

Space Sharing Implementation

I. GENERAL GUIDANCE:

1. HUD shall not implement space sharing in a specific Field office or HQ Satellite location(s) until a reconfiguration/relocation of the office is planned **or** until 90% of the workstations are assigned/occupied, as defined in number 3 below.
2. Within the Weaver Building, the implementation of space sharing will apply at the program office/major component level (e.g. Multifamily, Single Family), when new space is developed, the 90% criteria is reached (as defined in number 3 below) or to achieve consolidation at a component level.
3. 90% assigned/occupied shall include employees onboard as well as employees identified as part of funded, approved hiring plans.
4. When utilizing the 90% capacity criteria, the Office of Space and Project Management (OSPM) will conduct an occupancy analysis to confirm the threshold has been reached.
5. Once confirmed, Management will inform the Union that space sharing will be implemented at that location.
 - a. OSPM will review current floor plans to determine any necessary personal storage modifications that will be required to provide individual storage (in accordance with Supplement 35).

II. SPACE SHARING IMPLEMENTATION WHEN NO SPACE MODIFICATIONS ARE REQUIRED:

6. Employees will have 30 days to remove all personal belongings from their previously assigned workstations/office space.
7. Once all personal belongings have been removed from the space, HUD will have 15 days to fully sanitize all workstations and offices that have been designated for desk sharing.
8. IT equipment will be placed on all hoteling and hot desks.
9. Employees will be briefed and provided guidance on the reservation process.
10. Management shall permanently assign locking storage space, which shall meet the requirements of Article 57, Section 57.04(14) as amended by Supplement 35, to all routinely teleworking employees who are not eligible for permanently assigned

workstations. If available, Management will provide lockable storage space to remote and mobile workers when their supervisors or their duties require them to work in a HUD office on a temporary basis. Addition of locking storage space to comply with supplement 35 will not be considered a space modification.

III. SPACE SHARING IMPLEMENTATION WHEN SPACE MODIFICATIONS ARE REQUIRED:

1. OSPM will conduct a space analysis to build requirements for the implementation of desk sharing.
 - a. OSPM will review current floor plans to determine any necessary workstation, office, and storage modifications that will be required.
 - b. The local union will be consulted and given the opportunity to provide input into the development of the plan.
2. Once a layout is finalized, management will develop an Article 49 notice for issuance to the Union.
3. Union negotiations will be conducted in accordance with the HUD/AFGE Agreement.
 - a. Employees will have 30 days to remove all personal belongings from their previously assigned workstations/office space (prior to commencement of project).
 - b. Once all personal belongings have been removed from the space, modifications made, and project activities are complete, HUD will have 15 days to fully sanitize all workstations and offices that have been designated for desk sharing.
 - c. IT equipment will be placed on all hoteling and hot desks.
 - d. Employees will be briefed and provided with guidance on the reservations process.

Reservation Process

Implementation Strategy for HUD Room Reservation Process

Overview

HUD is embarking on the development of a comprehensive room reservation process to streamline the scheduling of various office spaces, conference rooms, and training facilities

across its nationwide offices. HUD has partnered with ServiceNow for their Nuvolo Integrated Workplace Management System (IWMS) solution, which includes a room reservation capability. While this implementation is in process, HUD will use an Outlook/SharePoint process for reservations.

1. This implementation plan outlines the key steps and strategies for the successful deployment of the HUD Room Reservation process. HUD will make a reservation process (Outlook/SharePoint, IWMS, or its successor), available in locations that are converting to space sharing. The reservation process shall permit employees to reserve hoteling workstations and private offices (as authorized), and conference, meeting, and teaming rooms.
2. Employees planned to report to the HUD office on any given day will be able to reserve appropriate workspace up to two weeks in advance, on a first-come basis. All hoteling workstations within a field office location or a program area in HQ will be available to all employees in that location or program area and will not be restricted to reservation by work unit. Absent extenuating circumstances, if an employee makes a reservation and is unable to use it, they must cancel the reservation no later than the start of the day the reservation is made for.
3. Management shall provide a demonstration, nationally, to the Union on how to access and utilize the reservation process at least 30 days before its use in the initial location. The demonstration shall include the process to be used temporarily, such as Outlook or SharePoint and a description of known future permanent process. Management agrees to comply with any bargaining requirements as applicable.
4. Management shall make digital floorplans of workspaces (including the location of permanently assigned spaces, those available for reservation, hot desks, and storage lockers) in locations as space sharing is implemented. The floorplans shall indicate which spaces are available for reservation and which are for hot desking.
5. Management shall provide affected employees with step-by-step guidance on how to use the online reservation process to reserve space before implementing the process in the affected location/program office. The guidance shall include information on whom to contact for additional assistance (e.g., the HITS Help Desk). Management shall email the guidance to affected employees at least 30 days prior to implementation of the reservation process in the affected location/program office, shall provide the guidance in new employee orientation packages in locations where such processes have been implemented, and shall make the guidance available on a continuing basis on HUD@work while the process is in place.

Sufficient Space

1. Management shall ensure that there is sufficient space available for employees who are regularly scheduled to report to a HUD office at a given time. Sufficient space shall mean that there is one permanently assigned or hoteling workstation, or private office when applicable, available within a field office location or a Headquarters Program Office for each employee who is regularly scheduled to report to the office

based on the maximum occupancy calculation, determined at the time HUD moves into the space.

2. Bargaining unit employees may be required to use hot desks in limited situations such as in emergency or mission-critical situations or when they change or alter their work schedule for their convenience, including remote workers. Given that employees who regularly hotel on a given day will have reserved a hoteling desk on a routine basis, any vacant hoteling spaces will be available on a first-come basis for employees directed to report to the office on a routine teleworking day.
3. In accordance with Article 57, Section 57.04(3)(e) as amended by Supplement 35, when an employee chooses to modify or terminate a Flexiplace arrangement, the employee may need to use hoteling or hot desking temporarily.

Lockers

1. Management shall permanently assign lockers to teleworking employees in accordance with Article 57, Section 57.04(14), as amended by Supplement 35.
2. If available, Management will provide lockable storage space to remote and mobile workers when their supervisors or their duties require them to work in a HUD office on a temporary basis.