

**NATIONAL SUPPLEMENT**  
**Between the**  
**U.S. Department of Housing & Urban Development (HUD)**  
**Washington, DC**  
**And**  
**American Federation of Government Employees National Council of HUD Locals 222**

**SUBJECT:** Human Resources End-To-End (HR E2E) Initiative.

**BACKGROUND:** This Supplement encompasses the implementation and deployment of following new Human Resources (HR) Systems that will replace/supplement current HUD HR Systems.

**GENERAL PROVISIONS AND OTHER MODULES**

1. **Preservation of employee rights:** This Supplement shall not diminish or waive any rights that bargaining unit employees have under the HUD/ AFGE Agreement, law, rule or regulation.
2. **Consistency with collective bargaining agreement:** Implementation of the InCompass Performance Management and Talent Management modules, and the HR Connect Separation Module shall be done in conformance with the HUD/AFGE Agreement, and related supplements.
3. **Notice:** Local Union Presidents shall receive timely notifications in accordance with Article 5 of the Agreement regarding local changes in personnel policy, practices and procedures as a result of implementation of HR systems replacements.
4. **Accessibility:** The replacement/supplementation of the Department's HR systems shall be in compliance with accessibility requirements including those under the Americans with Disabilities Act as Amended, and the Rehabilitation Act of 1973. Management shall ensure that the systems are accessible to employees needing reasonable accommodation.
5. **No adverse impact:** The changes to HR Connect and the implementation of the InCompass modules will not affect the Department's Pay, Benefits and Retirement Division, nor will they affect employee access to personnel data, including employee Official Personnel folder (eOPF).

6. **Additional Changes to HR Connect:** The Department agrees to provide prior notice of any planned changes to HR Connect and/or InCompass in accordance with Article 5 of the HUD/AFGE Agreement.
7. **Protection of Personal Identifying Information:** The Department shall ensure the security of employee personal identifying Information (PII) in the HR systems. The Department shall ensure that third party service providers maintain security measures to protect PII, including but not limited to incorporating PII security provisions in contracts for services to operate HR systems for the Department and providing annual information security training to all personnel. The Treasury Information Security Manager (ISSM) is required to validate that all privileged user personnel – i.e., database administrators or systems administrators assigned to the contract – have been provided specialized information security training. The Department shall inform the Union and affected employees immediately of any breach of contract involving the release of HUD PII, as well as any other unauthorized, accidental, or inappropriate release of HUD PII in the HR systems. HUD will take expeditious action to restore information security, inform affected employees, and negotiate relief with the Union for employees.

## **PERFORMANCE MANAGEMENT MODULE**

1. **Scope:** The implementation of the InCompass Performance Management module with the following functionalities only: Cascading, SMART-based goals; 360-degree, 180-degree, and self-assessments; Performance Reviews; Appraisal Management with email reminders. The InCompass Performance Management module shall be used within the current HR Connect system.
2. **Implementation schedule:** The InCompass Performance Management module shall be implemented for the FY'14 performance cycle, but no earlier than October 1, 2013. Training can begin in the last quarter of FY'13.
3. **Employee training:** Employees shall be given a reasonable training period to become proficient in using the InCompass Performance Management module. Employees will be provided the opportunity to voluntarily participate in hands-on training of the InCompass Performance Management module. Additional training, written instructions, aids, follow-up, and refresher instruction will be provided upon the employee's request and recorded training sessions will be archived and available on hud@work.
4. **Weighting of Critical Elements:** The parties recognize that the InCompass System defaults to an equal percentage for each Critical Element identified for each employees' Performance Appraisal.

5. **Continuous employee access and input:** Employees shall continue to be able to enter their accomplishments during the appraisal cycle, and enter comments after receipt of their performance ratings.
6. **Reports:** Employees shall have the capability to print and save a .pdf of the Rating of Record report.
7. **Competencies function:** The Competency Management functionality in the Performance Management module shall not be utilized.
8. **Use of historical data:** Management will comply with applicable government-wide rules and regulations on use of historical data retained in the InCompass Performance Management module.

**Reopener Clause.** 360 degree, 180 degree, and peer-to-peer functionalities will not be rolled out for bargaining unit employees until the parties complete bargaining on these functionalities. Management agrees to involve the Union in the design and configuration of the 360/180 functionality and will use only non-bargaining unit employees during the User Acceptance Testing (UAT) phase.

## **SEPARATION MANAGEMENT MODULE**

1. **SCOPE:** HR Connect Separation Management module with the following functionalities only: Clearance For Separation of Employee (currently as shown on form HUD-58 and HUD-58-A). The only change is converting from the paper format to an electronic format.
2. **Definitions:**
  - a. **Administration Clearance List:** The list of administrative items that must be cleared (i.e. accomplished or accounted for) before an employee may be provided administrative clearance for separation from HUD.
  - b. **Item:** An event, a matter, a piece of equipment or personal property, or other requirement that must be accomplished or accounted for before an employee may be provided administrative clearance for separation from HUD.
  - c. **Point of Contact (POC):** The identified persons who are authorized to acknowledge that an Item has cleared.
3. **POC Receipt of Item(s):** Upon receipt or clearance of an Item, the POC shall enter the data into the Separation Management module within one workday. The POC will cooperate with employees to schedule the delivery of Items; employees shall not be

required to deliver items to the POC until the POC is able to acknowledge receipt immediately in writing or electronically through the Separation Management module.

