

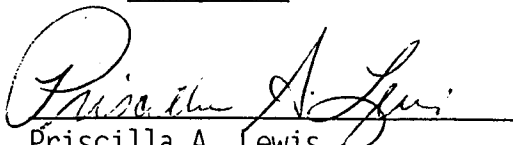
NATIONAL SUPPLEMENT
Between
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
and
AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
NATIONAL COUNCIL OF HUD LOCALS 222


Subject: HUD Handbook 0432.01, Performance Based Reduction in Grade and Removal Actions

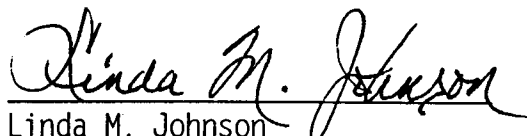
1. Management agrees that HUD Handbook 432.01, Performance Based Reduction in Grade and Removal Actions, will not be used in place of the Negotiated agreement between HUD and AFGE.
2. Management agrees that only a supervisor will issue a proposed performance based action and the deciding official will be at least one level above or the equivalent, except in cases where management is presented with adequate justification to assign a deciding official who is at least two levels above or the equivalent.
3. Management agrees that the supervisor will have the burden of proof with respect to the substantial evidence and production of information, e.g., work assignments/products, written documentation, notes, etc.
4. Management agrees to allow employees 16 hours of official time, and may approve additional time as needed, for the preparation of their oral and written response.
5. If Management determines that further investigation is necessary, management will conduct a review of the proposed performance-based action. The review may include handling the receipt of written and/or oral replies, conducting inquiries to obtain whatever additional information is deemed necessary and appropriate, reviewing documentation, and making a written report of results. Copies will be provided to the deciding official, employee and the employee's representative.
6. Management agrees to add the Performance Management Plan for the Performance Management System (PMS) to paragraph 1-2, Authorities, of the subject Performance Based Reduction in Grade and Removal Actions Handbook. Management agrees to comply with all the legal, regulatory and contract requirements prior to the initiation of a performance based action.

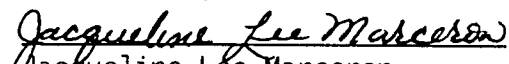
7. Management agrees that workload levels will be considered before any performance based action is taken.
8. Management agrees that appropriate workload assistance will be provided prior to a performance based action being taken
9. Management agrees to consider medical conditions raised by the employee before taking adverse performance based action.
10. A copy of this Supplement will be distributed to all Administrative Officers, all AFGE bargaining unit employees and all supervisors of AFGE bargaining unit employees.
11. Management agrees to conduct a distance learning session regarding the provisions of this Supplement. The session will include one Union Representative, one Employee Relations Specialist, and one Labor Relations Specialist. This session will cover Supplements 14 and 15.
12. Management agrees that no employee will have job functions eliminated solely for the purpose of having a performance based action taken.
13. Management agrees that they will comply with 5 CFR 432, during the opportunity to improve period.
14. Management agrees that Performance Based Reduction in Grade and Removal actions will not be used in place of a Reduction in Force (RIF).
15. Management agrees that Performance Based Reduction in Grade and Removal Actions are to be considered actions of last resort and used when other corrective actions are no longer available.
16. 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 this Supplement.
17. Nothing in this Supplement shall waive, limit or impair the statutory or legal rights of individual employees or their representatives.
18. When it is necessary for an employee to travel to present his/her oral response, management may also pay allowable travel expenses of his/her HUD Union Representative.

