



# National Council of HUD Locals


AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES  
AFFILIATED WITH AFL-CIO

## Council 222

June 20, 2014

MEMORANDUM FOR: Sharon Jackson, Labor and Employee Relations Division, AHED

FROM:

  
Jerry Gross, Midterm Bargaining Chair, AFGE National Council 222  
of HUD Locals

SUBJECT: Demand to Bargain: Concur Travel and Relocation System

Pursuant to Article 5, Section 5.02 of the HUD/AFGE Collective Bargaining Agreement (the Agreement), this memorandum serves as HUD Council 222 of AFGE Locals' (the Council's) demand to bargain the impact and implementation the Department's planned deployment of the Concur Travel and Relocation System that will replace the current FedTraveler system.

The Council offers the following preliminary proposals for consideration and negotiation:

1. Status quo will remain and no changes to existing current FedTraveler system will take place until all bargaining is completed in accordance with the Agreement.
2. Management shall provide written responses regarding the Union's proposal provided below within ten days of receipt of this memo.
3. Management shall work with the Union to set a mutually agreeable meeting time within thirty days to negotiate implementation of the Concur Travel and Relocation System.
4. No employee will be adversely affected as a result of implementation of the Concur Travel and Relocation System.
5. No position will be removed from the bargaining unit as a result of implementation of Concur Travel and Relocation System.
6. This Supplement shall not diminish or waive any rights that bargaining unit employees have under the Agreement, law, rule or regulation.
7. The Concur Travel and Relocation System will not change existing opportunities for employee's promotions, upward mobility or career ladder opportunities.
8. Employees shall be given a reasonable training period to become proficient in using the Concur Travel and Relocation System. Employees will be provided the opportunity to voluntarily participate in hands-on training of the Concur Travel and Relocation System. Additional training, follow-up, and refresher instruction will be provided upon the employee's request.
9. Annual leave and/or sick leave previously approved will not be rescinded as a result of implementation of the planned deployment of the Concur Travel and Relocation System.

10. There shall be no adverse impact on to employees' alternative work schedules, telework agreements, or reasonable accommodations as a result of implementation of the Concur Travel and Relocation System.
11. Implementation of the Concur Travel and Relocation System will not adversely affect approval of requests for reasonable accommodations that employees may require in order to travel.
12. The Concur Travel and Relocation System shall function in compliance with the Americans with Disabilities Act and the Rehabilitation Act of 1973.
13. Implementation and use of the Concur Travel and Relocation System will conform in all aspects to the requirements of the present and any succeeding Agreement.
14. Local Union Presidents shall receive timely notifications in accordance with Article 5 of the Agreement regarding local changes in policies, practices, and procedures as a result of implementation of the Concur Travel and Relocation System.
15. The Department shall take all reasonable steps to assure that bargaining unit employees are protected from any adverse impact caused by their use of the Government Travel Contractor (GTC) Charge Card for official travel purposes.
16. The GTC will not disclose any credit information to the public.
17. Employees will not be required to pay any part of any disputed billing to the contractor pending resolution of that dispute.
18. As long as the employee reports the loss of their credit card within 48 hours of their discovery of such loss, the employee will incur no charges associated with that loss.
19. Upon request by the Union, a copy of the contract between GSA and the GTC contractors shall be provided to the Union.
20. Upon request by the Union, the Department shall provide the Union with transaction reports.
21. The Department shall establish strong measures to be put in place to ensure that employee personal information in Concur Travel and Relocation System cannot easily be shared or accessed by personnel at the service provider.
22. If an employee mistakenly inputs information in the Concur Travel and Relocation System or if Concur Travel and Relocation System incorrectly populates erroneous information, the employee will not be subject to disciplinary action. The Department shall ensure that errors can and will be promptly corrected.
23. If implementation of the Concur Travel and Relocation System causes delays or cancellation of employees' existing travel plans, no adverse action shall be taken against

employees and those delays/cancellations shall have no effect on employees' performance appraisals or other evaluations.

24. Employees who do not have a Government travel card may request a travel cash advance or that their transportation and lodging charges be centrally billed. There will be no adverse impact on employees who have been approved for an exception from using a Government travel card to use personal funds, a non-government credit card, or travel advance in lieu of a Government travel card.
25. Employees shall not be required to travel until they have received a travel advance if they request the advance.
26. No adverse performance or misconduct action shall be taken against an employee whose travel was delayed for actions outside of their control due to the GTC's failure to issue an employee a credit card and the Department's failure to provide an alternative method of payment.
27. Employees shall not be required to pay any transaction fees for applications for Government travel cards, for Helpdesk services, or for any other actions in connection with using the Concur Travel and Relocation System.
28. Employees whose Government travel cards may be cancelled as a result of the implementation of the Concur Travel and Relocation System will be notified at least 30 days in advance.
29. The Department will provide a detailed summary comparing the present FedTraveler system to the Concur Travel and Relocation System and indicating what aspects of official travel, relocation, and/or Government travel cards will be affected by the change. The Department also will fully brief the Union on those changes in a format that allows the Union to ask questions. The Union may submit additional proposals and/or modify submitted proposals after receiving the summary and being briefed even if formal negotiations have begun.

These are preliminary proposals for the purpose of negotiating the changes under the subject line above and additional proposals may be added prior to the start of any necessary negotiations. I will serve as contact for this negotiation.