

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

**SUBJECT:** Implementation of Continuity of Operations (COOP) Handbook

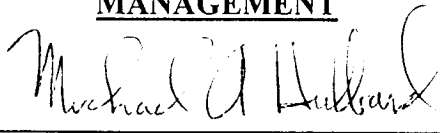
**SCOPE:** The scope of this agreement relates to the impact on bargaining unit employees of the impact and implementation of the Continuity of Operations (COOP) Handbook

1. **Notice of Designation.** Upon the designation of a COOP event, the COOP Coordinator and/or the Coordinator of the Emergency Relocation Site (CERS) at headquarters, region, field or other official locality shall notify the appropriate "AFGE Union" organization head.
2. **Provision of information.** Notification of the declaration of a COOP event shall be followed by provision to the AFGE local Union head or his/her designee contact information on the COOP Emergency Relocation Team as soon as it is possible but no later than 24 hours after the declaration of the COOP event.
3. **Essential function.** While Union operations are not considered an essential function under the COOP definition, management recognizes the need for involvement of the Union, particularly during the reconstitution phase of a COOP event.
4. **Obligations under the HUD/AFGE Agreement.** During a COOP event, both parties recognize that the Department may be operating under emergency conditions that may preclude full compliance with existing labor/management agreements.
5. **Use of HUD Facilities.** Upon request, management will provide private space and equipment for union activities, under the reconstitution efforts of the Agency.
6. **Bargaining Unit member's rights.** Any bargaining unit employee designated to serve on a CERG staff will be notified in advance. Such an employee once designated shall have the right to grieve and/or petition management's decision. The assignment of duties during an emergency is a management right.
7. **Additional travel expenses.** Official travel and per-diem costs for COOP activities will be reimbursed in accordance with HUD and Federal travel policies.

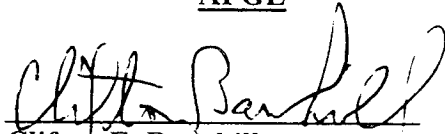
8. **Local Bargaining.** National, headquarters, regional, field or other operational office's COOP plans shall be provided to the appropriate AFGE union organization in a complete or 'deleted for security reasons version' (as management shall determine). Management agrees that in accordance with Article 5 of the HUD/AFGE Agreement, if there are any appropriate issues relating to the local implementation of the COOP Handbook, such issues may be bargained over locally. The Union agrees the full or "edited" COOP plans are For Official Use Only, and are not to be re-distributed by the union. However management agrees, COOP plans may be summarized for the union's internal purposes or for informational purposes to members.
9. **Training on COOP duties and responsibilities.** Bargaining unit members of COOP Emergency Relocation Group teams will be provided necessary training and information related to their emergency duties.
10. **Alternate Emergency Relocation Group.** Alternate Emergency Relocation Group members will be identified, should the primary individual be unable to perform his/her duties.

MANAGEMENT

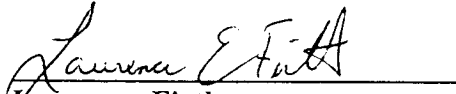
AFGE



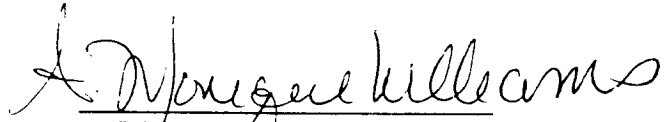
Michael A. Hubbard  
Chief Negotiator



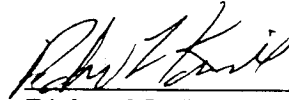
Clifton E. Barnhill  
Chief Negotiator



Laurence Firth  
Team Member



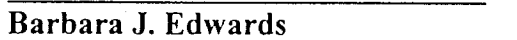
A. Monique Williams  
Team Member




Richard L. Knight  
Team Member

APPROVED:

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Barbara J. Edwards  
Deputy Assistant Secretary  
For Human Resource Management

  
Carolyn Federoff  
President, AFGE National Council  
of HUD Locals 222

Date Signed 5/16/04