

**NATIONAL SUPPLEMENT**  
**Between**  
**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
**And**  
**AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES**  
**NATIONAL COUNCIL OF HUD LOCALS 222**

**SUBJECT:** Buyouts

**SCOPE:** The scope of this agreement relates to the impact on bargaining unit employees of buyouts offered in the Offices of Community Planning and Development (CPD), Fair Housing and Equal Opportunity (FHEO), Departmental Operation and Coordination (ODOC), and Healthy Homes and Lead Hazard Control (OHHLHC)

1. **Buyouts to be voluntary.** All buy-outs will be voluntary. An employee will not be identified for reassignment based upon a prohibited personnel practice, such as choosing not to accept a buyout.
2. **Employee Rights:** Management agrees that decisions regarding the eligibility, selection and or rejection of positions/employees for buyout shall not be based upon a prohibited personnel practice or other violation of law rule or regulation or HUD AFGE Agreement.
3. **Information to employees:** Management agrees to give priority to buyout eligibles in providing individualized information. Such information will include but is not limited to the amount of the buyout/severance pay and retirement benefits. The information will be delivered within three business days of the eligible's request provided the OPF and other related documents are available. Estimates will be delivered via email or fax.
4. **Privacy:** All applications from employees will be held confidential to be used only by Office of Human Resources (OHR). Applicant names will not be released or revealed to employees outside of OHR until the applicant advises OHR of his/her acceptance of the buy-out. After an employee notifies OHR of his/her acceptance, OHR may share this information with management within the employee's program office.
5. **Receipts/Resubmissions:** Employees will be sent receipts by e-mail indicating that applications were received within one business day. As soon as possible, applicants shall be advised if their application is incomplete. If the application is incomplete due to facsimile error, the employee will be permitted to resubmit the application, but the time attached to the application shall be based upon the first (incomplete) submission. If the application is incomplete due to employee error, the employee shall be permitted to resubmit the application

and the time attached to the application shall be based upon the receipt of a completed application.

6. Prioritization of applications, change of departure dates, rescissions and notice to employees: Management shall immediately and individually notify each applicant, and shall notify all buyout eligible employees of the following:

- a. Applicants have the right to change their date of departure, and that due to annuity scheduling procedures, it is usually most advantageous for employees to depart no later than the 3<sup>rd</sup> day of the month;
- b. Employees retain the right to rescind their acceptance of the buyout at any time before it has become effective.

7. Approval Period: By June 4, 2004, or five business days after receipt of the application, whichever is later, Management shall advise each applicant of one of the following:

- a. That their application was approved;
- b. That their application was disapproved and the reason why; or
- c. That their application was disapproved, but will be held in abeyance pending the pending decisions by employees who were selected.

8. Approved Applications. Employees whose applications are approved will have three business days to accept/reject the buyout offer.

9. Applications in Abeyance. Applications from employees who are not selected shall be held in abeyance pending decisions by selected employees. Applications held in abeyance must be kept private, not be used for further actions (such as reassignments, furloughs, etc.) but, only for the use originally intended.

10. Departure dates: Once an employee accepts a buyout, the employee shall confirm the departure date stated on the application.

11. Expansion: Should Management not reach its targeted number for the affected over ceiling program offices, management intends to do the follow:

- a. Identify additional eligible positions in the affected program offices to achieve the target; and
- b. Extend the closing date of the buy-out application window.

12. Further bargaining: Management shall notify the Council no later than August 2, 2004, whether or not Management will involuntarily reassign employees as part of the Corrective Action Plan. If Management plans to reassign employees, Management will offer to begin bargaining no later than August 10, 2004.

13. Information to the Council: Management agrees to provide the Council, within 30 days, for each of the following categories in each program office: buyout eligible, buyout applicants, and persons accepting the buyouts the following information: Age, race, sex, disability status, and bargaining unit status.

14. Further measures to meet the Corrective Action Plans: Management agrees that there will be no furloughs, terminations, downgrades, or reassignments that result in involuntary relocations to meet the corrective action plan.

15. Use of Buy-out eligibility lists: Management agrees that the buyout eligibility list will be used solely for buyout purposes.

16. Implementation Date. The Supplement is effective with the signing of this agreement.

SIGNATURE PAGE

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MANAGEMENT

AFGE

Priscilla A. Lewis  
Priscilla A. Lewis  
Chief Negotiator

Carol Federoff  
Carolyn Federoff  
Chief Negotiator

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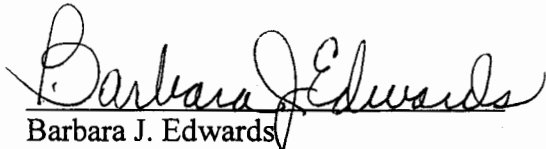
Sherry Norton  
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Holly Salamido  
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Date Signed 5/31/04

Date Signed 5/21/04

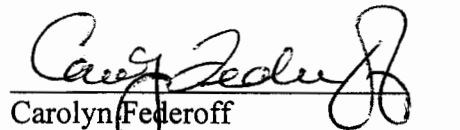
APPROVED:



Barbara J. Edwards  
Deputy Assistant Secretary  
For Human Resource Management

Date Signed 5/24/04

APPROVED:



Carolyn Federoff  
President, AFGE National Council  
of HUD Locals 222

Date Signed 5/21/04