



American Federation of Government Employees National Council of HUD Locals 222

Affiliated with AFL-CIO


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August 18, 2014

MEMORANDUM FOR: Michael H. Stein, Deputy Director, Employee & Labor Relations
Division, AHED

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

SUBJECT: Demand to Bargain – System Upgrades

HUD regularly implements upgrades to the Department's numerous electronic and automated systems. The Department has recently notified the Union of two upgrades that the Department considers routine, Microsoft Office 2010 Service Pack 2 and Microsoft SharePoint 2010 Service Pack 2, and the Union tendered Demands to Bargain in response. Management subsequently indicated a reluctance to negotiate the impact and implementation of system upgrades that it considers routine and having minimal impact on the bargaining unit.

The Union notes that any upgrade or change to a system can affect bargaining unit employees in various ways. Sometimes this may be a change in procedures to access or use different parts of the system. Often it involves some system downtime while the upgrade is being implemented. Even when the upgrade is done over a weekend, taking the system offline will affect employees who need to access the system to complete work; their inability to perform the work at that time may affect evaluations.

In recognition of management's desire to avoid repetitive bargaining over related issues and the Union's need to protect the rights of the bargaining unit, the Union proposes that the Department and the Union conclude an agreement that will apply to all future, routine system upgrades that do not involve a change in procedures for employees who use the system (the customers), changes in policies, reorganizations, or reassignments. This will serve as AFGE Council 222's demand to bargain over the Department's implementation of such future upgrades. We offer the following preliminary proposals:

1. Notice: The Department will notify all affected employees at least two weeks prior to implementing any upgrades, and shall explain the effect of the change. The Department shall also provide a notice to the Union (Council and/or Locals, as applicable). The information shall include any expected times the system may be unavailable.
2. No Adverse Action: The Department will not take any adverse action against employees as a result of implementing the system upgrades. The Department shall not take any adverse action against employees who are unable to access their data or perform their work due to or following the system upgrade.

3. Technical Assistance: The Department will make the HITS HelpDesk available to assist employees in connection with system upgrades. When specific actions are required of employees to access a system after an upgrade is implemented, or as otherwise appropriate, the Department will provide a User Guide with step-by-step instructions for affected employees, which will also serve as a training tool. The Department will provide all affected employees with a copy of the User Guide or a direct link to access the User Guide online.

These are preliminary proposals only, and the Union reserves the right to bargain or amend or add proposals, in accordance with Article 5 of the collective bargaining agreement. For your convenience, I have attached a proposed Supplement containing these terms.

While the proposed supplement addresses possible future upgrades, it does not cover the upgrades for Microsoft Office 2010 Service Pack 2 and Microsoft SharePoint 2010 Service Pack 2. The Union notes that those demands to bargain are outstanding and that we have yet to receive a responsive answer. I hope that we can conclude those agreements promptly, and that management does not implement until we have done so. I have attached copies of those proposed agreements.

I will serve as the contact for this matter.

Enclosures

1. Proposed Supplement: System Upgrades
2. Proposed Supplement: Microsoft Office 2010 Service Pack 2 Upgrade
3. Proposed Supplement: Microsoft SharePoint 2010 Service Pack 2 Upgrade

cc: John E. Anderson, Employee & Labor Relations Division

NATIONAL SUPPLEMENT ____

between

U.S. Department of Housing and Urban Development

and

American Federation of Government Employees Council 222 of HUD Locals

SUBJECT: System Upgrades

SCOPE: HUD regularly implements upgrades to the Department's numerous electronic and automated systems. This agreement applies to all system upgrades identified after this Supplement is signed, that are routine and do not involve a change in procedures for employees who use the system (customers), changes in policies, reorganizations, or reassignments.

