

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

**Subject:** Pandemic Planning and Response Guidance

**Scope:** The scope of this supplement relates to the impact and implementation of HUD's Pandemic Planning and Response Guidance for responding at the national level of the Department, as well as the program office, regional office, or field office level.

1. Employee Safety: Management agrees that the lives of its employees are valuable. The primary intent of this Supplement is to protect employees from hazardous conditions in the workplace in the event of a Pandemic outbreak.
2. Communications to Employees: Information will be updated daily during a Pandemic Influenza outbreak and/or as often as necessary to keep employees informed about the current status of the Pandemic Influenza outbreak.
3. Influenza Outbreak: A Pandemic Influenza outbreak may be a declared COOP event or may be considered a "stand alone" event. During a Pandemic outbreak the Pandemic Planning and Response Guidance and the Agreement (Contract) will be implemented to carry out the Agency's mission.
4. Declared COOP: If a COOP event is declared due to a Pandemic Influenza outbreak the Pandemic Planning and Response Guidance, the Departmental COOP Handbook, and Agreement (Contract) shall be implemented.
5. Security: HUD offices, including alternate locations used during a Pandemic Influenza outbreak will be safe and secure for HUD employees.
6. Alternate Workforce: In accordance with OPM Guidance and HUD Delegated Authorities employees may be directed to remain at home on administrative leave.
7. Work Status: During a declared Pandemic Influenza outbreak an employee shall contact their supervisor or designated agency official regarding their leave/work status. If a voice mail message is left, the employee must leave a contact where he/she can be reached.

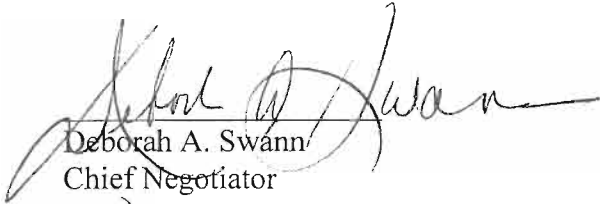
8. e-Performance: The parties agree that Management has the right to assign work during a Pandemic outbreak. Job functions may be limited to essential duties in order to maintain the continuity of operations during a Pandemic outbreak. Employee goals and critical elements may or may not reflect changes. Employee ratings may reflect work performed during a Pandemic Influenza outbreak.
9. Performance of Essential Functions: Management agrees to consider using current employees to perform essential functions during a Pandemic Influenza outbreak.
10. Qualified Employees: Qualified HUD employees may be assigned essential functions as appropriate.
11. Alternative Operating Facilities: Management agrees that alternative operating sites will meet minimum standards of the Department of Labor, Occupational Safety and Health Administration (OSHA) Standards.
12. Telework and Remote Access: Both parties agree that telework or remote access will be considered during a declared Pandemic Influenza outbreak.
13. Personnel Information: Management agrees that all employee information, data, and records will be safeguarded in accordance with applicable laws and regulations.
14. Testing: Management agrees that testing of the Pandemic Influenza plans may include testing which is in addition to the testing that is dictated by the White House.
15. Employee Assistance Program (EAP): EAP is an essential support activity. EAP should take steps to assure continued EAP availability during and after an incident. The contact number for the EAP shall be provided to employees before a Pandemic Influenza outbreak occurs to assist them with issues on stresses they may have as a result of the outbreak.
16. Immunizations: The Department will provide flu shots to employees where existing Interagency Agreements are established with the Department of Health and Human Services (HHS), Federal Occupational Health (FOH). Administration and distribution of the flu shots will be conducted in accordance with HHS guidelines.
17. Pandemic Flu Outbreak Issues: Pandemic Influenza outbreak subjects may be discussed at meetings designated for labor relations issues.
18. Outbreak Supplies: Management shall ensure employees have available personnel protective equipment e.g., antiviral agents, cleansers, tissues; gloves and medical supplies.
19. Reasonable Accommodation: All reasonable accommodations will remain in full effect. New reasonable accommodation requests, which arise during the period of a Pandemic Influenza outbreak, will be processed in accordance with the Departments established policy.

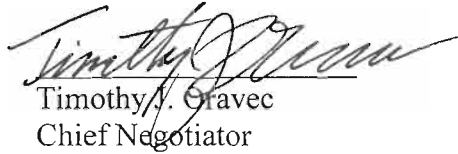
20. Health and Safety Committees: Management shall utilize, train and provide full involvement of Health and Safety Committee members in the communication of current information regarding a Pandemic Influenza outbreak.
21. Overtime and Compensatory Time: Management agrees that HUD and OPM policies regarding overtime and compensatory time will be observed.
22. Privacy: Management shall insure that employee personnel records are maintained consistent with all OPM and Privacy Act regulations.
23. IT Equipment: HUD recognizes the need for IT equipment and its support during a Pandemic Influenza outbreak.
24. Discipline: HUD will consider on a case-by-case basis delaying, adjusting or allowing a stay in proceeding with disciplinary/adverse actions consistent within regulations.
25. Freedom from Reprisal: Management agrees employees infected by Pandemic Influenza outbreak will be treated fairly and equitably.
26. Shelter-in-Place: No employee will be forced to shelter-in-place. In the event a shelter-in-place occurs, the Occupant Emergency Plan will guide the procedures.
27. Union Representation: The principal National/Regional/Local union representative or his/her designee may be considered for an additional amount of representational time wherever a Pandemic Influenza outbreak has been declared in the general geographic area at the agency's discretion.
28. Union Notification of Designee(s): The Union representative in an affected office shall be given a copy of the Delegation of Authority that will be in effect in their office during a Pandemic Influenza outbreak.
29. Subsequent Agreements: The provisions of this Supplement will be considered in any future agreement relating to the subject of Pandemic Influenza.
30. Union Notification: At the initiation of a Pandemic Influenza outbreak declaration, Management will notify the affected local AFGE representative as soon as reasonably possible.
31. Union Rights: Management agrees that employees will not be denied access to the Union for representational purposes during Pandemic Influenza outbreaks.
32. Union time for Pandemic Influenza Outbreak Planning: HUD agrees that union representatives assisting Management in implementing the Pandemic Planning and Response Guidance will be considered for additional official time as needed.
33. Employee Rights: The implementation of the Pandemic Influenza Plan will not affect any statutory, regulatory, or contractual rights of employees.

