

NATIONAL SUPPLEMENT
between
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
and
AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
NATIONAL COUNCIL OF HUD LOCALS 222

SUBJECT: HUD Handbook 2200.01, Administrative Services Policy

SCOPE: This supplement relates to the impact and implementation of the Department's Issuance of Handbook 2200.01, Administrative Services Policy

Miscellaneous

1. Future negotiations: Management agrees to negotiate Chapters 1, 2, 7 and 12 at a later date.
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 HUD Handbook 2200.01.
3. Adherence to existing Supplements: Management agrees that the provisions of HUD Directive Number 01-1 and/or the provisions of National Supplement 24 between HUD and AFGE dated February 3, 2000, which supplements the agreement between HUD and AFGE dated February 10, 1998, supercedes any language in the Handbook that is more restrictive than that of National Supplement 24 and/or HUD Directive Number 01-1 as to employees' use of office equipment.

Chapter 3

4. Direct Distribution Center: To order hard copies of HUD Handbooks, employees may call the Department's Direct Distribution Center at 1-800-767-7468. Written requests should be addressed to: U.S. Department of Housing and Urban Development, Customer Service Center, Room B-100, 451 Seventh Street, SW, Washington, DC 20410.

Chapter 6

5. HUD library: A list of items in the HUD library is available on the HUDWeb by clicking on **RESOURCES** and then clicking on **libraries**.

Chapter 9

6. Notification of biennial physical inventory: Management agrees that all affected employees will receive no less than 48 hours advance written notification from OAMS or the Administrative Resources Division of biennial physical inventories.
7. Interest rate charged to employees: Management agrees that interest charged to employees will be no greater than the current prime rate of interest.

8. Reasonable accommodation response notification: Management agrees to provide furniture and equipment accommodations for employees with special accommodations/disabilities with medical justification as expeditiously as possible. Status of requests shall be provided to the requesting organization and/or the local union representative within 15 days.
9. Security of property on personal charge: Management agrees that Managers and supervisors must ensure that employees responsible for sensitive property are afforded appropriate security arrangements for such property and that property is returned when no longer needed for official duties.
10. Upgraded wood furniture: Upgraded wood furniture is authorized for work stations if wood-unitized furniture is not available.
11. Systems/modular furniture in the absence of wood furniture: Systems/modular furniture is authorized in the absence of conventional wood, or wood-unitized furniture.
12. Residential use of Government property: Management agrees that except for management approved telecommuter personnel (as defined by HUD/Union Agreement), residential use of any "fixed," non-portable equipment, i.e., computers, printers, facsimile machines, etc. is prohibited.
13. Employee debt collection: Management agrees that a bill for deliberate negligence or destruction will be issued to an employee only after a final determination has been made by the Property Survey Board or the Office of Inspector General. The debt collection will be made in accordance with Article 46 of the HUD/AFGE Agreement.
14. Limit on liability: Management agrees that employees will only be billed the depreciated value of the property or, in case of damage, actual repair cost.
15. Depreciation of computer equipment: Management agrees that computer equipment, typewriters, calculators, copiers and duplicating equipment will be depreciated using the straight-line method of depreciation. The equipment will have a life span of 6 years but be depreciated over a 4-year period. The acquisition cost less salvage value is depreciated at the rate 1/48th each month. The property retains its salvage value until disposal.
16. Depreciation of non-computer equipment: Management agrees that furniture and fixtures will be depreciated using the straight-line method of depreciation over 10 years and has a 10 year life span. The furniture and fixtures will be depreciated over a 10-year period. The acquisition cost less salvage value is depreciated at the rate of 1/20th each month. The property retains its salvage value until disposal.
17. Employee appeal of pecuniary liability: Management agrees that an employee who intends to appeal a decision of pecuniary liability must notify the Appellate official of their intent, in writing, within 15 calendar days following receipt of the Property Survey Board decision. An employee has a right to be represented by the Union and/or legal counsel and to be accompanied by an attorney, advisor, or other representative in an appeal-related personal appearance. Representation is at the employee's expense.

Chapter 11

18. Physical custody of HUD records: Management agrees that a decision will be made by Headquarters' General Counsel at a later date and negotiated with this Union Committee, regarding HUD employees receiving temporary physical custody of HUD records for the purpose of performing job requirements.

Chapter 12

19. Safety and Health Program Management: Management agrees that they have withdrawn the proposed Chapter 12 from negotiations at this time. Management also agrees that the Occupational Safety and Health Act of 1970, Executive Order 12196, 29 CFR, Part 1960, and Occupational Safety and Health Protection of Federal Employees remain in place governing the Safety and Health Program Management.

Chapter 13

20. Definition: Management agrees that ergonomic furniture includes ergonomic chairs and work surfaces.

21. Space Management Objectives: Several factors determine when an office will get new ergonomic furniture – availability of funds, requirements of the Office and age/life cycle of existing furniture. Major realignments and renovations and office relocations will be given priority over internal office moves.

22. Space preference: Management agrees that HUD employees shall have preference in space, workstation location over contracted employees.