1. Notice: The Department will notify all affected employees at least two weeks prior to implementing any upgrades, and shall explain the effect of the change. The Department shall also provide a notice to the Union (Council and/or Locals, as applicable). The information shall include any expected times the system may be unavailable.
2. No Adverse Action: The Department will not take any adverse action against employees as a result of implementing the system upgrades. The Department shall not take any adverse action against employees who are unable to access their data or perform their work due to or following the system upgrade.
3. Technical Assistance: The Department will make the HITS HelpDesk available to assist employees in connection with system upgrades. When specific actions are required of employees to access a system after an upgrade is implemented, or as otherwise appropriate, the Department will provide a User Guide with step-by-step instructions for affected employees, which will also serve as a training tool. The Department will provide all affected employees with a copy of the User Guide or a direct link to access the User Guide online.
4. Implementation: This Supplement shall be effective upon signing. This Supplement shall be incorporated into the successor collective bargaining agreement that follows the existing 1998 HUD-AFGE national collective bargaining agreement.

For Management:

Date: _____

For the Union:

Date: _____

Jerry Gross, Midterm Bargaining Chair, Council 222

NATIONAL SUPPLEMENT ____

between

U.S. Department of Housing and Urban Development

and

American Federation of Government Employees Council 222 of HUD Locals

SUBJECT: Microsoft Office 2010 – Service Pack 2 (SP2) Upgrade.

SCOPE: HUD will implement an upgrade of Microsoft Office 2010 Service Pack 2 (SP2) on all HUD-issued computers from October 2014 to November 2014. This is an update that Microsoft makes available annually to its products. The SP2 upgrade package includes minor to moderate fixes discovered in the initial release of the Office 2010 application suite (Outlook, Word, Excel, Access, PowerPoint, OneNote and SharePoint Workspaces).

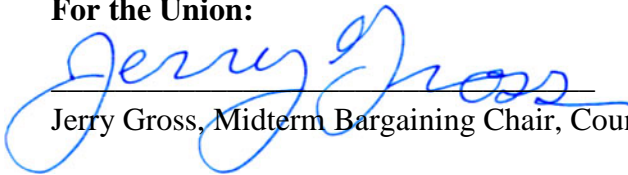
1. Notification: HUD will notify each affected HUD employee 2 weeks prior to implementing the upgrade, and will provide a 2-day advance reminder notice as well.
2. Training and Information: In its notification to employees, HUD will provide links to access Office 2010 articles from the Computer Self Help Desk website. The HITS Help Desk will be able to offer assistance to customers needing help.
3. No Adverse Action: Management shall not take any adverse action against employees as a result of implementing the SP2 upgrade. Management shall not take any adverse action against employees who are unable to access their data due to these changes.

For Management:

Date: _____

Date: _____

For the Union:



Jerry Gross, Midterm Bargaining Chair, Council 222

Date: 7/14/2014

NATIONAL SUPPLEMENT ____

between

U.S. Department of Housing and Urban Development

and

American Federation of Government Employees Council 222 of HUD Locals

SUBJECT: SharePoint 2010 – Service Pack 2 (SP2) Upgrade.

SCOPE: HUD will implement an upgrade of SharePoint 2010 Service Pack 2 (SP2) on HUD servers in August 2014. This is an update that Microsoft makes available annually to its products. The SP2 upgrade package includes minor to moderate fixes to SharePoint functions and features.

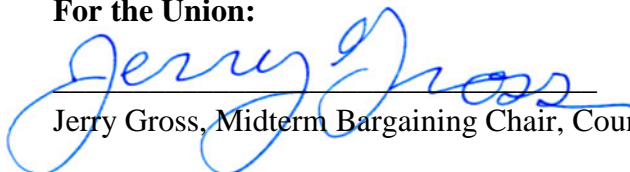
1. Notification: HUD will notify each affected HUD employee 2 weeks prior to implementing the upgrade, and will provide a 2-day advance reminder notice as well.
2. User impact: The SharePoint SP2 upgrade will have no direct user impact on HUD employees. Employees will be advised that the server(s) will be unavailable during the upgrade timeframe, which will occur over a weekend.
3. Training and Information: In its notification to employees, HUD will provide links to access Office 2010 articles from the Computer Self Help Desk website. The HITS Help Desk will be able to offer assistance to customers needing help.
4. No Adverse Action: Management shall not take any adverse action against employees as a result of implementing the SP2 upgrade. Management shall not take any adverse action against employees who are unable to access their data or perform their work due to implementation of the SP2 upgrade.

For Management:

Date: _____

Date: _____

For the Union:


Jerry Gross, Midterm Bargaining Chair, Council 222

Date: 7/14/2014