



American Federation of Government Employees
National Council of HUD Locals 222

Affiliated with AFL-CIO

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November 19, 2013

MEMORANDUM FOR: John Anderson, Senior Advisor, Employee and Labor Relations
Division

FROM: Jerry Gross, Midterm Bargaining Chair, AFGE Council 222

SUBJECT: Demand to Bargain – Reassignment of Philadelphia HOC Employees

This will serve as AFGE Council 222's demand to bargain over the proposed reassignment of employees from the Housing Program Support Division and Homeownership Director's Staff to the Housing Quality Assurance Division as proposed by a memorandum from Julie Shaffer, Director, Philadelphia Homeownership Center, dated November 13, 2013 (enclosed). The November 13 memorandum proposes to reassign four employees to new supervisors, and two of those employees to new position descriptions, effective December 1, 2013.

Below are our preliminary proposals:

1. Written Responses: Management shall provide written responses regarding the Union's proposals below within five business days of receipt of this memo.
2. Union Briefing: Management shall brief designated Union representatives as soon as possible on the nature and impact of the proposed relocation.
3. Employee Meeting: Management shall provide the Union with an opportunity to meet with all affected employees. Management shall permit the affected employees to meet with the Union representative, and shall take no adverse actions against the employees for doing so.
4. Reorganization Information: Management shall provide the Council, with copies to affected Locals, with all information required under Section 5.04 (3), including a statement of the impact, if any, on affected employees' performance ratings, copies of new position descriptions, and copies of before and after organization charts.
5. Promotion Potential: There shall be no adverse impact on affected employees' promotion potential or eligibility for promotions as a result of the reassignments.

6. Office Moves/Space Allocations: Management shall separately notify and bargain with affected Locals of any office moves involved in the reassignments as required by the HUD-AFGE Agreement, Section 5.04 (2). All affected employees who are physically moving their offices shall be provided packing materials and granted sufficient time during the work day to box their office belongings on the designated date, and to unpack their belongings upon completion of proposed furniture replacement. Employees shall not be required to pack or unpack outside of duty hours. Employees shall not be required to lift, move, or carry boxes outside of their immediate work space.
7. Reasonable Accommodations: There shall be no adverse impact to any reasonable accommodation of any affected employee.
8. Telework Agreements: There shall be no adverse impact to any telework agreement of any affected employee.
9. Alternative Work Schedules: Management shall not require affected employees to change previously approved alternative work schedules.
10. Leave: Any leave previously approved shall not be rescinded as a result of the proposed reassignments.
11. Training: There shall be no adverse impact on training plans of affected employees. Management shall provide all necessary and appropriate training to employees affected by the reassignments.
12. Performance Appraisals:
 - a. Each employee reassigned to a new first line supervisor under this reorganization shall receive a rating of record from the former supervisor. The rating of record shall be communicated in writing to the employee within thirty (30) workdays of the effective date of the permanent position change.
 - b. Each employee reassigned to a new first line supervisor under this reorganization shall receive a new performance plan from the new supervisor. Employees shall be permitted to participate in the development of performance plans.
 - c. Each employee reassigned to a new first line supervisor under this reorganization shall receive a rating of record from the new supervisor after working 90 days or at the end of the annual performance period, whichever is later.
 - d. Affected employees will receive interim ratings from their new supervisors.

- e. There shall be no adverse impact on the performance appraisals of affected employees as a result of the reassignment.
13. Maintenance of Status Quo: The Department will maintain status quo until completion of bargaining.
14. Adverse Impact: There shall be no adverse impact on any affected employee as a result of the proposed reassignment.

These are preliminary proposals only, and the Union reserves the right to bargain or amend or add proposals, in accordance with Article 5.

I will serve as the Council's contact for this matter, and will notify you of the Council's Chief Negotiator.

Enclosure: Memorandum: Union Notification – Reassignment of Philadelphia HOC Employees/Supervisory Change, November 13, 2013

cc: Julie Shaffer
Chris Boguslaw
Eddie Eitches
Carolyn Federoff
Ashaki Robinson-Johns
Asha Littlejohn
Debra Walker
Toni McGant
Juan Evereteze



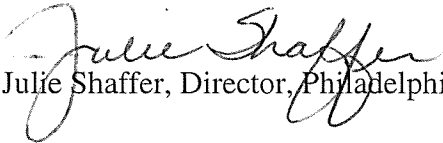
U.S. Department of Housing and Urban Development

Homeownership Center
The Wanamaker Building
100 Penn Square East
Philadelphia, Pennsylvania 19107-3389

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MEMORANDUM FOR: Edward Eitches, American Federal of Government Employees, National Council of HUD Locals 222

THROUGH: John Anderson, Senior Advisor, Employee & Labor Relations

FROM:  Julie Shaffer, Director, Philadelphia Homeownership Center, 3AHH

RE: Union Notification - Reassignment of Philadelphia HOC Employees/Supervisory Change

Please accept this communication as notification pursuant to applicable provisions of the HUD/AFGE Agreement that the Philadelphia HOC will be reassigning the 4 bargaining unit employees listed below from the Housing Program Support Division (PSD) and Homeownership Director's Staff to the Housing Quality Assurance Division (QAD) effective December 1, 2013, to address current workload concerns.

Additionally, all employees will report to new supervisors and two of these employees will be moved to new position descriptions.

- Robert Falkenstein, Housing Program Officer, GS-1101-15, from the PSD, Washington D.C. to the QAD, Washington, DC. New Supervisor: John Van De Zilver.
- James Cannon, Housing Program Specialist, GS-1101-13, from the PSD, Columbus, OH to the QAD, Columbus, OH as a Senior SF Housing Specialist GS-1101-13 (position description change). New Supervisor: John Van De Zilver.
- Joyce Richardson, Housing Program Officer, GS-1101-15, will be reassigned from the HOC Director's Staff, Baltimore MD to the QAD, Baltimore, MD. New Supervisor: Patricia Peiffer.
- John Ertle, Housing Program Specialist, GS-1101-13, Program Support Division, Hartford, CT – will be reassigned to the QAD, Hartford, CT as a Senior SF Housing Specialist GS-1101-13 (position description change). New supervisor: Patricia Peiffer.

All employees will remain stationed in their present geographic locations.

If you have any questions, please contact Chris Boguslaw, Director, Operations and Customer Service, Philadelphia Homeownership Center, at 215-861-7241 or John Anderson, Senior Advisor, Employee & Labor Relations, at 202-402-3055.

C.C.

Jane Vincent, Regional Administrator Region III, 3AMA

Carolyn Federoff, Vice President

Jerry Gross, Union Representative

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