

**Memorandum of Understanding  
Between  
U. S. Department of Housing and Urban Development  
And  
American Federation of Government Employees  
National Council of HUD Locals 222**

**SUBJECT:** Fiscal Year 2013 Voluntary Separation Incentive Payments (VSIP) and Voluntary Early Retirement Authority (VERA) (Hereinafter referred to jointly as Buyouts) for AFGE Bargaining Unit Employees in the Office of Healthy Homes and Lead Hazard Control.

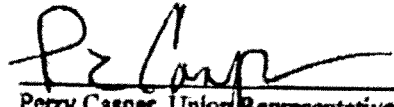
**SCOPE:** The scope of this Memorandum of Understanding (MOU) encompasses the implementation of Buyouts and its impact on bargaining unit employees in the Office of Healthy Homes and Lead Hazard Control with VSIP/VERA separations no later than December 31, 2012 for 1<sup>st</sup> Quarter applicants. Final separations date for Quarters 2, 3 and 4 are to be determined, but not to exceed September 30, 2013, and provided that the number of approved buyouts is not reached in the 1<sup>st</sup> Quarter.

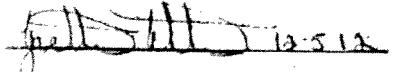
1. **Buyout Notification:** Any Buyout Notice sent to employees shall include as an attachment the HUD/AFGE Negotiated Agreement reached regarding this buyout.
2. **Buyouts to be Voluntary:** Buyouts are voluntary. No adverse action will be taken against an employee for not accepting a buyout offer.
3. **Application Submission:** Employees applying for a buyout should submit their request through electronic mail. Any assistance needed may be obtained by contacting the Policy Division as identified in the buyout plan. An employee must submit a complete application request before the end of the application submission period for the quarter that they wish to be considered for the buyout. Employees are authorized to use government equipment and reasonable time to prepare and submit the request application.
4. **Maximize Buyout:** In the interest of reaching the total number of approved buyouts, the Office of Healthy Homes and Lead Hazard Control will notify all Healthy Home Lead Hazard employees of this buyout.
5. **Buyout Amounts:** Payments shall be equal to the lesser of (1) severance pay an employee would have received under 5.U.S.C. 599(c) or (2) an amount to be determined by the agency head, not to exceed \$25, 000. Payment amounts will be listed on the Notice to employees and will include a full \$25,000 buyout amount for the first and second quarter of FY2013 with no more than a \$5,000 reduction for each progressive quarter (\$25K Q1/2, \$20K Q3, \$15K Q4).
6. **Application Errors:** Simple application errors will not affect the buyout amount for an employee, provided that the application is submitted timely.
7. **Declining Buyout:** Employee may decline a buyout at any time before their departure and may choose to change the quarter they depart with the understanding that the buyout amount could change, or the allotted number of

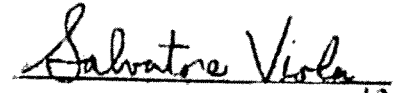
buyouts may be reached and additional quarters are not needed. HUD may choose to accept a new employee applicant based upon an earlier departure quarter if an employee approved for a buyout wishes to change to a later quarter.

8. **Waiver Request:** Management agrees to consider each waiver request for buyout procedures on a case-by-case basis. The Student Loan Repayment Program and Relocation Incentives may be considered for a repayment waiver if accepting this buyout. Each waiver request must meet statutory and regulatory requirements governing the identified program. Employees approved for the buyout may not be required to pay back transit subsidies already paid as long as it does not violate any law, rule, or regulation.
  
9. **Leave:** Employees' leave will be paid out at the time of departure, in accordance with statutory and regulatory requirements.

  
Matthew Ammon, Agency Representative

  
Perry Casper, Union Representative  
12-5-2012

  
Yvette White, Agency Representative

  
Salvatore Viola, Union Representative  
12-5-2012