

National Supplement 145
between
U.S. Department of Housing and Urban Development
and
American Federation of Government Employees National Council of Locals 222

SUBJECT: HUD's Transition to Office 365.

SCOPE: This Supplement establishes the conditions for the impact and implementation bargaining unit employees regarding the Department's planned transition to Office 365. This supplement becomes effective on the date signed.

BACKGROUND: Office 365 will provide the following services:

- **Microsoft® Exchange Online** - Microsoft Exchange Online is a hosted messaging solution that delivers the capabilities of Microsoft Exchange Server as a cloud-based service. It gives users rich and familiar access to email, calendar, contacts, and tasks across PCs, the web, and mobile devices.
- **Microsoft SharePoint® Online** - Microsoft SharePoint Online is a Microsoft Office 365 service for organizations and enterprises of all sizes. Instead of installing and deploying Microsoft SharePoint Server on-premises, HUD can simply subscribe to SharePoint Online to provide users with an enterprise grade solution for creating sites to share documents and information. This is SharePoint in the cloud, like our SharePoint in the data center. This will supplement our current SharePoint environment.
- **Microsoft® Lync™ Online** - Microsoft Lync Online is a next-generation cloud communications service that connects people in new ways, anytime, from virtually anywhere. Lync Online provides intuitive communications capabilities across presence, instant messaging, audio/video calling and a rich online meeting experience including PC-audio, video and web conferencing. This is an upgrade to our current Office Communications Server (OCS).
- **Microsoft OneDrive for Business** - OneDrive is a professional library - the place to keep work documents and other files. Each user will receive 100GB of storage space. Currently employees are allocated 1GB of storage space.

The customer will continue to see the same Office 2010 products on their desktop and will access email using Outlook 2010 just like they do now.

1. This Supplement shall not diminish or waive any rights that bargaining unit employees have under the AFGE Agreement, law, rule or regulation.
2. The Home Use Program will provide all HUD bargaining unit employees' access to the latest version of Office 365 at no cost to the employee. Microsoft currently offers complementary licenses for Home Use: four (4) complementary licenses for PCs/MACs, five (5) for smartphones, and five (5) for tablets.

3. Bargaining unit employees will be notified of and provided User Guides for all new services, and multiple video conference/live meeting training sessions will be offered providing detailed instructions on Office 365's features.
4. Bargaining unit employees will have access to the HITS Help Desk for assistance with technical issues for Office 365 that is provided on HUD issued equipment only.
5. Employee historical data and documents deemed necessary to perform assigned duties in carrying out the mission of the Department shall be maintained and not erased as a result of the transition to Office 365.
6. Union Officials' historical data and documentation deemed necessary by each Union Local and Council 222 to perform representational duties shall be maintained and not erased as a result of the transition to Office 365.
7. Training on Office 365 will be available through scheduled live training events and archived video webcast.
8. Pre-approved annual leave and/or sick leave will not be rescinded as a result of the implementation of Office 365.
9. Alternative work schedules will not be impacted as a result of the implementation of Office 365.
10. Current telework agreements will not be impacted as a result of the implementation of Office 365.
11. Union Presidents will receive timely notification in accordance with Article 5, Mid-Term Bargaining, of the HUD/AFGE Agreement regarding changes in the personnel policy practices and procedures as a result of the implementation of Office 365.
12. Office 365 is compliant with Section 508 of the Americans with Disabilities Act and the Rehabilitation Act of 1973.
13. There will be no negative impact on current reasonable accommodation agreements as a result of the implementation of Office 365.

Date: March 24, 2015

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