

MEMORANDUM OF UNDERSTANDING

Between the

U.S. Department of Housing & Urban Development

And

American Federation of Government Employees

National Council of HUD Locals 222

SUBJECT: The Office of Multifamily Housing Program implementation of new business processes and procedures: "**Breaking Ground: Delivering Results**" Playbook.

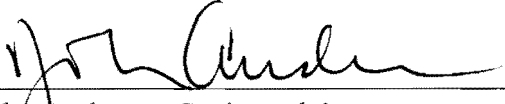
BACKGROUND/SCOPE: The scope of this Memorandum of Understanding relates to the impact and implementation of the new business processes and procedures to be implemented under the **Breaking Ground** initiative by the Office of Multifamily Housing Programs.

1. **Promotions/Upward Mobility:** There shall be no adverse impact on any employees' promotions, upward mobility, or career ladder positions as a result of this initiative or the reassignment of impacted individuals.
2. **Teleworking:** There shall be no adverse impact to the telework agreements of the affected employees.
3. **Reasonable Accommodations:** There shall be no adverse impact to any reasonable accommodation of any affected employee.
4. **Annual Leave:** Annual leave previously approved shall not be rescinded as a result of the implementation of the new business processes in Multi-Family Housing.
5. **Bargaining Unit Status:** No employee shall be removed from the bargaining unit as a result of this initiative.
6. **Performance Rating Period Extension:** Management agrees that the Employees will not be rated on their performance under the new processes/procedures until 90 days after they have been fully trained in their new duties or responsibilities, and have had an opportunity to perform their new duties. Management agrees to provide an interim rating prior to the assignment of new duties.
7. **Training:** Multifamily Housing Development staff will be provided with training to perform the new processes, procedures and duties to be implemented under the Breaking Ground initiative.

8. **Local Bargaining:** The parties agree that local bargaining issues not covered by this MOU or the contract, and that are specific to individual locals shall be negotiated at the local level and become a part of this National Supplement, in accordance with the Collective Bargaining Agreement between AFGE and HUD.
9. **Generalist/Specialists:** It is not the intent of the Breaking Ground Initiative to reassign staff from specialist to generalist positions. If this should occur, management will provide the necessary training to impacted staff, and all reassignments will subject to impact and implementation bargaining at the local levels.
10. **Utilization of Skills:** Employees' skills will be utilized to the maximum extent possible within their job classification. To the extent possible, work will be distributed equitably among personnel within job classifications."
11. **Expansion of Duties:** Management agrees that it will not expand the work regularly required of the incumbent of a positions impacted by the **Breaking Ground Initiative**, by assigning duties which are not reasonably related to the duties spelled out in the individuals position description.
12. **Dates of the roll-out:** The Breaking Ground package identifies the roll-out plan for each impacted Multifamily Hub or Program Center. The first Wave begins on September 19. The approximate roll-out dates for the remaining Waves are as follows:
 - Wave 2: November-December 2011
 - Wave 3: January-February 2012
 - Wave 4: Begins late March 2012

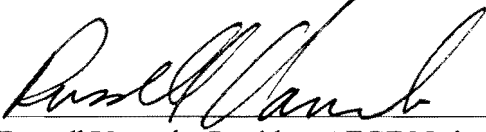
During the roll-out, the Housing Development staff will be introduced to new strategies for completing work, such as whiteboards, an early warning system, and huddles. Each office will have the responsibility of customizing the strategies to their liking once the refinements are approved by the appropriate management official, the remainder of the office staff will receive office-specific training on the new processes and procedures.

FOR MANAGEMENT:


 John Anderson, Senior Advisor
 Employee & Labor Relations

Date: 11/18/11

FOR AFGE:


 Russell Varnado, President AFGE National
 Council of HUD Local 222

Date: 11/18/2011