

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

SUBJECT: Electronic Mail Policy

SCOPE: The scope of this supplement encompasses the Department's implementation of the new Electronic Mail Policy. The Department believes that the security, performance and ethical concerns associated with the impact of using e-mail can coexist with the best interests of HUD's employees.

1. Announcement of the Policy: Management agrees to post the Electronic Mail Policy and this Supplement to HUD@WORK five (5) days after approval of this Supplement. Notification, and an Internet link to the documents, will be posted on the Daily Focus message and will remain until the completion of the e-mail archive project implementation.
2. Orientation: Management agrees that employees will be provided an orientation briefing regarding the contents of the Electronic Mail Policy and the Electronic Mail Policy Supplement before implementation.
3. Scheduled Automatic Archive: Prior to any scheduled automatic archive of messages, e-mail users will be provided with advance notice at intervals of not less than 30 days, 10 days, and one day. For the purpose of this Supplement, Management agrees that the word "archive" will be used in lieu of the word "purge".
4. E-mail Maintenance: Management agrees to keep the size of each user's mail database at a manageable level no less than 100-megabyte. E-mail users will be given advance notification prior to reaching their limitation, providing the user with the opportunity to correct the size of their mail files.

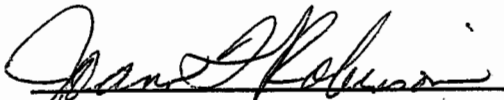
5. Storage Material: Management agrees that employees should provide justification for the necessary resources and materials to store archive e-mail documents needed to complete their assignments.
6. Email Addresses: Management agrees that employees will not be required to change their e-mail address as a result of the implementation of this policy.
7. E-mail Rights: Management agrees that e-mail message will be afforded the same access and control rights as hard copy documents.
8. Large Attachments: Management agrees that employees may request a temporary waiver from their immediate supervisor if they are required to send e-mail message with attachments that exceeds the maximum file size. The necessity to store such email messages will be determined by Program offices.
9. Training: Management agrees to provide training to all employees on archiving e-mail messages and accessing archived e-mail messages.
10. Telework: Authorized telework users will be provided with access to their HUD electronic mail.
11. Unauthorized use: Management agrees that unauthorized use of HUD's electronic mail system includes, but is not limited to, the sending of e-mail messages or file attachments that contain explicit, repeated or unwanted profanity, any sexually explicit materials, unwanted sexist or any racist materials, or other materials that are considered patently offensive.
12. Paperless Initiative: Management agrees that the policy will not compromise HUD's paperless office initiative.
13. Adverse Actions: Management agrees to notify the employee, but reserves the right to temporarily deny access in order to protect the Information Technology infrastructure.
14. Discipline: Management agrees that any disciplinary action taken to correct an employee's misuse or unauthorized use of e-mail will be in accordance with the HUD/AFGE Agreement.

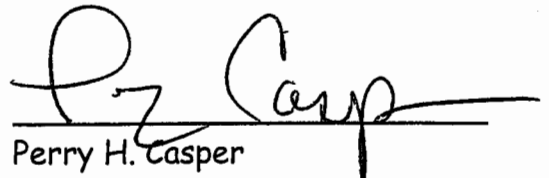
15. Email Access: - Management agrees that denying an employee access to e-mail is not an adverse action and should not adversely affect the employee's ability to meet the mission and goals of the Agency.
16. Fair and Equitable Treatment: Management agrees to apply the procedures of the Electronic Mail Policy fairly and equitably to all employees.
17. Monitoring E-mail: Management agrees that no employee's e-mail will be monitored or reviewed without establishment of cause.
18. Personal Use: Occasional and non routine use of e-mail during regular duty hours does not constitute a misuse or violations of the Electronic Mail Policy.
19. Receipt of Messages: Management agrees that recipients of e-mail messages are not responsible for the content, attachments, or other mailing list recipients, and shall not be held liable for simple receipt of the message.
20. Reasonable Accommodation: Management agrees that requests for reasonable accommodations regarding e-mail can be submitted and may be approved in accordance with the HUD/AFGE Agreement.
21. Virus: Management agrees that employees will not be responsible for unknowingly opening an e-mail containing a virus, script or agent that the Department fails to detect.
22. Employee Rights: Management agrees that the Electronic Mail Policy will not affect any statutory, regulatory, Contractual, or any rights of the employees.
23. Union E-mail: Management agrees that the Union is authorized the use of e-mail to conduct representational activities, in accordance with the HUD/AFGE Agreement, Article 8. In no way will the Electronic Mail Policy or this Supplement adversely affect the Union's abilities to perform their representation activities in accordance with the Statute.
24. Freedom of Information: Management agrees that government e-mail is not considered private in nature by HUD's Electronic Mail Policy and may be subject to discovery and the Freedom of Information Act requests.

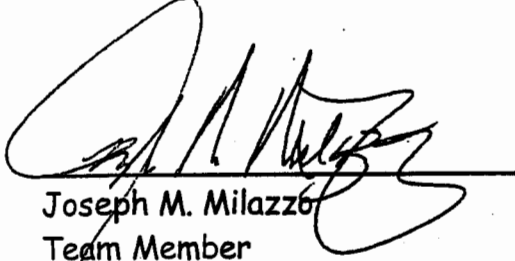
25. Local Bargaining: Management agrees that in accordance with Article 5 of the HUD/AFGE Agreement, local bargaining will be conducted concerning local issues related to the impact and implementation of the HUD Electronic Mail Policy.
26. Effective Date of Policy: The Electronic Mail Policy will become effective upon signature and approval of this Supplement.


MANAGEMENT

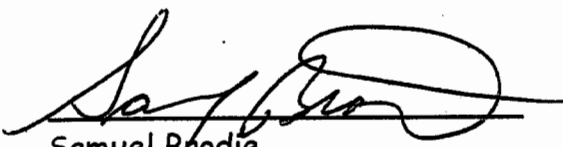
AFGE

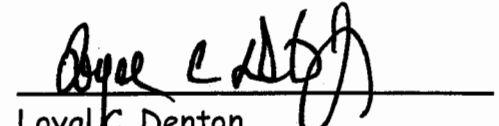

Joann T. Robinson
Chief Negotiator

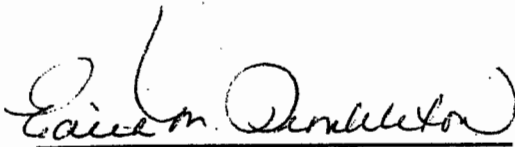

Perry H. Casper
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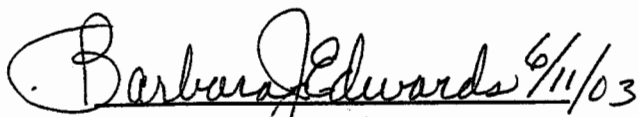

Loyal C. Denton
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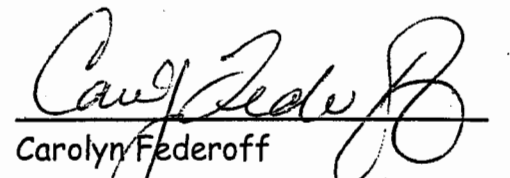

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APPROVED:

APPROVED:


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Carolyn Federoff
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Date Signed Jun 6, 2003