

**ARTICLE 48**  
**UNION'S USE OF OFFICIAL FACILITIES**

**Section 48.01 - Union Office Space.** The Department shall continue to provide the Union a private office in Headquarters for the Council President and Local President. The Department shall also continue to provide the Union a private office for each Local President and at those field locations that currently provide private office space for local representatives. The parties recognize the need for private space for employee representational duties. The Department and the Union may discuss, at the National or local office levels, the need for additional or decreasing office space for the purpose of providing the Union official(s) with adequate privacy or more meeting, storage, and file space. Any proposal to change Union office space is subject to Article 49 of this Agreement. Unless there is an office configuration change which affects the Union office, there is no intention of reducing the current Union office space.

- (1) The Department will provide the Union with designated office space that is of sufficient size to allow the Union to effectively perform its representational functions, including maintaining its files and conducting private conversations with employees. Space shall be sufficient to allow for a table and chairs.
  - (a) The designated office space will be conveniently located to allow employees easy access.
  - (b) The HUD Council of Locals 222 shall be granted sufficient designated space in the Headquarters building regardless of where their official duty station is located.
  - (c) Separate union offices may be provided for RVPs and local presidents at the same field location.
- (2) Location of the Union office space shall be negotiated locally or nationally. However, the office shall be private, and shall have floor to ceiling walls and a lockable door.
- (3) While the Union office is recognized as government space, it is clearly understood that the Union office space shall be treated as private space. Except for in the case of health, safety, or security needs, prior notice must be given to the Union representative before entry into a Union office unless prior arrangements have been made between the Parties.
- (4) Employees may need to make contact at a union representative's program office work station for representational purposes, provided it is not unduly disruptive to the workplace.
- (5) Union representatives shall be provided access to the Union and HUD office space commensurate to that provided to supervisors and employees. However, unless there is an unreasonable cost prohibition to the Department, the Union shall have access to their records and files at the designated office location for representational work, provided that the general space is otherwise accessible. Access to facilities may be restricted based on reasonable funding issues, security or other issues.

**Section 48.02 - Meeting Space.** Upon request and when available, the Department shall provide the Union with the use of suitable space for membership meetings and other such Union business during non-duty hours (such as lunch periods). This may include food being served in space where it is permitted. Such requests should be made reasonably in advance to the designated Management

representative at each location. However, where such notice is not given and space is available, such space shall be provided to the Union.

**Section 48.03 - Telephone Usage.**

- (1) Union representatives may use available telephones at their individual work sites or Union offices for calls while performing representational functions.
- (2) Phones with teleconference capability shall be provided to each National, Regional, and Local Union representative. Teleconference service shall be available in the same manner accessible to all HUD employees to conduct representational duties.
- (3) All telephone usage shall be in compliance with applicable laws, regulations and Departmental policies.
- (4) Should Management believe that the telephone services provided in this Article are not being utilized in accordance with the intent and procedures of this Article, the appropriate Union representative shall be notified and corrective action on the part of the Union shall be requested. If the matter cannot be resolved appropriately between Management and Union, it shall be referred to the grievance procedure for resolution.
- (5) The Department may consider providing communication devices to Council officials for representational purposes based on Departmental needs.

**Section 48.04 - Display and Distribution of Union Material.**

- (1) The Department shall provide lockable bulletin boards, if requested or Union space on designated bulletin boards for Union purposes in each building having bargaining unit employees. Bulletin boards shall be so located as to be accessible to employees. The number, size, appearance (glass enclosed, etc.), and location of bulletin boards shall be determined locally by agreement between Management and Union officials. The Union shall maintain its bulletin boards in an orderly manner at all times. The Department and the Union may negotiate Union information space on the Department's Intranet and/or social network.
- (2) The Department shall permit Union officials to distribute Union sponsored information in work areas to individual employees before and after the regularly scheduled office hours (generally, 8:00-4:30) and in non-work areas. Union representatives may distribute information off duty or while on official time.
- (3) Notices placed on bulletin boards or distributed by the Union shall be clearly identified as having been prepared by the Union and are not Departmental issuances. All material placed on the board shall be on its face clearly identified as belonging to the Union. Notices and posters prepared and posted by the Union shall not indicate the Department has sponsored or endorsed a position unless such action has been agreed to by an appropriate Management official. Notices and posters shall not contain material that is pornographic, racist, bigoted, sexist, libelous, or in violation of the Hatch Act.

