

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

Subject: Multifamily Reorganization and Transformation

Scope: The scope of this Supplement encompasses the impact and implementation of the Office of Multifamily Housing reorganization of its headquarters and field offices. Under the current Multifamily Housing structure there are 6 headquarters business offices, 17 HUBs, and 34 Program Centers. In addition, there are two property disposition centers. Under the proposed structure, the subject of this Supplement, Multifamily Housing will have 4 headquarters business offices, 5 HUB offices ( New York, Atlanta, Chicago, Fort Worth and San Francisco) and 5 satellite offices (Boston, Jacksonville, Detroit, Kansas City and Denver) reporting to the HUBs. There will be one property disposition center. The Seattle, Washington HUB will become a field office for the Office of Healthcare Programs. The Multifamily Reorganization and Transformation (MFRT) will be implemented in waves beginning in FY2014.

(1) This Supplement shall not diminish or waive any rights that Multifamily Housing (MFH) bargaining unit employees have under the current collective bargaining agreement, law, rule or regulation to address any adverse impact unless expressly provided otherwise in this Supplement. Internal reorganizations, transfers of function, realignments, voluntary/ involuntary relocations, Reductions in Force, Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Program (VSIP) as a result of Management's implementation of the Multifamily Reorganization and Transformation (MFRT) of MFH shall be conducted in accordance with law, rule, regulation, the current collective bargaining agreement and the terms of this Supplement.

(2) Management shall meet with the Union in each implementation wave no less than once per month to brief and discuss recommendations to resolve problems, concerns or issues throughout the MFRT. Either party shall be granted additional meetings upon request. If nothing changes between meetings, Management shall notify the Union. Management shall provide a MFH program representative with decision making authority to these meetings. Local issues shall be addressed with local MFH management.

(3) Management agrees to evaluate the challenges and successes of each phase of the MFRT. Management agrees to notify the Union in accordance with the mid-term bargaining provisions

of the current collective bargaining agreement of any new proposed changes in personnel policies, practices and working conditions resulting from the evaluation.

(4) During the duration of each MFRT wave implementation, including any negotiated training requirements or other negotiated changes, all AFGC Locals will be provided official time as necessary to address all local and National implementation issues or grievances and administrative actions arising out of the MFRT.

(5) This MFRT Supplement shall be provided to employees. The local union representatives shall be allowed to brief bargaining unit members on this Supplement at a meeting. Regular work time shall be allowed for this meeting.

### **Buyout, Retirement and Separation**

(6) The Department has VERA/VSIP authority to offer buyouts to employees in the consolidating offices. The Department has requested VERA/VSIP Authority for select positions in Headquarters Multifamily, the five (5) Multifamily HUBs and the five (5) Satellite offices that are to receive reassigned employees. The Department agrees to offer these buyouts to the receiving offices in waves. In addition, subject to the availability of funding, at the beginning of Wave I, The Department agrees that all of the offices in Wave II and Headquarters MFH also will be offered buyouts at that time. Also subject to the availability of funding, at the beginning of Wave III, the The Department agrees that all of the offices in Wave IV also will be offered buyouts at that time. The Department will, subject to the availability of funds, offer buyouts in Wave V at an earlier time. Pursuant to OPM regulations, buyouts in the receiving offices and Headquarters MFH will be targeted to specific positions.

(7) The Department shall make available buyout windows in each of the following years, FY2014, FY2015, and FY 2016 for employees under the MFRT process. The buyout amount shall be a lump sum equivalent to the lesser of an employee's severance pay entitlement or a maximum of \$25,000.

(8) The VERA/VSIP application window for each MFRT wave will be open for 14 days. Employees shall have five (5) business days once the Department delivers the buyout offer to accept or decline it. Once an employee accepts a buyout, the employee shall separate no later than the mandatory separation date which will be 90-94 days from the acceptance date. The employee may provide alternate contact information (such as a proxy, private electronic mail address or telephone number) on the buyout application to aid employees who are on extended leave, detail, etc.

(9) The Department agrees that if an employee is eligible for retirement within 90 days of their reassignment/report to duty date, they may agree to retire and remain in place until retirement eligibility. If they elect not to retire at the time of their eligibility, the employee will receive an immediate notice of reassignment to the previously communicated location.