23. ADA requirements: Management agrees that all HUD space designs and alterations shall comply with ADA requirements.

24. Utilization of Systems Furniture: Management agrees that whenever possible, the Department will utilize systems furniture in its offices as it requires the least amount of square footage, allows for flexibility in reconfigurations, provides for efficient storage capacity, and is more ergonomically correct and adaptable.

25. Acquisition of Space: Management agrees that the Local Union shall be consulted and included in the overall space planning process so all relevant space needs can be known.

26. Office Environment: Management agrees, on a case-by case basis, to provide environmental standards, e.g., HVAC and lighting, etc. until 7:30 p.m. local time.

27. Space Allowances: Management agrees that any request for a workspace that deviates from the standard will require an analysis by SMD and/or ARD of the tasks performed and the size

and amount of equipment required to perform those tasks. If the analysis determines more space is required it will be provided if available.

28. Pre-occupancy review and inspection: Management agrees that prior to occupancy, a pre-occupancy review and inspection of the facility will be conducted by the appropriate GSA and HUD representatives, including Union officials. The purpose is to ensure the contractor has prepared the space in accordance with GSA and HUD requirements.

29. Post-occupancy inspection: After occupancy, a post-occupancy inspection shall be conducted jointly by the appropriate GSA, HUD and Union representatives. The purpose is to:

- a. Verify office build-out and furniture layout are in accord with approved plans.
- b. Ensure that HVAC, lighting, plumbing, and any special purpose requirements meet all codes and function properly.
- c. Ensure Section 504 guidelines have been met, and
- d. Ensure fire and safety prevention measures have been taken.

30. Post alteration inspection: Management agrees that the local union may participate in a post alteration inspection conducted upon completion of the alterations to ensure the space has been prepared in accordance with the construction drawings and terms of the contract.

31. Space plan development:

- a. Management agrees that program offices and the local union shall provide input in the development of plans.
- b. Management agrees that prior to final approval, the local shall be provided a copy of the plan for concurrence.

32. Bulletin boards: With respect to the display and distribution of union material, Management shall abide by Section 8.06 of the HUD/AFGE Agreement.

Chapter 14

33. Telephone headsets:

- a. For use by help desk personnel, i.e., personnel whose primary responsibility is to answer telephone inquiries while simultaneously using the computer to either access or input the caller's data.

34. Monitoring of telephone calls: Management agrees that except with prior consent, listening-in and recording of telephone conversation is strictly prohibited. No unannounced telephone recording devices or transmission cutoff equipment of any kind shall be installed or used in the Department.

35. Collections: Offices should collect for any unauthorized calls made by an employee or other person where it is cost-effective to do so. The actual cost of the call incurred by the Government will be collected.

36. US Sprint FONCARDS: Management agrees to provide Local Union Representative with US Sprint FONCARDS. Such requests must be submitted to and approved by the Labor Relations Branch.

37. FONCARD usage: Foncards shall only be used for official government business. The foncard is not to be used in travel status for personal phone calls.

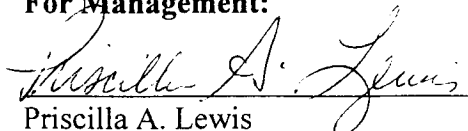
Chapter 15

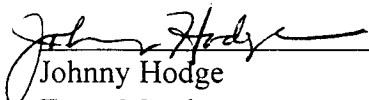
38. Field Office vehicle parking: Upon request, the Space Management Division, Headquarters, will provide to the union, at the local level, a copy of the annual review and recertification for their respective offices.

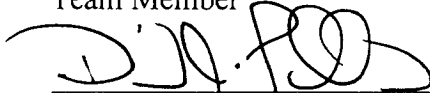
39. Taxation: Management shall annually notify, in writing, employees that are receiving a parking fringe benefit in excess of monthly limits as determined by the IRS.

40. Appeal process: Management agrees that the appeal process for denied handicapped parking applies to all employees.

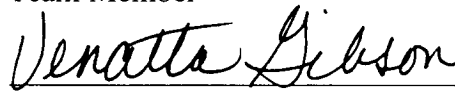
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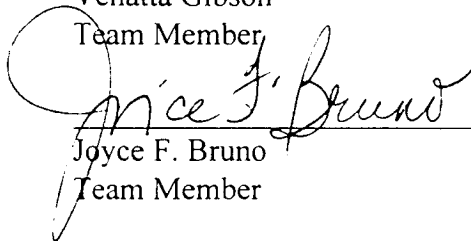

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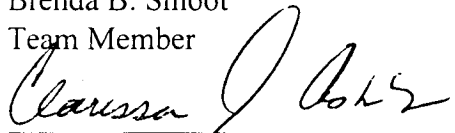
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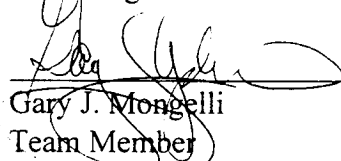

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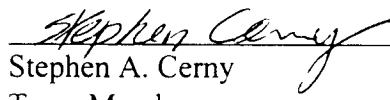
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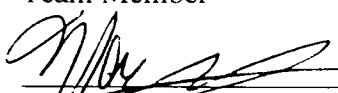
For Union:

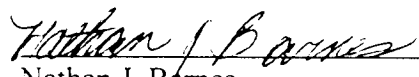

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Date: 3/25/04