

Memorandum of Understanding between
The United States Department of Housing and Urban Development
And
The HUD Council of AFGE Locals, Council 222

SUBJECT: Laptop Computer Upgrade .

SCOPE: The scope of this Memorandum of Understanding (MOU) covers Management's implementation of upcoming hardware upgrade for a limited number of bargaining unit employees assigned laptop computers that are approaching End of Life (EOL). The replacement laptops will be Dell Latitude E7440 Ultrabook, Advanced Port Replicator, USB keyboard w/ Smart Card Reader, Optical Wired Mouse and Dell 22 Inch Monitor.

- 1) This upgrade will affect a limited number of laptops in Region 4, Region 5, Region 6, and HUD HQ. HUD bargaining unit employees who currently have Dell 6410 laptops will receive the replacement laptops. There will be a one for one hardware upgrade of laptop computers. All bargaining unit employees who are assigned Dell 6410 laptops will receive a Dell Latitude E7440 Ultrabook laptop. Employees who are currently assigned a Dell E6410 will receive a Dell Latitude E7440 Ultrabook.
- 2) The implementation of this hardware replacement will take place starting in April 2015 and will be completed by the end of May 2015.
- 3) Notification to all affected HUD bargaining unit employees will be performed via email notification and HUD bargaining unit employees will be able to schedule this upgrade according to their availability within the laptop refresh period (April 2015 through May 2015). The HITS Help Desk will be available to offer assistance to customers needing help.
- 4) The refresh shall be in compliance with the Americans with Disabilities Act ADA and the Departmental Reasonable Accommodation Policy. Software and/or additional hardware provided for reasonable accommodations which are installed in affected employees' current laptops will be installed in the new laptops.
- 5) Downtime due to the laptop refresh process and/or technical problems with the new laptops will be taken into consideration in employee work assignments and performance expectations. As they become available, loaner laptops will be made available during the downtime to assist employees in meeting work assignment deadlines. Should loaner laptops not be available, employee workload shall be adjusted during the downtime.
- 6) Telework schedules will not be altered or suspended to support the laptop computer upgrade or due to sudden technical problems with the Dell Latitude E7440 Ultrabook. Telework schedules shall continue to be administered in accordance with Supplement 110 and the Department's Telework Policy.
- 7) Employees shall be provided hands on training in operating the new laptops upon request.

- 8) Previously approved annual leave and sick leave will not be rescinded due to the laptop upgrade scheduling process.
- 9) A reasonable amount of time shall be provided to employees to become familiar with operating the new laptops.
- 10) Employees shall be able to use previously utilized flash drives in the new laptops.

For Management:

Anjanette Twigg
Chief Negotiator

Anjanette Twigg

Date: 4/15/2015

For the Union:

Salvatore Viola
Chief Negotiator

Salvatore Viola

Date: 4/15/15