

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

**AND**

**AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES LOCAL 476**

**SUBJECT:** General Services Administration (GSA) Smoking Policy

**SCOPE:** This Memorandum of Understanding addresses the implementation of the revised GSA Smoking Policy (policy) affecting space occupied by the U.S. Department of Housing and Urban Development (HUD) specifically the Robert C. Weaver Building (building) which is under the jurisdiction, custody and/or control of GSA.

1. **Smoke Free Environment:** HUD recognizes its responsibility to maintain a smoke –free environment for all employees.
2. **Designated Smoking Areas:** HUD agrees that all designated smoking areas will be in compliance with GSA FMR Bulletin 2009-B1. The Bulletin prohibits smoking in courtyards and within **25 feet** of doorways and air intake ducts on outdoor space under GSA’s jurisdiction, custody and/or control. Management will post signs in the front and the rear of the building clearly delineating the **25 feet** restrictive areas, designated smoking areas and the prohibited smoking areas. The previously designated smoking area on the front of the building (south side) will be eliminated to comply with the applicable policy and to further the objectives of the current administration. The designated smoking area on the observation deck will be clearly marked by signage and 1 table will be provided.
3. **Accommodations:** HUD will provide **2** round bench tables and **2** benches in the designated smoking area in the rear of the building on the north side. Ample smoking receptacles will be placed in the designated smoking areas to wit; ash cans in the front and the rear of the building to dispose of the resulting debris.
4. **Notification:** HUD agrees to place information regarding the revised smoking policy on the HUDWEB A-Z index providing a link to “Smoking Policy”, information on the designated smoking areas, to include Executive Order 13058 and any MOU’s or Supplements resulting from local bargaining.

5. **Smoking Cessation Counseling:** HUD offers counseling to smokers on a “voluntary basis”. The availability of smoking cessation counseling and/or programs will be posted on all HUD bulletin boards.

6. **Compliance:** Management will have staff monitor the designated smoking areas to ensure that the signage and other measures once implemented at the building are effective in furthering compliance with the policy.

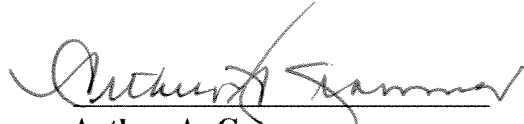
7. **Implementation:** Management will implement the revised GSA Smoking Policy within 15 days of the signing of this agreement but no later than December 14, 2009.

**FOR MANAGEMENT:**

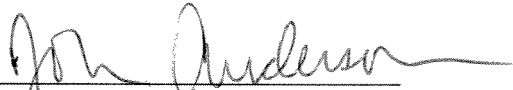
**FOR THE UNION:**



**Stephanie L. Mansfield**  
Deputy Director  
Office of Administrative and  
Management Services



**Arthur A. Grammer**  
Vice-President, AFGE Local 476



**John Anderson**  
Labor Relations Branch Chief  
Office of Human Resources

November 17<sup>th</sup>, 2009