(10) The Department agrees that FERS covered employees eligible to retire at the time of the Wave I buyout may delay their retirement until January 1, 2014 so that these employees may receive the benefit of the change in the law regarding the crediting of sick leave.

(11) MFH bargaining unit requests for retirement or separation information will not be shared with the employees' managers.

(12) Each employee requesting pay or benefits information shall be assigned a specialist who will assist them through all steps of the pay and benefits process. Such assistance shall include, but not be limited to, one on one telephone counseling, individual step by step instructions through the pay and benefits process, interactive video conference and when requested by the employee, on-site training shall be provided.

(13) Prior to separation, the Department will provide post-employment ethics counseling pursuant to the government-wide Standards of Conduct. The Department shall provide all possible ethics waiver considerations and reemployment options allowed by law or discretion of the Department.

### **Relocation**

(14) In the reassignment of MFH employees to different duty stations for the same or equivalent position, Management will solicit preferences from employees in the consolidating offices. Management shall make a onetime solicitation of preferences from all employees required to relocate prior to implementation of the MFRT and will not accept statements of preference after the solicitation. The solicitation period shall be no less than 10 days. Preferences may be chosen from their respective HUB and satellite in their geographic MFH region and two (2) additional preferences from the eight remaining HUB and satellite offices. After the buyout window closes, Management will reconsider the preferences of those who did not receive their first choice. An employee will only be able to move to their destination office if one or both of the following two conditions apply: a. the employee is moving from a consolidating office in the wave currently being implemented; or b. the employee is moving to a receiving office in the wave currently being implemented. Example for a: An employee in Indianapolis, IN [Wave II office] may move to New York, NY [Wave IV office] during the implementation of Wave II. Example for b: An employee located in Manchester, NH [Wave IV office] may move to Ft. Worth, TX [Wave I office] during the implementation of Wave I.

The Department shall reassign the employee to one of the employee's choices in descending order subject to availability of positions in the receiving offices. If there is a tie, seniority will determine the placement using the Service Computation Date. If there is a tie in Service Computation, the Entrance on Duty Date to HUD will be used. If HUD determines it cannot grant one of the employee's alternate choices it shall document the reason why. Regardless of the location determined by Management, employees will receive relocation benefits as agreed to in this Supplement and in accordance to Federal Travel Regulation (FTR).

An employee may receive relocation assistance for only one move associated with MFRT.

(15) Multifamily employees subject to the Small Office Closure Memorandum of Understanding who choose to remain with the Department will be offered their preference of a directed reassignment in accordance with this MFRT Supplement at the time of the implementation of the Small Office Closure with relocation benefits or VERA/VSIP if eligible in accordance with this MFRT Supplement.

(16) All employees must be provided relocation information if requested. Each employee being relocated will be assigned a specialist who will assist them through all steps of the relocation process. Based on their needs, each employee will be assigned a Human Resources specialist to assist with questions regarding retirement, buyouts or other benefit issues. Assistance may include one on one telephone counseling, individual step by step instructions through the relocation process, interactive video conference, and where warranted on-site training. Employees will be responded to within two business days.

(17) HUD bargaining unit employees affected by the MFRT shall have a reasonable amount of duty time as needed, but no less than eight (8) hours, to access paper and electronic information about federal relocation procedures and benefits including, but not limited to the [hudatwork.hud.gov](http://hudatwork.hud.gov) website, OPM websites and AFGE websites, or other sources.

(18) The Department will use the HUD Interpretation Line to assist employees with inquiries related to buyouts, retirement, and travel-related allowances during the MFRT.

(19) The Department shall provide additional administrative leave during the house hunting trip up to three (3) days to impacted MFH employees only when it is necessary to locate local service providers for daycare or elder care for immediate family members with unique needs prior to relocation. There shall be no additional per diem, lodging or other travel related expenses paid to the employee for the three days.

(20) No MFH employee affected by the MFRT will be required to report to a new duty station during the period of November 15 through January 15.

(21) The Department will comply with the Federal Travel Regulation (FTR), and all other applicable regulations and Department policies in regards to relocation benefits. HUD will approve the below entitlements up to the maximum shown unless the employee utilizes less:

A) Additional 60, days of temporary quarters for a total of 120 days if requested/needed (only if actual cost is selected);

B) Additional year to complete all aspects of relocation for a total of 2 years.

