

**National Supplement 3 (2016)**  
**between**  
**U.S. Department of Housing and Urban Development**  
**and**  
**American Federation of Government Employees National Council of Locals 222**

SCOPE: This supplement resolves issues concerning the deadline for WEBTA VALIDATION ONLY raised during the negotiation of issues related to the Agency's proposed issuance of a Policy Handbook on Leave, Time and Attendance and Hours of Duty. Execution of this supplement is intended to resolve the issue of a deadline for employees' validation of time and attendance. Nothing in this supplement is intended to waive or resolve any other issues raised in the negotiation or mediation concerning the Agency's proposed Handbook, and the Union reserves its right to proceed before the Federal Services Impasses Panel, the FLRA or any other entity with respect to matters other than the WebTA validation deadline. The parties agree to continue negotiations on all unresolved matters until impasses is reached.

The parties agree as follows:

1. Employees will have until 10:30am on the Tuesday following the close of the pay period to validate their time in the WebTA system.
2. Employees will not be disciplined or adversely affected in performance appraisals for not validating WebTA earlier than 10:30am on the Tuesday following the close of the pay period.
3. For pay periods ending close in time to a holiday, employees will be encouraged to validate early, but will not be required to do so, and will not be penalized or disciplined for failure to do so.
4. If an employee is unable to validate their time due to illness, being on leave or unforeseen circumstances, the employee's supervisor will forward to Timekeeper for validation and the supervisor or second line supervisor will certify the employee's time and any necessary corrections will be made when the employee returns to duty.
5. Codes for WebTA used by Union officials must include the approved purposes in Supplement 124 on Official Time. The code "Union Administrative Time" will be utilized to cover approved uses of both official time and administrative time permitted under Section 1(3) of Article 47, such as representation at EEO proceedings.

For the Agency,

 1/12/16

Anita O Crews  
Employee Labor Relations Specialist  
Chief Negotiator

For the Union,

 1/12/16

Salvatore Viola  
Executive Vice President, Council 222  
Chief Negotiator