

ARTICLE 27 LATERAL MOVEMENT

Section 27.01 – General. The Parties recognize the value of implementing a program that will facilitate succession planning, improve workforce flexibility, and create a positive relationship between management and employees. The parties agree that flexibility, which may result in changing duties of employees through rotations, details, or permanent reassignments, further accomplishes the Department's mission. The Department and the Union recognize that lateral movement may be used as one option to facilitate resolution of workplace disputes.

Section 27.02 – Rotational Assignments. The Department shall permit employees to take temporary assignments that provide them an opportunity to rotate through different positions for the sake of employee development, and cross-training in accordance with Departmental policy and procedure. The Department will administer a rotational assignment program.

Section 27.03 – Internal Announcements. Prior to a Merit Staffing announcement, the Department may choose to advertise positions within the Department which could result in the lateral reassignment of employees to positions with no greater promotion potential than the employee currently holds. This program is not to be confused with the Merit Staffing Handbook requirements. The assignments covered by this article are lateral assignments that do not require competition and do not lead to promotions, except promotions as permitted by law.

Section 27.04 – Employee Referrals. The Department shall refer to hiring supervisors each employee who responds to a specific announcement as long as the employee meets the stated minimum qualifications without rating and ranking. Employees may not be limited based solely on their occupational series as long as they otherwise meet all requirements. An employee cannot be placed in a different interval series, from a single grade series to a two-grade interval series unless allowed by law, rule or regulation. Employees may be detailed or temporarily assigned to another position at a higher grade in accordance with statutes, laws, regulations, Departmental policies, and the collective bargaining agreement.

Section 27.05 – Effective Date of Reassignments. Supervisors and managers may delay the effective date of a reassignment so that the selected employee may complete previously assigned work, and may not veto a permanent reassignment. Delays for reassignments shall not exceed 30 days from the date of selection. Employees will obtain the approval of their supervisor prior to applying for a rotational assignment. Managers will not unreasonably withhold approval of these requests.

Section 27.06 – Limitations on Lateral Movements. There shall be no limitation, other than the employee's qualifications, on reassignments to different program offices. A supervisor may not hinder an employee's permanent placement.

Section 27.07 – No Adverse Actions. There shall be no adverse actions taken against employees on the basis of their participation or expressed interest in any aspect of lateral movement activities.

Section 27.08 – Work Schedules. Employees who are reassigned through lateral movement shall have the same rights to telework and alternative work schedules as other employees in their new office.

Section 27.09 – Implementation. The Department shall provide the Union with proposed guidance for implementing and administering lateral movements, including rotational assignments, within 45 days of the execution of this Agreement. The guidance will be consistent with the terms of the Agreement. Management will solicit comments on the proposed guidance from the Union and incorporate as appropriate.

- (1) Management in partnership with the Union shall market the program in a manner that ensures that all employees and supervisors are aware of its existence.
- (2) Management shall provide guidance about participating in the program as an employee or hiring supervisor accessible through the HUD@Work site and any successor websites, including under the OCHCO and A-Z Tools pages.
- (3) The Department shall encourage and enlist supervisory participation in the lateral movement program, including rotational assignments.

Section 27.10 – Reports. The Department shall provide participation reports to the union regarding programs governed by this article.