C) Additional 90 days of temporary storage of household goods for a total of 150 days;

- D) An additional year to complete real estate sale and purchase for a total of 2 years. This will also extend the other entitlements for one year;
- E) Transportation of employee and immediate family member(s);
- F) Shipment of privately owned vehicles (POV), maximum of 2 vehicles when it is cost effective to the Government;
- G) Per Diem for the affected employee and the employee's immediate family;
- H) Temporary quarters subsistence expense;
- I) Transportation of household goods;
- J) House hunting per diem & transportation;
- K) Miscellaneous moving expenses:
  1. Losses on private institutional contracts (such as that provided for handicapped or invalid dependents only) that cannot be recovered by transfer or refund and are incurred due to early termination of a contract, as allowed by law.
  2. Transportation of pets including service and companion animals.
  3. New public or private contract care initial fees, deposits and expenses (including but not limited to child, elder or dependent care), as allowed by law;
- L) Sale and purchase of residence expenses or lease termination expenses including a residence titled in a trust; and
- M) Relocation income tax allowance.

HUD will not provide the following discretionary relocation expenses unless there is a change in the AFGE Collective Bargaining Agreement or Departmental policy:

- 1) Home Marketing Incentive Program
- 2) Property management services
- 3) Use of a relocation service company
- 4) Childcare services during a house hunting/relocation
- 5) Home sale program (a program offered by the agency through a contractual arrangement with a relocation services company to independently market and sell a residence.)

(22) Employees shall be provided a time limit no more than two years from the date of reporting to duty to incur relocation expenses for all aspects of their relocation.

(23) Travel service agreements provided to employees shall not exceed 12 months from the date the employee reports to new duty station. If the affected employee leaves Government service prior to the expiration of the service agreement without a break in service for reasons of retirement or for issues beyond an employee's control and are acceptable to the Department, the employee will be released from the travel service agreement and travel indebtedness will be waived. This MFRT Supplement shall govern this provision for Multifamily employees affected by the Small Office Closure Memorandum of Understanding.

(24) Immediate family includes any of the following named members of the affected employee's household at the time he/she reports for duty at the new permanent duty station or performs other authorized travel involving family members:

A) Spouse;

B) Domestic partner if allowed by law:

C) Children of the employee, of the employee's spouse, or of the employee's domestic partner, who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. (The term "children" shall include natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee, of the employee's spouse, or of the domestic partner; and an unborn child(ren) born and moved after the employee's effective date of transfer.);

D) Dependent parents (including step and legally adoptive parents) of the employee, of the employee's spouse, or of the employee's domestic partner; and

E) Dependent brothers and sisters (including step and legally adoptive brothers and sisters) of the employee, of the employee's spouse, or of the employee's domestic partner, who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

(25) House hold goods (HHG) regarding relocation expenses include the affected employee's property, unless specifically excluded, associated with the home and all personal effects belonging to the employee and immediate family members on the effective date of the employee's change of official station orders that legally may be accepted and transported by a commercial HHG carrier:

A) Professional Books, papers and equipment;

B) Spare parts of a POV (see definition of POV) and a pickup truck tailgate when removed; (this applies to drivable vehicles used for transportation by employee or family member.)

C) Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage, (e.g., seats, tops, wench, spare tire, portable auxiliary gasoline can(s) and miscellaneous associated hardware);

D) Removed as not applicable to the Multifamily Relocation (refers to overseas relocations);

E) Vehicles other than POVs (such as motorcycles, mopeds, jet skis, snowmobiles, golf carts, boats (e.g., boat, sailboat, canoe, skiff, rowboat, dinghies, sculls and kayak, mounted or unmounted on trailers)) of reasonable size.

F) Ultra-light Vehicles (defined in 14 CFR part 103) as being single occupant, for recreation or sport purposes, weighing less than 155 pounds if unpowered or less than 254 pounds if powered, having a fuel capacity NTE 5 gallons, airspeed NTE 55 knots, and power-off stall speed NTE 24 knots.

G) Unaccompanied Air Baggage (UAB)—Unaccompanied air baggage includes personal items and equipment (e.g., pots, pans, light housekeeping items, collapsible items such as cribs, playpens, and baby carriages, and other articles required for the care of the family) that may be shipped by air in accordance with Chapter 302 of the FTR. Household items (i.e., refrigerators, washing machines, and other major appliances or furniture) are not eligible as UAB. This applies to employees relocating from an OCONUS location to a CONUS location.

