



National Council of HUD Locals

AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
AFFILIATED WITH AFL-CIO

Council 222

March 29, 2010

MEMORANDUM FOR: Michaela Bratten, HR Specialist (ER/LR), Labor and Employee Relations Division

FROM: Russell D. Varnado, President
AFGE Council of HUD Locals 222

SUBJECT: proposed Handbook 2300.04, REV-4, Fleet Management Program Handbook

This will serve as AFGE Council of HUD Locals 222 demand to bargain over the proposed Handbook 2300.04, REV-4, Fleet Management Program Handbook. Below are our preliminary proposals:

1. **Utilization of Resources:** HUD's fleet shall be managed by designated positions at HUD Headquarters and Field offices that report through the chain of command to the Chief Human Capital Officer. Management shall identify the aforementioned resources by position, organization and grade.
1. **Accretion of Duties:** Staff assigned duties related to fleet management beyond their normal duties shall be evaluated for accretion of duties promotions.
2. **Involuntarily relocation:** No bargaining unit employee shall be involuntarily relocation, separated or downgraded as a result of this reorganization.
3. **Copies of Position Descriptions:** The Union shall be provided a copy of all HUD's fleet designated positions classified position description within 30 days of agreement of a supplement.
4. **Promotions/Upward Mobility:** There shall be no adverse impact on any employees' promotions, upward mobility, or career ladder positions as a result of the duties related to fleet management.
5. **Teleworking:** There shall be no adverse impact to the telework agreements of employees related to fleet management.
6. **Reasonable Accommodations:** There shall be no adverse impact to any reasonable accommodation of any employee related to fleet management.
7. **Work at Home:** There shall be no adverse impact to any work at home agreement of any employee related to fleet management .

8. **Annual Leave**: Any annual leave previously approved shall not be rescinded as a result of duties related to fleet management.
9. **Interim Rating**: Any employee having a new first line supervisor as a result of duties related to fleet management shall be given an interim rating by his/her former supervisor.
10. **Bargaining Unit Status**: No employee shall be removed from the bargaining unit as a result of duties related to fleet management.

These are preliminary proposals only, and the union reserves the right to bargain or amend or add proposals, in accordance with Article 5.

Delegation of Authority

The purpose of this communication is to provide the delegation of authority to negotiate the proposed Handbook 2300.04, REV-4, Fleet Management Program Handbook, under the authority of American Federation of Government Employees (“AFGE”) Council 222.

The proposed Handbook 2300.04, REV-4, Fleet Management Program Handbook, is a national issue, and as such is negotiated under the authority of AFGE Council 222. Effective immediately, _____ is delegated the authority to negotiate the proposed Handbook 2300.04, REV-4, Fleet Management Program Handbook. In this capacity _____ will act under the authority of the AFGE Council 222, in accordance with the Agreement between The U.S. Department of Housing and Urban Development and the American Federation of Government Employees, Council 222, and the Constitution and Bylaws, National Council of HUD Locals, Council 222.

This delegation may not be redelegated without my written approval of the President of the Council.

Respectfully,

Russell D. Varnado
President, Council 222

GROUND RULES

Negotiation Ground Rules for Collective Bargaining
Between
The U.S. Department of Housing and Urban Development
And
AFGE Council 222
On the
Proposed Handbook 2300.04, REV-4
Fleet Management Program Handbook

Management and labor mutually agree to the following ground rules governing the upcoming Mid-Term bargaining of the proposed Handbook 2300.04, REV-4, Fleet Management Program Handbook. Both parties agree to bargain in good faith and will make every effort to reach agreement.

TEAM STRUCTURE

Spokesperson and Number of Participants

Negotiations will be conducted with one Chief Spokesperson for each side, plus up to four (4) additional Team members participating at the negotiation table. The Team shall be composed of up to three Negotiation Team members and one (1) Technical Advisor.

The Chief Negotiator for Management will be _____. The Chief Spokesperson will have full authority to negotiate and sign a supplement to the Agreement. The negotiating team will consist of:

- _____ Negotiation Team Member
- _____ Negotiation Team Member
- _____ Negotiation Team Member
- _____ Negotiation Team Technical Advisor

The Chief Spokesperson for the Union will be _____. The Union's Chief Spokes Person will have the authority to enter into an agreement. The Union's negotiating team will consist of:

- _____ Negotiation Team Member
- _____ Negotiation Team Member
- _____ Negotiation Team Member
- _____ Negotiation Team Technical Advisor

Management and the Union mutually agree to the following ground rules governing negotiations of the proposed Handbook 2300.04, REV-4, Fleet Management Program Handbook, which begins on or about _____.

1. Authority to negotiate shall be brought to the table. The Union negotiation team shall have the authority to enter into an agreement.

