

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

SUBJECT: Skype for Business

SCOPE: The scope of this Memorandum of Understanding (MOU) applies to the Office of the Chief Information Officer's implementation of Skype for Business for HUD AFGE Bargaining Unit Employees.

- 1) This Supplement shall not diminish or waive any rights that bargaining unit employees have under the AFGE Agreement, law, rule or regulation.
- 2) Status quo will remain and no implementation of Skype for Business will take place until all bargaining is completed in accordance with the HUD/AFGE Collective Bargaining Agreement.
- 3) Skype for Business shall not be utilized to monitor employees' attendance or work activities at both the employee's work station or alternate work station (e.g. Telework).
- 4) Employee use of Skype for Business shall be voluntary. No adverse action will be taken against any employee who chooses not to use Skype for Business.
- 5) Employee use of Skype for Business shall not be part of the employee's performance plan or used to rate performance.
- 6) The implementation of Skype for Business shall be in compliance with the Americans with Disabilities Act and the Rehabilitation Act of 1973.
- 7) Training will be offered via VTC and/or LiveMeeting. There will also be self-help articles available on the Computer Self Help Desk SharePoint site after the deployment has been completed.
- 8) The implementation of Skype for Business will not alter reasonable accommodations currently in effect. Approved reasonable accommodations will remain in effect and not be adversely affected as a result of implementing Skype for Business.
- 9) Employees will not be required to use their personal Skype account for official HUD business.
- 10) Annual leave and/or sick leave previously approved will not be rescinded as result of the implementation of Skype for Business.
- 11) Management agrees that employees affected by implementation of Skype for business will not alter any alternate work schedules currently in effect. Any change in an employee's alternate work schedule shall be in accordance with the current collective bargaining agreement.

- 12) The Department shall ensure that Skype for Business will be able to be used by employees who telework utilizing their personal and/or HUD issued computers/notebooks.
- 13) Employees affected by the implementation of Skype for Business shall keep their existing telework agreements. Any change in a telework agreement shall be in accordance with the current collective bargaining agreement.

For Management:


Anjanette Twiggs,  
Chief Negotiator



Date: July 21, 2016

For the Union:

Salvatore Viola,  
Chief Negotiator



Date: July 21, 2016