(26) The Department agrees to authorize one house hunting trip to help the affected employee locate housing at the new duty station. What is considered “one” house hunting trip is either a trip with both spouses or domestic partner, as allowed by law, simultaneously traveling to the new duty station or each spouse separately traveling once to the new duty station. The Department agrees to authorize travel and per diem for the affected employee and the employee’s spouse or domestic partner, as allowed by law, for house hunting trips. The Department agrees that the house hunting trip will be authorized as regular duty hours.

(27) The Department will authorize temporary quarters for the employee to the extent allowed by the Federal Travel Regulation.

(28) Affected employees shall be allowed to receive an allowance for expenses incurred in connection with their residence transactions (i.e. selling current home/buying new home) within the expenses allowed in accordance with the Federal Travel Regulation. This includes no *more* than ten (10) percent of the actual sales price for the sale of the current home and no more than five percent of the actual purchase price for the new home located near the new duty station. Reimbursement for loan origination fees may be approved upon the employee providing evidence that the higher rate does not include prepaid interest, points or a mortgage discount, and

loan origination fees or other similar fees are customarily charged in the locality where the residence is located.

(29) The Department recognizes under the current housing market that there may be employees that are “under water” on their mortgages. Management agrees that employees shall suffer no adverse employment impact, including but not limited to systems access, official travel access, or ethics/conduct for activities outside of the workplace for failure to meet their mortgage obligation.

(30) The parties agree that the Department will maintain records of all relocation travel orders according to applicable records retention policy. It is further agreed that the Department will provide Union officials with such records upon request to the extent permitted by law.

### **Reassignment**

(31) Employees who receive reassignments shall remain at their current duty location for 90 days before relocating unless otherwise stated in this Supplement, the Small Office Closure Memorandum of Understanding and any other agreement.

(32) With the exception of those employees covered by the Small Office Closure Memorandum of Understanding, employees will continue to work in their currently assigned field offices until the date of their reassignment reporting date.

(33) Management agrees to provide employees affected by the MFRT information on how they can use the Career Transition Assistance Program (CTAP) and the Interagency Career Transition Assistance Program (ICTAP) to retain and/or secure Federal government employment. This information shall be provided to employees who are displaced because they have declined a directed reassignment outside of the commuting area and meet the other CTAP-specific requirements. CTAP eligible employees would be afforded a selection priority for the Department’s competitively recruited vacancies via CTAP. Employees applying for positions outside of the Department may use the ICTAP selection priority program and are bound by the procedures of that agency. The Department will afford a selection priority to CTAP-eligible candidates who apply for Department positions within their local commuting area and are determined to be well-qualified for the specific vacancy before placing another candidate in the position unless the placement is under one of the CTAP exceptions.

(34) Affected AFGE employees’ hardship reassignment requests shall be processed in accordance with the Hardship Reassignment Article negotiated but not yet ratified between the Department and AFGE Council 222 in 2013. The Department shall provide web-based training on Hardship Reassignment requests to the affected employees within 30 days of the complete signing of this Supplement. Hardship Requests will be prioritized for a response by the Department within 30 days of submission. All hardship processing shall be completed prior to any employee being relocated.



(35) For out-stationed employees, Management and the Union agree that Supplements 39 (Operating Protocols) and 86 (New FPM Operating Protocols) between the parties shall be observed, including provisions regarding notification to employees of their chains of command for work assignments and disciplinary matters within 5 days of the affected employees reporting to their new duty station. Such employees will not be denied a preferred location solely because their immediate supervisor is not co-located at that location unless changed in this Supplement.

(36) For consolidating offices, program offices will identify positions to be filled prior to each wave. The approved quarterly hiring plan will be provided to the local unions, and a list of available positions will be provided to MFH employees as soon as practicable after budget approval. MFH employees in consolidating offices who wish to be reassigned to other program areas within their consolidating office may request reassignment to a position at the same or lower grade. Such a request is made by submitting a statement of interest, a resume and the most recent performance appraisal to the servicing Human Resources office. Minimum qualifications determinations will be made by the servicing Human Resources office. The information of qualified employees who have a summary rating of at least a "Fully Successful" will be forwarded to the program manager. The program manager must make a good faith effort and is strongly encouraged to select an MFH employee who is being required to relocate under the MFRT. This provision becomes effective 30 days from the effective date of this Supplement. The employee's eligibility for this provision ends when the employee accepts a directed reassignment. Reassignment notification through the selection process must be completed within 14 days. A report to the Union shall be provided for each wave that lists each applicant that was considered qualified.