4. **Alternate POCs:** The Department shall identify Alternate POCs and/or designees who are authorized to acknowledge that an Item has cleared.
5. **Employee Access:**
  - a. **Current Employees:** Once the Department or employee inputs the anticipated date of separation, the employee shall have access to the electronic HUD-58 (or 58-A, as applicable) until the date the employee separates. Employees shall be advised whom to contact in the event they identify errors in an entry in the module and request correction of the error – e.g., deletion of an item that has already been cleared.
  - b. **Separated Employees:** Separated employees may contact Human Capital Services (HCS) and/or the Pay, Benefits, and Retirement Division (PBRD) (or successor organization) to access their personal Administrative Clearance List until the administrative clearance process is fully complete.
6. **Other Changes to Personal Administrative Clearance Lists:** For Items that have been cleared through an administrative or judicial proceeding, or pursuant to a mutual agreement and/or settlement, an employee may contact HCS and/or PBRD (or successor organization) to enter the clearance into the Separation Management module.

## **TALENT MANAGEMENT MODULE**

1. **SCOPE:** The implementation of the InCompass Talent Management Module consists of a portion of one component: Learning Management System. The portion of the Learning Management System being rolled out to bargaining unit employees is limited to:
  - Automation of the SF-182 Form;
  - A new portal to HUD virtual university (HVU)
2. **Learning Management System (LMS):** HUD's Learning Management System (LMS) is known as HUD Virtual University (HVU). The LMS is used to facilitate training and learning for Department personnel. The engine that powers HVU (the LMS) will be upgraded to InCompass, a product developed by Cornerstone. HUD's LMS will continue to be referred to as HVU. The LMS upgrade will include management and automation of the SF-182, which are Authorization, Agreement and Certification of Training. Implementation of the HVU upgrade will commence no sooner than the first quarter of

FY'14. Employees will be notified of the upgrade, and provided on-site training, links to HVU tutorials, self-paced training, and training materials.

3. **Reopener Clause:** Management agrees to complete bargaining on the following functionalities:

- Establishment of a workforce planning process that is conducted in concert with other HUD staff functions (budget, HR, operations, facilities, procurement, information technology, etc.);
- Clear linkage between strategies for recruitment, training, employee development, retention and other HR programs as well as HUD's short and long term goals and objectives; and
- Alignment of HUD's human capital efforts with current and emerging mission-critical occupations and required competencies.

The parties will complete bargaining during the week of September 9, 2013. Before the week of September 9, 2013, Management's negotiating team will conduct a briefing remotely for the Union's negotiating team on the Talent Management Module. Prior to September 9, 2013, Management will provide two (2) briefings to the Union's negotiating team on the enhancements to the Talent Management Module every thirty (30) days.

**FOR MANAGEMENT**

John Anderson 6/21/13  
Date  
John Anderson  
Chief Negotiator

Tresa Rice 6/21/13  
Date  
Tresa Rice  
Team Member

Tia Young 6/21/13  
Date  
Tia Young  
Team Member

Phillip D. Burrows 6/24/13  
Date  
Phillip D. Burrows  
Team Member

**FOR THE UNION**

Kari LaLonde 6-21-13  
Date  
Kari LaLonde  
Co-Chief Negotiator

Carolyn Federoff 7/1/13  
Date  
Carolyn Federoff  
Co-Chief Negotiator

Mark Matulef 6-24-13  
Date  
Mark Matulef  
Team Member

Salvatore Viola 6-24-13  
Date  
Salvatore Viola  
Team Member

**APPROVED:**

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Karen Newton Cole  
Deputy Chief Human Capital Officer


**APPROVED:**

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Eddie Eitches  
President, Council 222

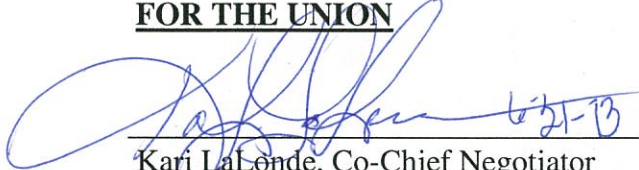
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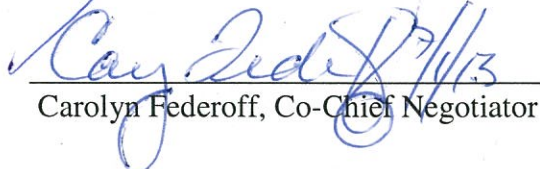
The April 8, 2013 [Article 5] Union Notification – Human Resources Initiative regarding Separation Management erroneously referred to the Bureau of Public Debt/Administrative Resource Center (BPD/ARC) HR Shared Services. BPD/ARC is not involved in any of the Human Resources initiatives described in the April 8, 2013, Notification.

**FOR MANAGEMENT**

  
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John E. Anderson, Chief Negotiator

**FOR THE UNION**

  
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Kari LaLonde, Co-Chief Negotiator

  
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Carolyn Federoff, Co-Chief Negotiator