2. Each party shall designate a chief negotiator to whom all proposals will be submitted, including requests for information, and general concerns. Negotiations will be conducted by the chief negotiator for each side. Only the chief negotiator will speak for their side unless the negotiator designates a person on a specific topic.
3. Both parties will bargain in good faith and will make every effort to reach agreement.
4. Both parties acknowledge that open communications is essential to the process. Both chief negotiators should encourage members of their negotiating teams to provide input during the negotiations.
5. In the interest of reaching a new agreement as soon as possible, at the conclusion of each session, the parties will establish the date, time, and agenda for the next session.
6. Parties will agree to three (3) negotiation days, during the week of negotiations (Tuesday, Wednesday and Thursday); Monday and Friday will be travel days for members located outside of the headquarters. Additional sessions may be added by mutual agreement of the parties.
7. Contract language, which is tentatively agreed to, shall be initialed by the chief negotiator for each party and put aside. All tentative agreements reached on Articles or sub-sections of Articles are subject to change prior to final agreement on all items. Throughout the negotiations, counter proposals shall be presented in written form, using legislative format for additions and deletions.
8. If the parties reach impasse on a particular article or issue, they agree to move forward with discussion of other articles and to return to the impasse articles at a later time in the negotiation process before requesting the services of a mediator.
9. With one day's notice to the other side's chief negotiator, either party may invite specialists or subject matter experts to present and to respond to questions during negotiation sessions when pertinent topics are under discussion. Only one specialist or subject matter expert for each party may attend the negotiations at any one time. Specialists or subject matter experts who attend negotiation sessions at the request of the union will be granted administrative leave if they are scheduled to work on the date of the session. The cost of required travel to and/or from the formal negotiation sessions shall be paid for by the side requesting the attendance of the specialist or subject matter expert.
10. Bargaining sessions shall be closed to the public. Observers shall be allowed, provided the parties mutually agree. Observers shall be non-participants. Both parties shall refrain from discussing specifics regarding ongoing negotiations outside of the negotiation area. Each team may communicate with its respective constituency. No negative personal characterizations will be made.
11. Each party is responsible for keeping its own notes. No audio recording devices shall be used in negotiations.

12. Each party reserves the right to caucus, as it deems necessary. Any person has the ability to call a caucus.
13. Each side shall name their negotiating team members before the beginning of negotiations. The Union bargaining team shall be equal to the number of management team members.

The ground rules are agreed to.

Management Chief Negotiator

Date:

Council 222 Delegated Chief Negotiator

Date:

Request for Information

To enable the Council full prepare for negotiation of the proposed Handbook 2300.04, REV-4, Fleet Management Program Handbook, and to enable a full and proper analysis, position formulation, discussion, understanding and negotiation of this matter. Pursuant to Title 5 U.S.C. § 7114(b)(4)(A) and (B); and Articles 3, 4, 17, 18, 22 and 23 of the HUD/AFGE Agreement, we seek the following information:

The terms “documentation” and “communication” shall be interpreted to the broadest extent possible and shall include, but not be limited to, documents in paper, electronic and other form.

1. Federal Property Management Regulation (FPMR), Sub-chapter 1, Chapter 930, Federal Personnel Manual. GSA Link below states: Federal Management Regulation (FMR) **The current FMR includes Amendments from FMR Amendment 2009-05, effective August 14, 2009.**

The FMR is the successor regulation to the Federal Property Management Regulation (FPMR). It contains updated regulatory policies originally found in the FPMR. However, it does not contain FPMR material that described how to do business with the GSA.

2. Department of Housing and Urban Development (HUD) Independent Agencies 4-1 Appropriation Acts, Federal Register Volume 50, Number 246, pages 55281 through 52312, dated December 23, 1985.
3. Public Law 99-550, which amends Title 31, United States Code (U.S.C.), Section 1344, effective October 27, 1986; Title 31, U.S.C., Section 1349 (b); 18 U.S.C., Section 6201 et seq.).
4. Motor Vehicle Information and Cost Savings Act, as amended (15 U.S.C., Section 1901 et seq.).
5. Energy Policy Act of 1992(EPAAct) (Public Law 102-486); and U.S.C., Section 301 of Title 3; Executive Order (E.O.) 13149, Greening the Government through Federal Fleet and Transportation Efficiency.
6. Executive Order (E.O.) 13423, Strengthening Federal Environmental, Energy, and Transportation Management.
7. Executive Order (E.O.) 13514, Federal Leadership in Environmental, Energy, and Economic Performance.
8. Energy Independence and Security Act of 2007 (EISA).
9. Handbook 2300.4 REV 3, Motor Vehicle Management

Particularized need:

The Union requires the requested information to enable a full and proper analysis, position formulation, discussion, understanding and negotiation of this matter. Additionally, it will be used to develop proposal and counter-proposal during the negotiation of the proposed Handbook 2300.04, REV-4, Fleet Management Program Handbook.

This information is or should be normally maintained by HUD in its regular course of business. The information should be reasonably available and accessible and is necessary for a full and proper discussion, understanding and negotiation concerning appropriate arrangements for employees adversely

affected by projected budget shortfalls. There is no inconsistency with the provisions of the Privacy Act, 5 U.S.C. 552a related to the information being requested. AFGE Council 222 has established the right to such information to fulfill its representational duties towards the bargaining unit employees.

The Union requests that the above specified information be furnished within a reasonable time not to exceed fifteen (15) calendar days. If this request is denied, in whole or in part, please state in writing the name, position title, and grade of the official making the decision, and the statutory, regulatory, or contractual citation it is based upon.

If the Agency is unable to fulfill any request in full, please fulfill it in non-objectionable part, and articulate any denial in detail and/or the Agency's interest in non-disclosure at the time that it denies the request for information. *See U.S. Department of Justice, Immigration and Naturalization Service, Northern Region, Twin Cities, Minnesota*, 51 FLRA 1467, 1473 (1996), *reconsideration denied*, 52 FLRA 1323 (1997), *aff'd*, 144 F.3d 90 (1998); *IRS-Kansas City*, 50 FLRA at 670.