



National Council of HUD Locals

AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
AFFILIATED WITH AFL-CIO

Council 222

January 19, 2011

MEMORANDUM FOR: Holly Salamido, Deputy Director,
Employee and Labor Relations Division, AHEDA

FROM:  Russell Varnado, President, Council 222

SUBJECT: FPM Re-Assignment of Operation Specialist/Analyst – Modification of
Position Description for Customer Service Representatives

This memorandum serves a notification of the Union's demand to bargain, FPM Re-Assignment of Operation Specialist/Analyst – Modification of Position Description for Customer Service Representatives.

FPM's Re-Assignment of Operation Specialist/Analyst – Modification of Position Description for Customer Service Representatives is of acute concern to Council 222, as the exclusive representative, because the action entails a change in conditions of employment of the affected bargaining unit members. Equally so, we are concerned with the impact that re-assignment of the current Operation Specialist/Analyst – Modification of Position Description for Customer Service Representatives will have on the members, performance evaluations and competitive opportunities for retention and advancement with HUD. Specifically;

- How will the current duties of the Operation Specialist/Analyst translate into the new Customer Service Representative, and the impact of the transformation?
- The insertion of new tasks to the current set of takes under the Operation Specialist/Analyst, and the training that will be provided to assist the individuals to reach full performance under the new position description.

Below are our preliminary proposals:

1. **Response to concerns:** HUD will respond in writing to the concerns raised by the Council prior to commencing negotiations.
2. **Relocation, Separation, Downgrade:** No bargaining unit employee shall be involuntarily reassigned from the position of Operation Specialist/Analyst – or have the modification of his or her Position Description to that of Customer Service Representatives prior to completion bargaining impact and implementation of this issue.

3. **Promotions/Upward Mobility:** There shall be no adverse impact on any employees' promotions, upward mobility, or career ladder positions as a result of this reorganization.
4. **Local Bargaining:** The Local Union shall receive notifications in accordance with Article 5 of the HUD/AFGE Agreement regarding local changes that may occur to bargaining unit employees including but not limited to moves, details and reassignments.
5. **Teleworking:** There shall be no adverse impact to the telework agreements of the affected employees.
6. **Reasonable Accommodations:** There shall be no adverse impact to any reasonable accommodation of any affected employee.
7. **Annual Leave:** Annual leave previously approved shall not be rescinded as a result of this organization establishment.
8. **Interim Rating:** Any employee being reassigned from the position description of Operation Specialist/Analyst – to the Position Description for Customer Service Representatives, shall be give an interim rating by his/her supervisor. The interim rating shall be a rating of record, and shall be communicated in writing to the employee within thirty (30) workdays from the effective date of the permanent position change.
9. **Bargaining Unit Status:** No employee shall be removed from the bargaining unit as a result of this organization establishment.
10. **Reasonable Accommodations:** Management agrees that any Reasonable Accommodation request that has been previously approved will remain in force.
11. **Maintenance of Status Quo:** The agency will maintain status quo until completion of bargaining.

This is a preliminary proposal only and the union reserves the right to amend, add, or delete provisions in accordance with Article 5 of the HUD/AFGE Agreement.

Thank you in advance for your cooperation and assistance. If you have any questions about the above items, please do not hesitate to contact me at (202) 402-8033.

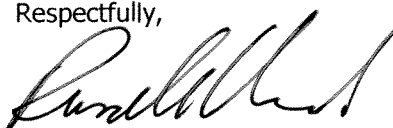
Delegation of Authority

This communication provides the delegation of authority to negotiate the issue of the FPM Re-Assignment of Operation Specialist/Analyst – Modification of Position Description for Customer Service Representatives, under the authority of American Federation of Government Employees ("AFGE") Council 222.

The FPM Re-Assignment of Operation Specialist/Analyst – Modification of Position Description for Customer Service Representatives is a national issue, and as such is negotiated under the authority of AFGE Council 222. Effective immediately, RVP Phillip Aguirre is delegated the authority to negotiate the FPM Re-Assignment of Operation Specialist/Analyst – Modification of Position Description for Customer Service Representatives. In this capacity the Chief Negotiator 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,

 *Jan 19, 2011*

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

FPM Re-Assignment of Operation Specialist/Analyst – Modification of Position Description for Customer Service Representatives

Management and labor mutually agree to the following ground rules governing the upcoming Mid-Term bargaining of the Establishment of Office of Disaster management and National Security. 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 **RVP Phillip Aguirri** _____. 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 FPM Re-Assignment of Operation Specialist/Analyst – Modification of Position Description for Customer Service Representatives, which begin 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. Alternative negotiation method, such a telephonic, or video conferencing will be utilized only upon the written approval of the Council 222 President; the authority to approve such alternative is not delegated to the Chief Negotiator.

3. 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.
4. Both parties will bargain in good faith and will make every effort to reach agreement.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. Each party is responsible for keeping its own notes. No audio recording devices shall be used in negotiations.
13. Each party reserves the right to caucus, as it deems necessary. Any person has the ability to call a caucus.

- 14. 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.
- 15. The Agency Head review will commence promptly at 12:01 a.m. following the last day of negotiation, unless a written agreement between the parties is arrived upon.

The ground rules are agreed to.

Management Chief Negotiator

Date:

Council 222 Delegated Chief Negotiator

Date: