

**Supplement Number \_\_\_\_**  
**Between**  
**U.S. Department of Housing and Urban Development**  
**and**  
**American Federation of Government Employees National Council 222**

SUBJECT: HUD ROTATIONAL ASSIGNMENT PROGRAM

1. The parties recognize the value of implementing a tool that will facilitate employee development, improve workforce flexibility, and provide cross training. The parties agree to establish a Rotational Assignment Program (RAP) that will provide developmental rotations for all HUD employees.
2. Home offices may retain employees selected for a rotational assignment for up to two weeks to complete work and allow a smooth transition of assignments to other employees. In exigent circumstances, the home office may retain an employee for up to thirty days. Home offices shall not deny employees the right to participate in rotational assignments.
3. No bargaining unit employee shall be involuntarily relocated, separated, or downgraded due to his or her decision to participate in the RAP.
4. No employee shall be removed from the bargaining unit as a result of this policy. During any rotation period, union members will continue to have their union dues withheld.
5. No employee shall be subjected to any form of adverse action as a result of applying for or participating in the Rotational Assignment Program. This includes participants' eligibility for other training opportunities through their home office, performance ratings, and types of assignments. Furthermore, the decision to participate in the RAP shall not adversely impact any bargaining unit employee's performance appraisal, promotion, upward mobility, or career ladder position.
6. Any annual leave previously approved shall not be rescinded as a result of this policy, whether for an employee participating in the RAP or employed by a host or home office.
7. An employee who presently teleworks and is chosen to participate in the RAP program will have the employee's telework agreement temporarily suspended for the length of the employee's rotation. The employee shall be permitted to return to the employee's prior telework arrangement without adverse impact immediately upon return to the permanent assignment. Should an employee want to telework during the employee's rotation, the employee would have to separately apply for it.
8. Once an employee is selected for a rotational assignment, the host office shall provide the employee with a written performance plan that sets goals to help the rotating employee learn the functions of the office. At the end of the rotation, if it is at least 90 days in duration, the host supervisor shall rate the employee on this plan, and shall forward the rating to the employee's home office manager. The home office manager shall take these ratings into account when determining the employee's final performance rating for the year.

9. HUD will be responsible for maintaining a database of all available rotations and applicants.
- a. Within five business days of signing this supplement, HUD will provide Council 222 with the name, email, and phone number of the RAP program manager.
  - b. HUD shall provide a copy of all positions announced as part of the RAP to Council 222 and to each affected Local as they are announced.
  - c. HUD shall inform Council 222 and each affected Local of the name, home office, and RAP host office of each employee selected for a rotational assignment within five business days of selection.
  - d. HUD shall notify each affected Local in accordance with Article 5 of the HUD-AFGE bargaining unit agreement of changes that may occur to bargaining unit employees including but not limited to moves, details, and reassignments.

Approved:

MANAGEMENT

AFGE Council 222

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\_\_\_\_\_  
Eddie Eitches  
Chief Negotiator

Date Signed: \_\_\_\_\_

Jerry Gross  
Debra Walker  
William Biggs  
Anthony Soriano

Team Members