

**NATIONAL SUPPLEMENT 142**  
**Between**  
**U.S. Department of Housing and Urban Development**  
**And**  
**American Federation of Government Employees National Council 222 of HUD Locals**

**SUBJECT:** Implementation of Standing Desk Pilot Program (SDPP)

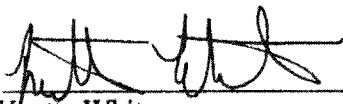
**SCOPE:** This supplement encompasses the implementation of the Standing Desk Pilot Program for bargaining unit employees. The purpose of the pilot is to make Standing Desks standard office furniture and supports the Department's Healthy Life Initiatives.

1. HUD shall provide information to all bargaining unit employees regarding the Standing Desk Pilot Program (SDPP) and how to participate in the program; Management will announce the SDPP to all employees through email, HUD Happenings, HUD@Work, or other notification system agreed to by the parties. The SDPP will be announced within 30 days of funding availability and will provide instructions on how to participate, timeframe for application, the selection process, and beginning and ending dates of the pilot.
2. Management agrees to purchase a minimum of 18 standing desks for AFGE Bargaining Unit Employees for the purposes of this pilot, subject to the availability of funds.
3. No employee rights under the HUD/AFGE Agreement shall be waived as a result of participating in the SDPP.
4. No adverse action shall be taken against any bargaining unit employee in connection with either the request to participate and/or selection into the SDPP.
5. If employees who currently have reasonable accommodation are selected for the program, they will maintain their reasonable accommodations. SDPP and RA process, participation, and selection are independent and shall not adversely impact the decision-making process.
6. Employee applications and/or participation in the SDPP does not require management approval.
7. The SDPP shall not affect an employee's ability to telework and shall not be a limiting factor in telework approval. Additionally, existing or new telework agreements entered into during the SDPP shall not affect an employee's participation in the SDPP.
8. During the pilot employees will not be required to move their current work stations or location, because of their participation in the pilot, unless the desk cannot be safely or properly installed. If an employee is required to move as a result of selection to the SDPP, management agrees to notify the Local Union in accordance with HUD AFGE Agreement.

9. The Parties agree that any employee who requires assistance in setting up, adjusting, or removing the standing desk will receive assistance and support from HUD IT and/or Office of Administration, as funds will allow. There shall be no adverse action against the employee if the Department is unable to provide necessary assistance. Any additional equipment necessary to utilize the standing desks will be provided by the Department.
10. Annual leave and/or sick leave previously approved will not be rescinded as result of participation in the SDPP.
11. Employees will maintain current ergonomic furniture (chairs, etc.) in their work stations during participation in the Standing Desk Pilot Program.
12. If the pilot is determined to be successful and the SDPP becomes a permanent program, negotiations for the permanent program shall be negotiated as per Article 5 of the Agreement.
13. At the conclusion of the Pilot Program, employees shall have the option of retaining the standing desks or returning them to Management. If an employee elects to return the standing desk, Management shall provide all materials and instructions for the employee to complete the task. Further, if an employee keeps the standing desk, Management agrees to provide ongoing support for the SD maintenance, during the warranty period.
14. During the pilot program, employees shall have the right to opt out of the pilot without adverse action or consequence. However, employees are expected to make a good faith effort to use the standing desk. Management agrees to allow each desk to be moved during the pilot one time so that alternates may have use of the desks. Management agrees to cover all expenses for the proper packing and shipping of the standing desk to its new location.
15. The starting date of the pilot will be determined when funding becomes available. Excluding employees that opt out or alternates, employees shall be able to use the desks for at least 90 days prior to distribution of the post pilot survey.
16. All AFGE Bargaining Unit employees are eligible to apply for and participate in this program. HUD shall not limit selection based on physical limitations, geographical location, work schedules, etc.
17. The SDPP selection process shall be based solely on random selection from all applicants notifying the Department within the required time period. It shall be comprised of the following mechanisms:
  - a. Notification to all employees via public forum,
  - b. Link to website with product information and specifications,
  - c. Email box for employees to apply,
  - d. Minimum two week application time period,
  - e. Division of all entries by geographical identifier (Field Office, HHQ),
  - f. Date for selection/draw of selectees from each of the two groups (2/3 Field ,1/3 HHQ ), and


- 10 alternates from each group for two waiting lists (Field, HHQ) in case selectees decline to participate or opt-out during the pilot;
- g. Notification to employee of selection, alternate, or non-selection.
18. AFGE Council 222 will automatically receive copies of all emails received to the SDPP mail box and will participate in the selection process for SDPP.
19. Selected employees shall be provided the following:
- a. Pre-Pilot Survey;
  - b. Email regarding date of shipment and anticipated receipt of standing desk;
  - c. Instructions for readying workstation for standing desk;
  - d. Standing desk instruction manual, training videos, warranty manuals, etc. and other items necessary to utilize the standing desk optimally;
  - e. Dates of the pilot;
  - f. Post Pilot Survey;
  - g. Agreement for keeping the Standing Desk following the pilot program.
20. AFGE shall be provided the outcomes of the employee surveys, opt-out requests, desks assigned to alternates, or other information about the pilot as requested.

**For Management**

  
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Yvette White  
Chief Negotiator

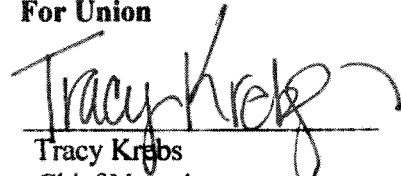
  
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Michael Lawyer

  
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Charles Mace

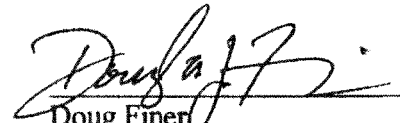
  
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Lisa Surplus

Date 11/20/14

**For Union**

  
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Tracy Krebs  
Chief Negotiator

  
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Salvatore Viola

  
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Doug Finer

Date 11/20/14