Management

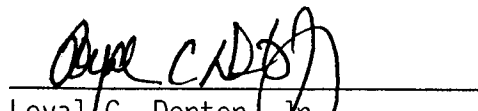

Priscilla A. Lewis
Chief Negotiator

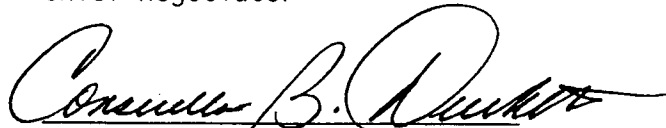

Catherine M. Louden
Team Member

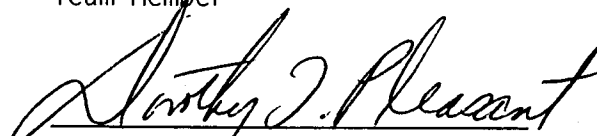

Linda M. Johnson
Team Member



Jacqueline Lee Marceron
Team Member

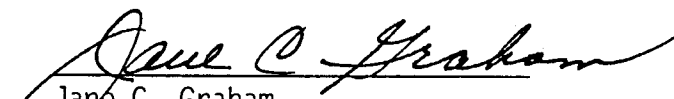
AFGE

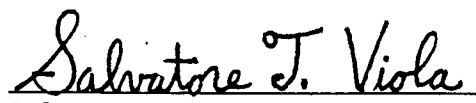

Loyal C. Denton, Jr.
Chief Negotiator

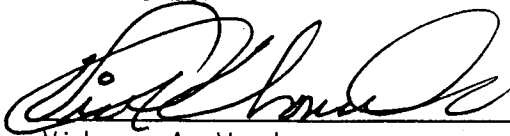

Consuella B. Duckett
Team Member

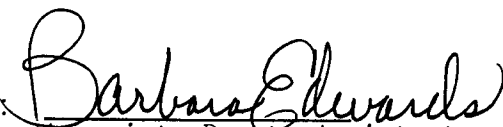

Dorothy T. Pleasant
Team Member


Perry H. Gasper
Team Member

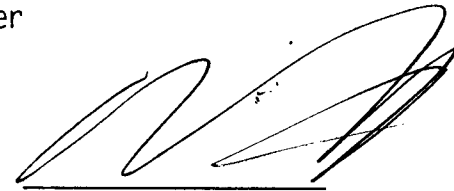

Jane C. Graham
Team Member


Salvatore T. Viola
Team Member


Videssa A. Woods
Team Member

Approved: 
Associate Deputy Assistant
Secretary for Technical
Services

Date: 9/22/00

Approved: 
President, AFGE
National Council
of HUD Locals 222

Date: 9/20/2000

NATIONAL SUPPLEMENT
Between the
Department of Housing and Urban Development
And
AFGE National Council of HUD Locals 222

SUBJECT: The Department of Housing and Urban Development
Travel Management System (HTMS).

SCOPE: The scope of this supplement encompasses the
impact and implementation of the Department's
Travel Management System on bargaining unit
employees.

1. **Implementation:** Management agrees that as a result of implementation of HTMS, no bargaining unit employee will have their position series or grade changed. No CFO employee will be involuntarily transferred, demoted or removed from the CFO's office as a result of the implementation of HTMS.
2. **Regulations:** Management agrees that implementation of the HTMS does not adversely impact on current law, regulation or agreements between Management and the Union.
3. **Local Bargaining:** Management agrees that local bargaining will be conducted in accordance with the HUD/AFGE Agreement as appropriate.
4. **Training:** Management agrees that all employees will have the opportunity to engage in computer based training on the LAN. To the extent possible, management will provide hands-on training.
5. **User Assistance:** Management agrees to establish one (1) global administrator, a minimum of three (3) geographical administrators and an agency Help Desk to provide assistance to users. To the extent possible, Management will formally train additional personnel to provide assistance to field personnel.
6. **Electronic Approval:** Management agrees that HTMS has the capability to assign alternate approvers at each approval level. The system also permits an individual to delegate her/his signing authority.

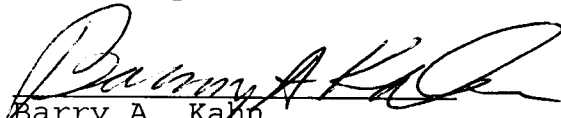
7. **Reimbursement:** Management agrees that implementation of the HTMS will have no adverse impact on the travel reimbursement or the Electronic Funds Transfer (EFT) process.


8. **System Failure:** Management agrees that in the event the HTMS is unavailable, travel authorizations may be manually submitted for immediate travel requirements. If the system fails for more than three (3) consecutive business days, affected employees may submit paper travel vouchers for processing.

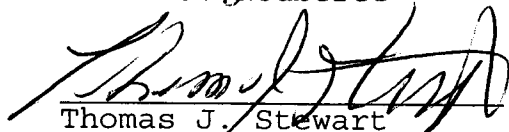
9. **Implementation Plan:** Management agrees to provide the union with implementation plan updates as appropriate. Any substantial changes affecting the bargaining unit will result in Management discharging all appropriate labor relations obligations.

FOR MANAGEMENT:



Romeyn Rowison
Chief Negotiator


Barry A. Kahn


Doris J. Neubert

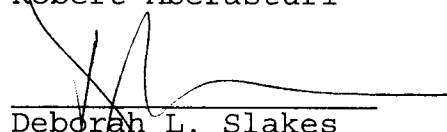

Thomas J. Stewart

FOR THE UNION:

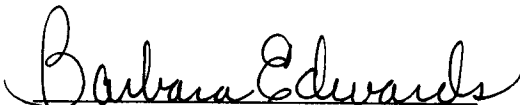

Victoria R. Brown
Chief Negotiator



Ben Williams


Robert Aberasturi


Deborah L. Slakes

APPROVED:


Barbara Edwards
Director, OHR


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

6/12/55
Date