrees that as soon as it decides to offer employees a Quality Step Increase as a performance award option in a given year, it shall publish its intent to do so on HUD@work.
28. Monetary Spot Award Criteria: Management agrees to modify 4-1 B to include the following language:
- "6. Identifying costs savings;
 - 7. For being the first to complete or ahead of the curve on Departmental initiatives;
 - 8. For finding a creative/innovative solution to a problem;
 - 9. For exceptional customer service;
 - 10. For exceptional leadership;
 - 11. For follow through or execution of a Department-wide goal."
29. Appendix G: Management agrees to amend Appendix G of the Incentive Awards Handbook to include language that reads: "Please respond within one week of receipt of this email if there are any reasons why, under the standards set forth in the Incentive Awards Handbook, this award cannot be approved/processed."
30. Effective Date: This supplement shall be effective 30 days after completion of the negotiations.

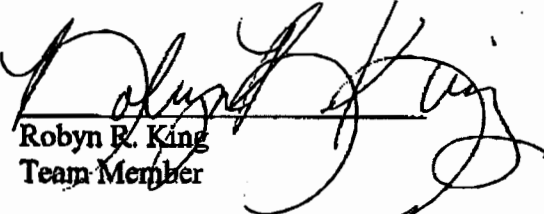
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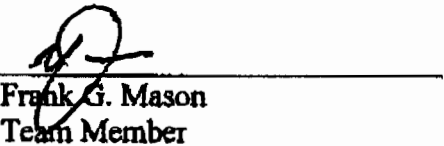
FOR MANAGEMENT:

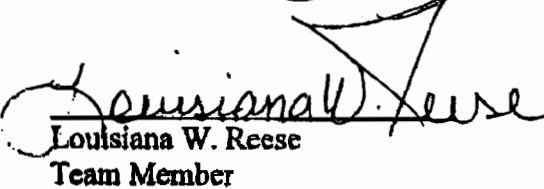
FOR UNION:


Deborah A. Swann
Chief Negotiator

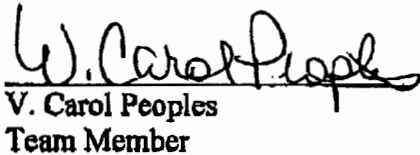

Deborah L. Slakes
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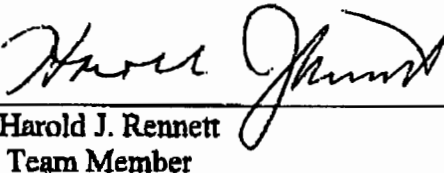

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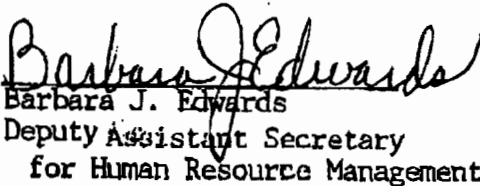

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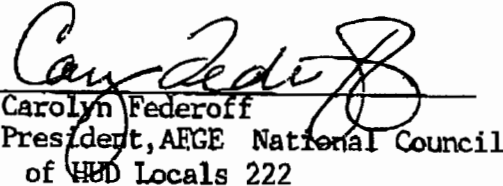

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Date Approved March 13, 2007