

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

**SUBJECT:** The Department of Housing and Urban Development  
Business Card Program.

**SCOPE:** The scope of this supplement encompasses the  
impact and implementation of the Department's  
Business Card Program on bargaining unit employees.

1. **Approval:** Management agrees that all bargaining unit employees may apply for business cards. Management agrees that the decision to approve business card requests resides with the first level supervisor.
2. **Grievances:** Management agrees that the negotiated grievance process does not exclude business card requests or rejections.
3. **Technical Assistance:** Management agrees technical assistance in processing business card requests is available through normal office procedures.
4. **Order Processing:** Management agrees that an employee's request for business cards will be acted on promptly. Management agrees that business cards will be processed on a first come first served basis. Approved business card orders may be forwarded by e-mail, mail, or fax. Management recognizes, barring unforeseen circumstances or periods of high volume orders, normal orders will not exceed 25 business days from the date of request.
5. **Delays:** Management agrees that approved business card requests which are delayed due to quality control issues will result in notification by e-mail to the affected employee.

6. **Intranet:** Management agrees to promptly evaluate placing business card software/template on the LAN.

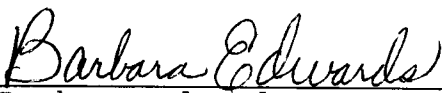
FOR MANAGEMENT:

  
Romeyn Robinson  
Chief Negotiator

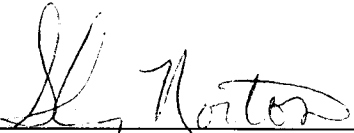
  
Barbara C. Alloway

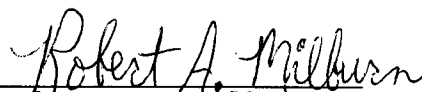
  
I. Allen Correll

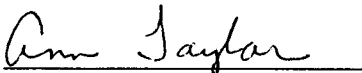
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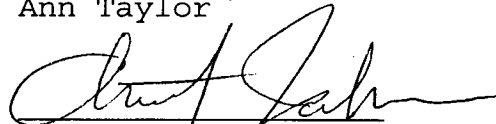
  
Barbara Edwards  
Deputy Director, OHR


FOR THE UNION:

  
Sherry K. Norton  
Chief Negotiator

  
Robert A. Milburn

  
Ann Taylor

  
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Mortimer F. Coward  
President, National  
Council of HUD Locals 222

DATE: JUNE 1, 1999