**EXCEPTION for 1<sup>st</sup> Wave Employees:** Eligibility for this provision for these employees expires the day they begin their physical relocation. If employees in the first wave are selected after relocation expenses are incurred but prior to the physical relocation, employees will be released from their service agreement and a waiver of indebtedness will be granted. Once a selection is known MFH will delay any physical relocation.

(37) Management agrees that prior to issuing a directed reassignment in each respective MFRT wave, the Union will receive a copy of an organizational chart showing the actual employees relocation including but not limited to team assignment current position title, new position title, current position pay grade, new position pay grade, team, and location of the office.

(38) Management agrees that errors in duty stations and locality pay are beyond an employee's control. Management agrees to review all MFRT reassignment actions for accuracy within six months of relocation. If there are errors related to duty stations and locality pay, Management will effect corrections and reimburse the employees for any underpayments. Employees should also review their Notifications of Personnel Actions and earning and leave statements for accuracy and report any errors. If errors result in an overpayment, the employee may request that repayment of the overpayment be waived in accordance with applicable regulations.

### **Career Status**

(39) No MFH bargaining unit employee will be involuntarily downgraded as result of the Management's implementation of the MFRT.

(40) Management will not remove any bargaining unit employee from the bargaining unit as a result of directed reassignments resulting from the MFRT.

(41) There shall be no adverse impact on existing upward mobility and /or career ladder promotions as a result of implementation of the reorganization of MFRT.

(42) The Department will abide by all current settlement agreements (EEO) and grievance awards affected by the MFRT. If there are circumstances caused by MFRT that prevent the Department from abiding by any such agreement or award, it will notify the Union as soon as possible. Employees may avail themselves of any applicable enforcement procedures if they believe an agreement has been breached.

### **Leave, Alternative Work Schedules, Telework and Reasonable Accommodations**

(43) Annual leave and/or sick leave previously approved will not be rescinded as result of implementation of the Department's implementation of the MFRT.

(44) Management agrees that employees reporting to their new location will keep their previous alternative work schedules until a work related need to change the schedule is established. Any changes to an affected employee's alternative work schedule shall be in accordance with the current collective bargaining agreement.

(45) The Department agrees that employees reporting to their new location shall keep their existing telework agreements. Any change in a telework agreement shall be in accordance with the current collective bargaining agreement.

(46) The Department shall allow the affected employees to maintain their current telework schedules for a period of 90 days following the report date for each wave of the MFRT. Thereafter employees' request for telework shall be processed in accordance with the collective bargaining agreement. This telework is in addition to the telework permitted under the Small Office Closure Memorandum of Understanding.

(47) All employees teleworking from their new duty stations shall receive appropriate equipment and supplies in a timely manner. Affected employees shall not be required to live within the "normal commuting area" of any reassigned duty station.

(48) Approved reasonable accommodations will remain in effect if employees relocate to a new office location. If a modification is requested by the employee as a result of the relocation, the proposed modification will be processed in accordance with the Departmental Reasonable Accommodation Policy.

## **Performance Management and Training**

(49) Management agrees to retain employees at current grade levels.

(50) Management agrees that all Multifamily positions will be properly classified based on their duties and responsibilities and will reflect grade parity for those employees with the same duties and responsibilities.

(51) Prior to providing a directed reassignment, each employee will receive a position description classified in accordance with OPM standards.

(52) All affected bargaining unit employees will be assigned to positions with approved classified position descriptions. Employees shall receive copies of their new Position Descriptions that accurately define, identify and describe the tasks and duties for which employees will be responsible. Management agrees that employees reassigned as a result of the MFRT meet qualifications for the positions to which they are being reassigned.

(53) Prior to or concurrent with the directed reassignment, all affected Field and Headquarters MFH bargaining unit employees shall be provided a copy of their classified position descriptions for their newly assigned positions and/or duties.

