

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 – Chapter 12

SCOPE: The scope of this agreement relates to the impact on bargaining unit employees of the Department's Issuance of Handbook 2200.01, Administrative Services Policy

1. **Reports:** Management agrees that upon request from the Union they will provide copies of health and safety reports required by, but not limited, to the Code of Federal Regulations and OSHA. Management agrees that a simple request will suffice; there will be no need for a formal request with particularized need requirements.
2. **UFAS Standards:** The Uniform Federal Accessibility Standards (UFAS) will be posted or linked on the Office of Administrative and Management Services (OAMS) website.
3. **Department's Representatives on the Safety and Health Committees:** The name, office and phone number of the Department's Representatives on the Safety and Health Committees shall be made available on HUD's OAMS website and must be updated as composition changes.
4. **Building Maintenance and Security Committee:** Management agrees to have a Union Representative on each Building Maintenance and Security Committee unless opposed by GSA/Landlord.
5. **Notification of Services:** Should unsafe or unhealthful workplace conditions necessitate safety or fire engineering consulting services, the union will be notified as to such arrangements. Upon receipt of the report of these services, management will allow the local union designee to view (not copy) the report and any recommendations for appropriate corrective action(s). Management will provide a summary of the report with recommendations to the union, if requested.
6. **OSHA Poster:** Management will post in conspicuous location(s) the OSHA poster regarding the rights of employees for reporting unsafe or unhealthful working conditions.

7. **Workman's Compensation Forms:** Management agrees to supply employee's sustaining injuries or illnesses which result with lost time the appropriate forms to be completed and returned. Management will advise and assist the employees in filing the applicable compensation forms. Management will ensure the completed forms are processed and promptly forwarded to the appropriate official/agency. ✓
8. **First Aid Kit:** Management shall provide and maintain adequate first aid kit(s) for each HUD office. These first aid kits will be accessible to employees.
9. **Safety and Health Committee:** Management agrees that all HUD office(s) with 50 or more employees will have a Safety and Health Committee. This Committee shall be made up of equal members of Management and Bargaining Unit employees. The local union is responsible for designating the Bargaining Unit members of the team. In offices below 50 employees, the establishment of Safety and Health Committee(s) is subject to local negotiations.
10. **Notification of Assistance:** Management agrees to provide immediate notification of an employee needing assistance to the Safety and Health Committee subject to privacy constraints.
11. **Local Bargaining:** In accordance with Article 5, local negotiations will be conducted for local impact and implementation.
12. **Executive Order 12196:** Management agrees to post or link Executive Order 12196 on the OAMS website.
13. **Inclusions from HUD Handbook 791.1 REV 2:** Management agrees that the following sections of HUD Handbook 791.1 Rev 2 will remain in effect and posted on the Web site until modified by future negotiations with the Union.
 - a. Definitions found in paragraph 1-4
 - b. Paragraph 1-14
 - c. Chapter 10
 - d. Appendix 11
14. **Preparation of Form HUD-795.01:** Management agrees that the designated timekeeper of injured or ill employees will prepare the form HUD-795.01 in accordance with the information provided by the employee and/or their first-line supervisor of the injured or ill employee.
15. **Edits to HUD Handbook 2200.01 – Chapter 12:** Management agrees that all changes to the Handbook will be made prior to the Handbook being posted to the WEB. ✓
16. **Meeting Minutes:** Management agrees that the local union will receive a copy of the minutes of each Safety and Health Committee meeting.

7. **Workman's Compensation Forms:** Management agrees to supply employees sustaining injuries or illnesses which result with lost time the appropriate forms to be completed and returned. Management will advise and assist the employees in filing the applicable compensation forms. Management will ensure the completed forms are processed and promptly forwarded to the appropriate official/agency.
8. **First Aid Kit:** Management shall provide and maintain adequate first aid kit(s) for each HUD office. These first aid kits will be accessible to employees.
9. **Safety and Health Committee:** Management agrees that all HUD office(s) with 50 or more employees will have a Safety and Health Committee. This Committee shall be made up of equal members of Management and Bargaining Unit employees. The local union is responsible for designating the Bargaining Unit members of the team. In offices below 50 employees, the establishment of Safety and Health Committee(s) is subject to local negotiations.
10. **Notification of Assistance:** Management agrees to provide immediate notification of an employee needing assistance to the Safety and Health Committee subject to privacy constraints.
11. **Local Bargaining:** In accordance with Article 5, local negotiations will be conducted for local impact and implementation.
12. **Executive Order 12196:** Management agrees to post or link Executive Order 12196 on the OAMS website.
13. **Inclusions from HUD Handbook 791.1 REV 2:** Management agrees that the following sections of HUD Handbook 791.1 Rev 2 will remain in effect and posted on the Web site until modified by future negotiations with the Union.
 - a. Definitions found in paragraph 1-4
 - b. Paragraph 1-14
 - c. Chapter 10
 - d. Appendix 11
14. **Preparation of Form HUD-795.01:** Management agrees that the designated timekeeper of injured or ill employees will prepare the form HUD-795.01 in accordance with the information provided by the employee and/or their first-line supervisor of the injured or ill employee.
15. **Edits to HUD Handbook 2200.01 – Chapter 12:** Management agrees that all changes to the Handbook will be made prior to the Handbook being posted to the WEB.
16. **Meeting Minutes:** Management agrees that the local union will receive a copy of the minutes of each Safety and Health Committee meeting.

17. **Article 26:** Management agrees that nothing in this Supplement supersedes Article 26 of the HUD/AFGE Agreement.
18. **Standard Form 91-A:** Management agrees to notify the local union of any motor vehicle accidents by forwarding a copy of the Form SF 91-A within three (3) days of receipt by management.
19. **Website Notification to Employees:** Management agrees to make every effort to place on the front page of the HUD@Work intranet site under topics, the category of Health and Safety.

MANAGEMENT

AFGE



Michael A. Hubbard
Chief Negotiator



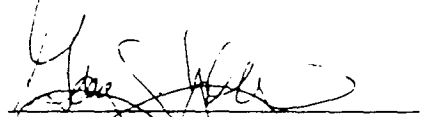
Lisa A. Lowery
Chief Negotiator



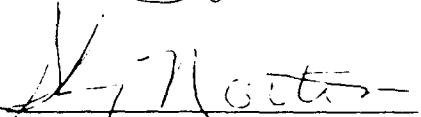
Robert E. Byrd, Jr.
Team Member



Nathan Barnes
Team Member



Gary Mongelli
Team Member



Sherry Norton
Team Member

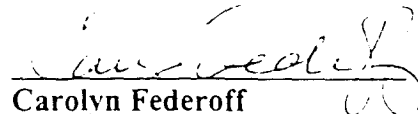
Date Signed 3/13/04

Date Signed 3/18/04

APPROVED:

APPROVED:

Barbara J. Edwards
Deputy Assistant Secretary
For Human Resource Management



Carolyn Federoff
President, AFGE National Council
of HUD Locals 222

Date Signed _____

Date Signed 3/25/04