

NATIONAL SUPPLEMENT  
Between  
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
and  
AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES  
NATIONAL COUNCIL OF HUD LOCALS 222

**Subject:** Reorganization of the Office of Administration

**Scope:** The scope of this Supplement encompasses the impact and implementation on bargaining unit employees of the realignment of the Office of Administration to conform with the Department's business processes.

1. Position Descriptions and Performance Standards: Management agrees that new position descriptions and elements and standards will be provided and communicated to all bargaining unit employees within 30 days of their reassignment.
2. Local Bargaining: Management agrees that, in accordance with Article 5, mid-term bargaining will be conducted at the local level concerning local issues related to the impact/implementation of the realignment of the Office of Administration, including physical moves/space changes.
3. Training: Management agrees, within budgetary limits, to provide appropriate training for reassigned employees.
4. Bargaining Unit Status: Management agrees that no existing positions will be taken out of the bargaining unit based solely on the fact that the realignment has taken place.
5. Implementation Review: Management agrees that the Office of Administration will conduct an incremental In-Process-Review with Union participation to review the realignment progress.
6. Opportunities for Lower-Graded Employees: Management agrees, where appropriate, to advertise positions at multiple grade levels in order to provide opportunities for lower-graded staff as a result of the realignment of the Office of Administration.
7. Contracting Out Procedures: Management agrees that no functions will be contracted out as a result of this realignment.

8. Maximum Career Ladder Grade: Management agrees that there will be no adverse impact on employees' career ladder promotions as a result of the implementation of this realignment.
9. No Involuntary Geographic Moves: Management agrees that no employee will be involuntarily relocated as a result of the Office of Administration realignment.
10. No Employee Downgrades: Management agrees that no employee will be downgraded as a result of the Office of Administration realignment.
11. Administrative Support: Management agrees that all HUD Field Offices will be supported by Administrative and Personnel Specialists.
12. Employee Notification: Management agrees, upon implementation of the realignment, to maintain a roster of key administrative contacts for Headquarters and the Field with their phone numbers on the HUDWEB.
13. Employee Assistance Program: Management agrees that the Employee Assistance Program and Staff will maintain its current reporting relationship and physical proximity to the Director of Human Resources.

Management

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Approved: Barbara Edwards  
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Date: 6/7/99

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National Council  
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Date: 5/25/99