

NATIONAL SUPPLEMENT #19
BETWEEN
THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
AND THE
AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
NATIONAL COUNCIL OF HUD LOCALS 222

Subject: Email Policy

Scope: The scope of this supplement exclusively encompasses the impact and implementation of HUD's Electronic Mail Policy included in handbook 2400.1 Rev. 2 (Chapter 7).

1. **Implementation:** Management shall not implement the new email policy before the completion of negotiations and this agreement is signed evidencing mutually agreed-upon settlement terms.
2. **Personal Use:** The Limited Personal Use Policy, Contained in Appendix 6 and/or Chapter 8 of Handbook 2400.1 and Article 58.08 of the CBA will remain unchanged. Management agrees that the Limited Personal Use policy does not violate the new email policy proposed by management.
3. **Union Emails:** Nothing in the new policy will impact or affect matters covered by 58.16 of the CBA concerning the Union's use of email to communicate with union members.
4. **Subscriptions:** Employees regular receipt of items from news sources (Washington Post, Federal Times, CNN etc.) housing sources, federal initiatives and other government-related emails will be considered authorized use.
5. **Forwarding of Email:** Forwarding of HUD email to a personal email account will be considered an authorized use, so long as the email does not contain personally identifiable information or other information deemed confidential or otherwise prohibited.
6. **Adverse Impact:** There shall be no adverse impact on any employee as a result of the proposed changes.
7. **Preservation of Rights:** Implementation of this agreement related to the proposed change shall not diminish or waive any rights that bargaining unit employees have under the HUD-AFGE Collective Bargaining Agreement (CBA), law, or government-wide rule or regulation.

8. **Authorized Use:** Use of the email system in conformance with the applicable CBA and policies is authorized.
9. **System Updates:** To the extent possible, the Agency will ensure that email updates and errors will be resolved in an expeditious manner.
10. **Training:** In accordance with the HUD/AFGE collective bargaining agreement, Management will provide training on the Email Policy within 30 days of the implementation of the new policy. This new policy will be posted on hud@work.
11. **Just Cause:** Any written request to the General Counsel (GC) to access an employee's email data shall show sufficient cause for access (per Article 58.13).
12. **Disciplinary/Adverse Action:** Unauthorized use of the Department's email system by any of the above means may result in a notification from OCIO staff, including notification to the supervisor and suspension of the originator from the email system. Repeat offences may result in further corrective measures which may include disciplinary or adverse actions.
13. **Capstone Emails:** Capstone is only for high level Agency officials and does not include bargaining unit employees.
14. **Offensive Language:** Sending emails that contains illegal, inappropriate or offensive materials including but not limited to: hate speech, or material that is patently offensive on the basis of race, creed, religion, color, sex disability national origin or sexual orientation is an unauthorized use unless necessary for business or professional purposes.

For Management:

Scott D. Kottke 6/20/18
 Scott D. Kottke Date
 Chief Negotiator

Mark S. Hayes 6/18/18
 Mark S. Hayes Date

Debra J. Jankowski 6/12/18
 Debra J. Jankowski Date

Carolyn L. Smith 6/20/18
 Carolyn L. Smith Date

Wynne Waites-Mitchell 19 Jun 2018
 Wynne Waites-Mitchell Date

For AFGE:

Ashaki Robinson Johns 6/5/18
 Ashaki Robinson Johns Date
 Chief Negotiator

Michael J. Cymburn 6-1-2018
 Michael J. Cymburn Date

Lynn B. Cox 6-1-18
 Lynn B. Cox Date

Antonio F. Gaines 6-1-18
 Antonio F. Gaines Date

Linda G. Katz 6/2/18
 Linda G. Katz Date