

NATIONAL SUPPLEMENT 140
between
U.S. Department of Housing and Urban Development
and
American Federation of Government Employees National Council 222 of HUD Locals

SUBJECT: Implementation of Department of Treasury's Bureau of Fiscal Service/
Administrative Resource Center (BFS/ARC) webTA system.

SCOPE: The scope of this supplement encompasses the impact and implementation of a new webTA system by HUD on bargaining unit employees in all organizations of the Department.

1. Status Quo: The status quo will remain and the Department will not implement any of the changes associated with the new BFS/ARC webTA system until all bargaining is completed in accordance with the Agreement.
2. Notice: The Department will notify all affected employees at least one month prior to implementing the WebTA change, and shall explain the effect of the change. The Department shall send out reminder notices between two and five days before the change is implemented. The Department shall also provide copies of the issued notices to the Union (Council and/or Locals, as applicable). If the webTA system is expected to be unavailable, the Department will notify employees in advance.
3. Training and Information: Management shall provide all necessary training to employees either before implementing these changes or immediately upon implementation. Management will make available on HUD@Work website a pre-recorded Webcast training for employees to view. Management will notify all employees of who will answer questions for each organization (e.g., a local timekeeper or regional/national HelpDesk).
 - a. The appropriate webTA training (e.g., timekeeper/employee) will be available to all bargaining unit employees who enter their own time and attendance records, or who may be responsible for providing timekeeper services.
 - b. Training will be sufficient for employees to become proficient in using the webTA system. Additional training, follow-up, and refresher instruction will be available on the HUD@Work website via a pre-recorded Webcast training for employees to view.
 - c. A version of the training/instructions and on-line user guides will be available on demand for those employees unable to participate on scheduled training dates/time.
 - d. The training will comply with the Americans with Disabilities Act, the Rehabilitation Act of 1973, and the Religious Freedom Restoration Act.
 - e. Leave, training, reasonable accommodations, and work schedules previously approved will not be rescinded based on training schedules.
 - f. There shall be no adverse impact to any employee based on participation or non-participation in the training barring a management directive to attend or

participate in such training (as long as there is no conflict with paragraph e, above).

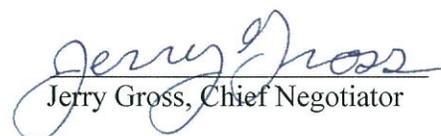
- g. The Department will notify each employee by e-mail about local and online webTA training at least 30 days in advance of any training scheduled in the employee's general geographic area.
 - h. The Department will provide information on HUD@Work about online user guides and web-based training/instructions for the new webTA system, and will provide links to the appropriate Web page by e-mail to each employee.
4. User Guide: Management will provide a User Guide providing detailed instructions on using the new version of the BFS/ARC webTA system to all employees.. The User Guide will be accessible to all employees via a link on the HUD@Work Website prior to implementation of the BFS/ARC webTA system.
 5. No Adverse Action: No employee will be adversely affected as a result of implementation of the BFS/ARC webTA system.
 6. Office Moves: No bargaining unit employee will physically move to another workstation/office as a result of implementation of BFS/ARC webTA system.
 7. Leave: Annual leave and/or sick leave previously approved will not be rescinded as a result of implementation of the BFS/ARC webTA system.
 8. Work Schedules, Telework, and Reasonable Accommodations: There shall be no adverse impact to employees' alternative work schedules, existing employee telework agreements as result of implementation of the BFS/ARC webTA system.
 9. Training Plans: There shall be no adverse impact on training plans of affected employees. Management shall provide all necessary and appropriate training to employees affected by the implementation of the BFS/ARC webTA system.
 10. Performance Standards and Appraisals: There will no changes to performance elements and standards to affected employees as a result of implementation of the BFS/ARC webTA system. There shall be no adverse impact on the performance appraisals of affected employees as a result of implementing the BFS/ARC WebTA system.

For Management:


Michael P. Johnson, Chief Negotiator

DATE: 10/6/2014

For the Union:


Jerry Gross, Chief Negotiator

DATE: October 2, 2014