(54) To the extent possible, work as a result of the MFRT reorganization will be distributed equitably among affected bargaining unit employees. The phrase “other related duties as assigned” as used in position descriptions means duties related to the basic job and is not to be used as the basis for the assignment to employees of duties unrelated to the principal duties of their position, except on an infrequent basis and only under circumstances in which such assignments can be justified as reasonable.

(55) Multifamily employees affected by the MFRT shall be provided any and all work and training opportunities including work options that are provided to Multifamily employees currently working in the selected Multifamily HUB and satellite Offices.

(56) The Multifamily employees currently working in the selected Multifamily HUB and satellite offices. shall be provided any and all work and training opportunities including work options that are provided to Multifamily employees relocated as a result the MFRT.

(57) Management agrees that the implementation of the MFRT shall be deemed as a factor beyond an employee’s control and will not negatively impact an employee’s performance evaluation. In the application of the performance elements and standards to affected bargaining unit employee, management shall take into account mitigating factors.

(58) In the event the employee receives a different position description due to the MFRT, Management will provide the employee with a position description, new performance standards and elements and appropriate training. MFH employees shall receive no less than a 90 day period of training.

(59) Upon accepting a directed reassignment, MFH employees who are subject to a skills assessment will not be adversely affected as a result of the assessment (i.e. grades, promotions, potential access to training.)

(60) The Department agrees not to require certification as a precondition for holding any position if certification was not required prior to the MFRT.

(61) Any new performance standards/ EPPEs provided to employees shall be addressed under the current collective bargaining agreement requirements.

(62) Once the proposed training plan is finalized, pre-decisional discussions with the Union will be scheduled and the proposed training plan will be discussed.

(63) Prior to employees having to report to their new assignment, Management will provide a training plan. The training plan will include an outline of learning objectives, live classroom instruction and other appropriate training. Employees shall be allowed to adjust their Individual Development Plans accordingly. Management agrees to provide retraining and cross training to support and maintain Departmental programs which may include communication (i.e. language, oral and written communication) skills.

(64) With the exception of volunteers, there will be no expectation that MFH employees will be required to train higher graded employees.

(65) MFH employees who currently do not complete forms related to construction, inspection, environmental review, and plan approval, shall be provided training that equips them with the knowledge and skills required to perform the job duties should the completion of these forms become required.

(66) Performance appraisals will take into account an employee's training status. Employees' training status shall have no adverse impact on employees' performance appraisals.

(67) Management agrees that team leads are bargaining unit employees and are not supervisors. Team leaders will not have a role in rating other bargaining unit MFH employees at any point during or after the MFRT.

(68) Management agrees that irrespective of position title, it is the Department's intention to assign a MFH employee with a workload that is series and grade controlling, and in compliance with performance standards under the provisions of the current collective bargaining agreement.

(69) There shall be no adverse impact on the performance appraisals of Multifamily employees whose primary language is not English if they are meeting the requirements of the performance standards.

### **Space and Office Relocation**

(70) Management agrees to provide workstations in accordance with Supplement 69 dated March 17, 2006 (Space Management), which provides for workstations of 64 square feet but no less than 56 square feet, unless there is a current local agreement dated after March 17, 2006, that provides for a larger workstation in the MFH consolidated HUBs and satellites. This includes workstations for communal work, architects, construction analysts and appraisers. This workstation provision will be effective until a new National Supplement related to space management or a new negotiated collective bargaining agreement goes into effect.

(71) The development of space in the MFRT shall include high quality furniture and will be in conformance with the current collective bargaining agreement.

(72) In accordance with the midterm bargaining provision of the current collective bargaining agreement, midterm bargaining will be conducted at the local level concerning local space issues not negotiated at the national level related to the Department's implementation of the MFRT.

(73) For each wave of the MFRT, Management agrees to develop a move schedule. The schedules will include, at a minimum, time-frames for the delivery of files, records and data, and will provide a briefing for the Union and a meeting among staff.

(74) Prior to implementing a move schedule, Management will hold discussions with the involved Union locals. Any schedule changes will be discussed with the involved Union locals.

(75) All affected employees shall be provided packing materials and granted up to 16 hours to box their office work station belongings on the designated moving date, and up to 12 hours to unpack their belongings upon arriving to the new duty station. Employees shall not be required to pack or unpack outside of duty hours unless Management approves compensatory time, overtime or credit hours. Employee shall not be required to lift, move or carry boxes outside of their immediate work space. Where appropriate, Management will provide assistance to employees.

