



American Federation of Government Employees
National Council of HUD Locals 222

Affiliated with AFL-CIO

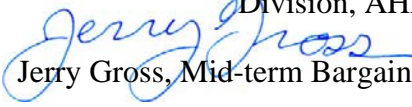
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June 26, 2014

MEMORANDUM FOR: John Anderson, Acting Deputy Director, Employee & Labor Relations
Division, AHED

FROM:  Jerry Gross, Mid-term Bargaining Chair, AFGE Council 222 of HUD Locals

Subject: Demand to Bargain and Request for Information – Emergency Notification System

This responds to the Department's memorandum of June 25, 2014, which provided notice regarding HUD's plan to implement an Emergency Notification System (ENS) within the Department. AFGE Council 222 (the Union) applauds the Department's desire to disseminate emergency information as quickly as possible to all employees who may be affected. We do not wish to delay the implementation of the ENS unnecessarily, but would like some questions answered and to reach an agreement promptly about the use of the ENS.

This memo therefore serves as the Union's demand to bargain over the Department's proposed implementation of an Emergency Notification System. This also serves as the Council's request for information. The Council provides this response in accordance with Article 5 of the AFGE-HUD collective bargaining agreement.

Below are our preliminary proposals:

1. Management will provide written responses regarding the Union's proposals provided below and attached within ten days of receipt of this memo.
2. Management will not implement any policies or programs covered by this demand to bargain that would be applicable to AFGE bargaining unit employees until all negotiations are completed as indicated by a signed agreement on the subject.
3. Management will provide the following information to the Union prior to beginning negotiations:
 - a. Please identify when the ENS will be used (e.g., weather emergencies, building closures, local threats, early dismissal for holidays, Departmental action items).
 - b. Please explain whether notices will be sent out to specific regions or localities, or if all messages are national.
 - c. Please explain how personnel may select one or more regions/localities for relevant alerts.

- d. Please identify how many and what types of contact methods employees may use (e.g., e-mail, voice, SMS, text message).
 - e. Please explain the methodology of contacting personnel via the ENS (e.g., cycling through different contact methods, or sending to all contacts at once; whether confirmation is needed; whether messages are re-sent until confirmation is received).
 - f. Please explain how employees who choose to participate may change their contact information or subsequently opt-out.
 - g. Please explain whether the proposed ENS will also broadcast messages across the hud.gov and/or HUD@Work homepages.
 - h. Please identify how employees will know a message is from the HUD ENS.
 - i. Please identify the office(s) and individual(s) who will be responsible for sending ENS alerts.
 - j. Please explain any limitations of the ENS system, such as whether it works with technologies such as Google Voice, and whether any contact methods are more efficient than any others.
 - k. Please identify whether participants will need to sign up each year, or whether a subscription will continue indefinitely.
 - l. Please provide samples of the types of messages that may be sent out through the ENS.
 - m. Please explain whether and how often HUD may test its ENS by sending out test alerts.
 - n. Please identify the desired date the HUD ENS will be implemented.
4. The Union recognizes that the Department has stated that employee participation in the HUD ENS is voluntary.
 5. There will be no adverse action taken against employees in connection with their election to participate or not participate in HUD's ENS, or in connection with any actions taken based on information provided by an ENS alert, misunderstanding of a nonspecific ENS alert, or failure to receive an alert.
 6. The Department will advise employees of any consequences of not signing up for the HUD ENS (e.g., the type of information that may not be available through other channels).
 7. Information provided by employees who sign up for the HUD ENS will be used only for emergency notifications.
 8. The Department will ensure that all personal information is properly safeguarded.

9. The Department will notify the Union of who has access to ENS subscriber information (e.g., Department employees, contractor) and will notify the Union when there is a change in access.
10. The Department will not provide identifying information such as an employee's name to a third-party vendor; only contact data necessary to receive an ENS alert will be provided.
11. The Department will take steps to ensure that third parties are prohibited and prevented from using personal information for any purpose other than ENS alerts. The third-party vendor will have no right to use contact information for any purpose other than issuing ENS alerts. The vendor will not have rights to sell, disclose, or trade your contact information. The Department will advise employees of these protections, as well as that, when required by law (e.g., in compliance with a subpoena or court order) their contact information may be disclosed.
12. The Department will provide sufficient instructions for employees to understand how to sign up for the ENS, how to change their personal settings, and how to unsubscribe.
13. The Department will advise employees before they complete any subscription process that they may be charged for text messages based on the terms of their contract with a service provider.
14. The Department will advise employees on who is eligible to sign up for HUD ENS alerts (e.g., only HUD employees with a government e-mail address, or family members, people who may do business with HUD, etc.), and whether all methods of communications are available to all categories of participants.
15. The Union requests that access for signing up for the HUD ENS be through the hud.gov website (accessible outside the secure environment of HUD@Work), and that it work on all major browsers and platforms.
16. The Department will provide a Help number and email for employees who have trouble with their subscription.
17. If applicable, the Department will provide advance notice to employees whose subscription may end or be deactivated, such as due to their resignation from the Department.
18. The Department will notify the Union in advance of any changes to the ENS system.

The Union reserves the right to bargain, amend, or add proposals, in accordance with Article 5 of the collective bargaining agreement. This includes the right to submit further proposals and/or requests for information upon receiving management's timely and complete response to the information requests identified above.

I will be the contact for this matter. Once the requested information is received, I hope we can quickly reach an agreement so that the Department can roll out the HUD ENS promptly.