- (4) No other organization or affinity group may be given more latitude to post information than the Union unless negotiated. The Department will make every effort to discourage the posting of notices outside of authorized locations (i.e., in hallways, bathrooms, elevators, and other public places).
- (5) Each local should have a designated location for receipt of mail provided by the Department. All Union mail addressed and received by HUD shall be placed in the appropriate location for the Union's retrieval. All Union mail should be delivered unopened.

**Section 48.05 - Office Equipment and Services.**

- (1) The Department shall provide one (1) computer per Union local office with the standard operating system and software per HUD standards and access to a printer with scanning and facsimile capabilities. Existing Union office computers will remain in place unless there is no further need. The Union will be provided with the ability for secure printing, faxing, and scanning options. Where multifunctional devices are not available, Union office printers, fax machines, and scanners shall be provided upon request, if Management has them available. Existing Union office stand-alone printers, fax machines and scanners machines will remain in place. The Union may submit justification to the servicing Employee and Labor Relations office if an additional computer is requested. Computers in the Union local offices will be refreshed on the same office schedule and be part of the Department's maintenance/service contract. New technology shall be made available to the Union as it becomes available to the Department. Union requests to move computers from a program office shall be submitted to the servicing Employee and Labor Relations office for consideration. Management and the Union recognize that use of and access to such equipment should not be disruptive to operations or the work flow of an office.
- (2) For each office the Department shall, upon request by the Local Union official, furnish the Union a lockable file cabinet and suitable space for placing a file cabinet in the Union office. An additional file cabinet shall be provided to the Council President, Vice President, Treasurer, and Secretary if they work from a local Union office in the field. Additional file cabinets may be requested by local union officials.
- (3) The Department shall make available to the Union, other office equipment and services, such as supplies and cleaning services routinely available to the Department. The Union is responsible for ensuring accessibility to its space during normal cleaning and maintenance schedules.
- (4) Photocopying equipment shall be made available to the Union only for representational purposes. Where appropriate, private Union multi-functional devices may be necessary and may be approved by Management in accordance with government-wide rules on IT security. The Office of Chief Information Officer (OCIO) management approval is required when private equipment is connected to the Local Area Network (LAN). The Department is not responsible for maintenance of private Union equipment.
- (5) Each space designated in 8.01 of this Agreement shall be equipped with, at a minimum work surface(s), chair(s), a lockable file cabinet, and a bookcase.

- (6) There will be no charge to the Union for space, furnishings, or equipment.
- (7) Access to the Internet/intranet through HUDMobile or its successor system(s) will be available to the Union. Security access will be provided, such as, passwords or security cards, as necessary for Union representatives.
- (8) Union representatives who are no longer HUD employees would need to request IT security clearance and obtain access approval in order to use the Department's computer system.
- (9) The Department will provide one encrypted thumb drive for the Council and one for each local. Additional thumb drives may be requested and provided, if available, up to a maximum of 85 thumb drives.

**Section 48.06 - Access to Federal Personnel Guidance.** The Department shall provide the Union with access to Office of Personnel Management, GSA, and EEOC regulations and GAO decisions. The Department agrees to pay for and provide the Union ten (10) user accounts for CyberFeds or the successor personnel case law research service subscribed to by HUD. If HUD increases its CyberFeds contract by at least 10 subscriptions, then the Union will be provided fourteen (14) CyberFeds accounts in total. The Union may request additional CyberFeds accounts from the Department. Unused CyberFeds accounts may be directed to the Union upon request. The Union and Management recognize that the use of or access to this service is of mutual benefit. As long as management has access to this or a successor service, a user account will be provided to the Union. The Union shall notify the Department when representatives are not eligible to use CyberFeds because they are no longer in representational positions. The union shall notify the Department of the newly elected representatives that should have access to CyberFeds.

**Section 48.07 - Electronic Mail (E-Mail) Local Area Network (LAN).**

- (1) Union representatives shall be allowed use of E-Mail/LAN for representational purposes and for routine Union business involving communication with the Department and other government agencies (such as but not limited to the Department of Labor and IRS).
- (2) E-mail may be used by union representatives to communicate directly with Management concerning representational matters; to communicate with other union representatives and shall have access to the LAN; and to communicate with bargaining unit employees concerning appropriate representational matters, as set out in Article 47 of this Agreement. The Union may notify employees of representational Union meetings.
- (3) E-mail may not be used to communicate concerning internal union business, including but not limited to election campaigns, soliciting membership, and other unauthorized activities, or those activities prohibited by the Hatch Act. Notification of Union election results is permissible via e-mail.