(76) All Multifamily Housing employees relocated to a new office will be provided the same full consideration for fair selection of office space as any employee currently in the receiving office. All new and current employees in a receiving office will be provided the same consideration for space.

(77) Management agrees to provide equipment in accordance with all health and safety requirements. Any reused equipment will be sanitized (including but not limited to phones,

headphones, computers chairs and workstations). Management will take additional steps to address employees' health concerns which may include replacement of equipment.

(78) Relocated employees shall have space and essential equipment in place prior to reporting to duty in the receiving office. Any delay in providing space and equipment shall not delay pay and benefits.

(79) Information packets will be provided to all employees identifying the amenities available at or nearby the new duty location. This includes but is not limited to Federal Credit Union, Fitness Center, transportation /parking options, Federal Protective Service and food. Information should include at a minimum the hours, location, fee schedule and direct contact information for these services.

(80) Affected employees relocating to the new Multifamily HUB or Satellite offices shall receive transit subsidies or other subsidies provided by HUD and other amenities available in their new location.

(81) Affected employees relocation under the MFRT shall receive a security briefing upon reporting to the new office on the following topics:

- A) Fire drills/ evacuation routes and procedures,
- B) Security briefing by the Federal Protective Service, and
- C) Parking, public transportation and shuttle logistics.

(82) Work assignments shall be adjusted to accommodate the physical office moves of employees affected by the MFRT.

### **Miscellaneous**

(83) Pursuant to 5 CFR 537.107 and the terms and provisions of HUD's Service Agreement for Receipt of Repayment of Students Loan(s), The Department agrees to waive Student Loan Repayment Service Agreements for employees separated by the MFRT. There shall be no adverse impact on the employees' alternative work schedules as result of the Department's implementation of the MFRT.

(84) Management will adhere to the terms of the current collective bargaining agreement regarding any decisions it may make in deciding to contract out work.

(85) The Department shall provide a current to/from list concurrent with each wave to include job titles in the office being reorganized. The list shall be provided to the Union and each Union local affected in the wave.

**(86) Management agrees to provide a list of any new positions created as a result of the MFRT at any point during the reorganization/transformation period.**

(87) Merit staffing principles and requirements shall be followed for staffing all new positions in higher graded job title positions that are created, designed for or listed as part of the MFRT.

(88) Management agrees that merit staffing will be done in accordance with the current collective bargaining agreement and applicable law, rule and regulations.

(89) In accordance with the current collective bargaining agreement, mid-term bargaining will be conducted at the local level for any local issues not covered in this Supplement.

(90) The Department agrees that affected employees will retain their bargaining unit affiliation with AFGE until the actual physical report date in a non-AFGE affiliated office (i.e. Detroit and San Francisco).

(91) The Department agrees to discontinue deduction of union dues from employee paychecks on the date the employee is reassigned to another office including employees who are members for less than one year in accordance with Article 33 of the HUD/AFGE Agreement (Dues Withholding).

(92) Management agrees that travel outside the local commuting area will be approved for overnight travel where appropriate.

(93) The AFGE/HUD Memorandum of Understanding titled “Workload Sharing Pilot in Multifamily Housing” signed January 10, 2013 has ended. Concurrent with each wave of the MFRT, Management shall provide a workload analysis for each affected office in the wave including but not limited to any work transferred between offices.

(94) Prior to the implementation and relocation of employees in Wave I, all best practices identified in the Workload Sharing Pilot in Multifamily Housing analysis shall be implemented within the Fort Worth HUB and Kansas City satellite offices.

(95) The MFRT to 5 Multifamily HUBs and 5 Multifamily Satellite offices is not intended to implement a Reduction in Force (RIF).

(96) This Supplement shall become effective 14 days from the date this Supplement is signed.

FOR MANAGEMENT:

FOR THE UNION:

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Mark Zaltman

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Perry Casper

Chief Negotiator

Chief Negotiator

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Beverly E. Bishop

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William L. Biggs

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Jennifer Leigh Drescher

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Marinella G. Murillo

---

Joseph DuBose

---

Holly Salamido

---

Courtney B. Minor

---

Deborah Slakes

---

Lisa Surplus

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Salvatore T. Viola