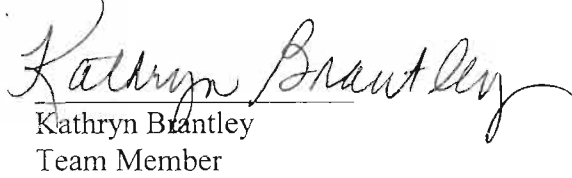
34. Effective date of Supplement: This Supplement shall become effective within 30 days from the approval of both parties.
35. Authorities and References: A link to this Supplement shall be included on the HUD web site with the Pandemic Planning and Response Guide.
36. Supplement 82: Supplement 82 will be superseded by this Supplement.
37. Local Coordination: Management will coordinate with local GSA officials, private lessors, and co-located federal agencies and tenants to minimize the exposure of HUD employees, to the maximum extent possible.
38. Imminent Danger: Management recognizes that Section 26.09 of the HUD/AFGE Agreement would apply during a Pandemic outbreak.
39. After a Pandemic Influenza Outbreak: HUD recognizes that following a Pandemic Influenza outbreak, affected offices may need time to recover and re-establish local policies, processes, and workload needs.
40. Notification to the Union of Persons Affected: Management shall notify the union at the affected local level of any Pandemic Influenza incident within an office in the most expedient manner possible, consistent with the Privacy Act.

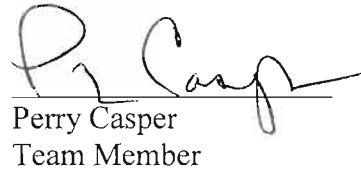
FOR MANAGEMENT

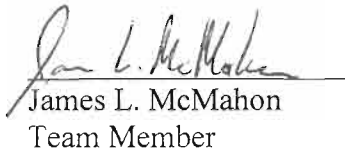
FOR THE UNION

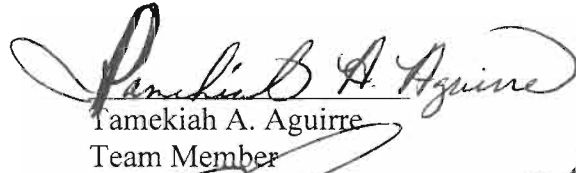
  
 Deborah A. Swann  
 Chief Negotiator

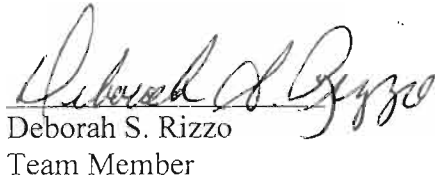
  
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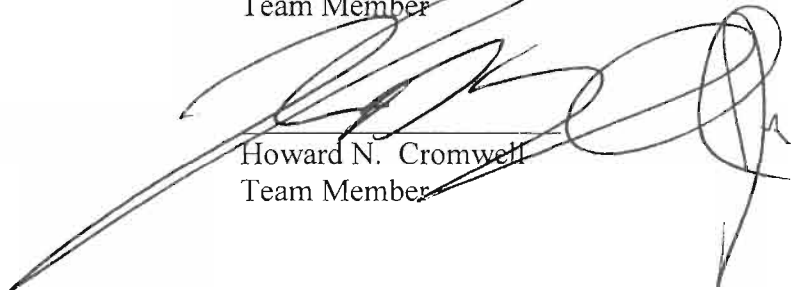
  
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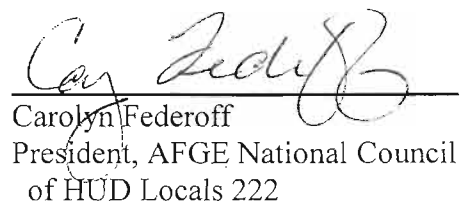
  
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 of HUD Locals 222

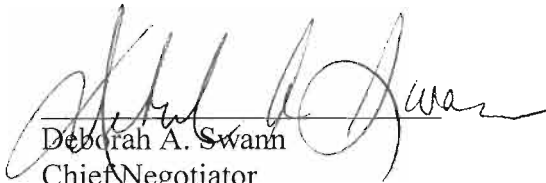
Date Signed 4/4/08

Management agreed to remove the sentence on page 31, paragraph 3, of the Pandemic Planning and Response Guidance, which states “The employee shall not be placed in an AWOL status.”

Page 11 will be removed from the Pandemic Planning and Response Guidance.

FOR MANAGEMENT

FOR THE UNION



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