

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

SUBJECT: Implementation of the Total Estimation Allocation Mechanism (TEAM) System

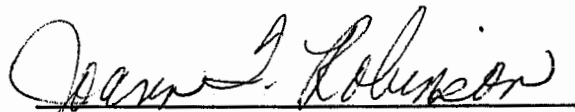
SCOPE: The scope of this agreement relates to the impact on bargaining unit employees of the implementation of TEAM, an automated information system designed to capture information on workload and time usage of the Department's employees.

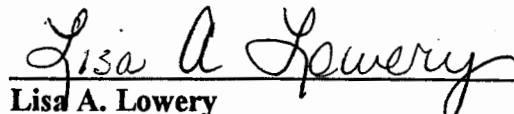
1. **Employee Notification:** Management agrees to modify the TEAM system in a future release to provide for automatic notification to employees of changes made to their data and the rationale for the change or data input on their behalf. Management agrees that until the TEAM system is updated, that if any change is made to an employee's TEAM data, the employee will be notified by the individual who made the change and the rationale for the change.
2. **Extension of Deadline:** If an employee is unable to enter the required data into the TEAM system due to malfunctioning of the system, their deadline will be extended.
3. **Workload Adjustment:** If TEAM responsibilities increase the workload of any bargaining unit employee, the employee's workload shall be adjusted accordingly.
4. **Adverse Action or Disciplinary Action:** Except for insubordination or the willful refusal of the employee to enter the required TEAM data, Management shall not use any data entered into TEAM to take an adverse action or any form of disciplinary action against an employee.
5. **Performance Evaluation:** The TEAM data will not be used for an employee's performance evaluation.
6. **Training:** Management agrees to provide all employees with the TEAM User's Manual, the Quick Reference Guide, a video used for the Program Coordinator training. Program Coordinators and other trained individuals are available for specific assistance and training for employees. Employees will be given an opportunity to practice using the system prior to submitting the actual data.
7. **Privacy Act:** If the Federal Privacy Act is applicable to the individual employee's TEAM data, Management will notify all HUD employees, including Program Coordinators, TEAM Coaches, and Supervisors about the privacy of an employee's TEAM data at the start of each TEAM data reporting year. Program Coordinators will not use time and attendance information to review or concur on the time data entered by an employee.

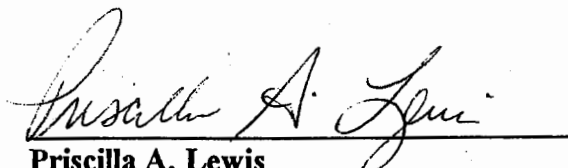
8. **Time Codes:** Management agrees that the TEAM work and time codes should mirror the results of the REAP studies. Upon the employee's request, the employee and his/her supervisor shall discuss and agree upon the employee's time codes. The Deputy Secretary's email to ALL EMPLOYEES on the implementation of TEAM will include a statement encouraging supervisors and employees to discuss and agree upon the employee's time codes before data entry begins. Management anticipates that most employees will use less than 10 time codes.
9. **TEAM Reports:** TEAM is an internal HUD system and not accessible to non-HUD employees or other organizations. Reports will be available on the HUD website. Management agrees to notify the President of HUD Council 222 when TEAM reports are available and the exact location where such reports may be found and printed from the HUD website. Management agrees that, if such reports are not posted on the HUD website, Management shall give the President of HUD Council 222 a copy of such reports, when available.
10. **TEAM Modifications:** Prior to the implementation of all modifications to the TEAM system software or reporting requirements, Management agrees to notify the President of HUD Council 222 about such modifications. The notification shall fully explain each system software or reporting requirement modification in understandable English and shall include copies of screen shots and documentation pages that will be affected or modified. This notification is not intended to diminish any rights that the Council of HUD Locals 222 possesses under any statute or any provision of the HUD/AFGE Agreement (e.g., Article 5).


MANAGEMENT


AFGE



Joann T. Robinson
Chief Negotiator

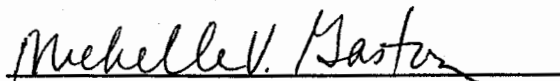

Lisa A. Lowery
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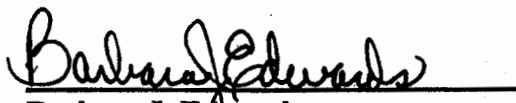

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APPROVED:

APPROVED:


Barbara J. Edwards
Deputy Assistant Secretary
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Carolyn Federoff
President, AFGE National Council
of HUD Locals 222

Date Signed May 22, 2002