

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

SUBJECT: Voluntary Separation Incentive Payments (Buyouts) for employees in the Office of Housing

SCOPE: The scope of this supplement encompasses the impact and implementation of the Buyouts on bargaining unit employees located in the Office of Housing (Housing).

1. Buyouts to be Voluntary: All buyouts 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. Privacy: All applications from employees will be held confidential, to be used only by the Office of Human Resources (OHR). OHR may share the name of an applicant with Management only after the employee notifies OHR of his/her acceptance of the buyout. This does not preclude the production of generic reports regarding the buyout.
3. Notifying Employees: Management agrees to notify employees of the buyout option as soon as possible. All employees shall receive simultaneous official notice of the buyout. The notice shall list the parameters of eligibility and the process for application.
4. Information to Employees: Management agrees to give priority to buyout eligible employees 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 shall be made available within three business days of the eligible employees request provided the OPF and any other necessary and related documents are available. Estimates will be delivered via e-mail or fax unless the employee has agreed to other delivery means. Other information will be provided via e-mail, faxes, or telephone.
5. Application Submission/Rescission Process: The opening of the application period shall be announced in terms of a specific date and time of day to ensure equity among employees in the various time zones. Applications for buyouts may be submitted via facsimile machine, U.S. Mail or commercial delivery service, e.g., Federal Express, United Parcel Service etc. It is the applicant's responsibility to insure that his/her application is submitted in a timely manner. Employees may rescind their application/decision for a buyout at any time prior to the effective date of separation.

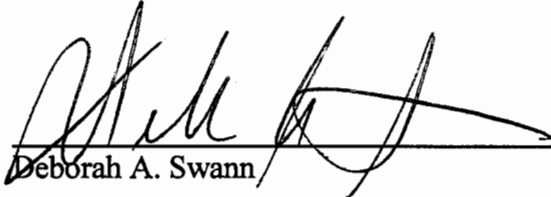
6. Impact of FY '05 Buyout: Management agrees to evaluate the impact of the FY '05 buyout on mission critical functions to determine if supplemental staffing action may be necessary with respect to numbers and grades of positions.
7. Competing Applicants Fiscal Year 2005: During the first round of buyouts for fiscal year 2005 and in the event more than one eligible employee applies for a single buyout position, the deciding factor shall be service computation date (SCD). The employee with the earliest SCD shall receive the buyout. In the case of a tie, the employees' most recent HUD entrance on duty (EOD) date with the Department will be used. The employee with the earliest EOD date shall be approved for the buyout. If more than one eligible applicant is received for a buyout position, Management will hold the second application until it is confirmed that the position has been bought out. If the first applicant rescinds their application, then the next eligible applicant will be offered the buyout.
8. Competing Applicants Fiscal Year 2006: During the second round of buyouts for fiscal year 2006 and in the event more than one eligible employee applies for a single buyout position, the deciding factor shall be service computation date (SCD). The employee with the earliest SCD shall receive the buyout. In the case of a tie, the employees' most recent HUD entrance on duty (EOD) date with the Department will be used. The employee with the earliest EOD date shall be approved for the buyout. If more than one eligible applicant is received for a buyout position Management will hold the second application until it is confirmed that the position has been bought out. If the first applicant rescinds their application then the next eligible applicant will be offered the buyout.
9. Eligibility FY05/06: Employees eligible for the buyout will be allowed to apply in FY '05 , and also in FY' 06 as long as the identified position is still available.
10. Approval Period: Within five (5) business days after receipt of the application, Management shall advise each applicant of on of the following:
 - a. That their application was approved.
 - b. That their application was disapproved and the reason why.
 - c. That their application was disapproved, but will be held pending the decisions by any employees who were approved for a buyout in the identified and eligible position.
11. Approved Applications: Employees whose applications are approved will have three business days to accept/reject the buyout offer.
12. Applications Pending/Held: Applications from employees who are not selected shall be held for possible approval pending decisions by selected employees. Employees who

have their applications held pending selected employees decisions will be notified that their applications are being held. Applications that are held must be kept private, not used for further actions but only for the originally intended purpose.

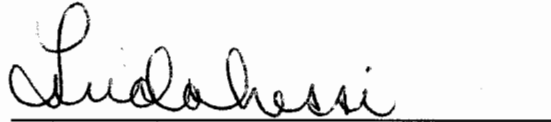
13. Departure Date: Applicants and selected employees have the right to change their departure date as long as the date is within the established buyout separation window for FY '05 and FY'06.
14. Number of Buyouts: All buyouts are contingent upon the agency having the funds to meet the targeted number of buyouts.
15. Increased of Selected Positions: Management agrees to conduct additional analyses of workload and business needs, and with OPM approval, will attempt to identify additional positions for expansion of the buyout eligible positions for FY'06. These additional analyses will be an attempt to increase all buyout positions with a goal to increase by up to twenty, the number of eligible Headquarters positions.
16. 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, regulation or a violation of the HUD AFGE Agreement.
17. Further Measures: Management agrees that it will honor its labor relation's obligations associated with further measures it may take to reach its ceiling level or changes to geographic location of employees. Specifically, the union will be provided notice, and an opportunity to bargain over any such measures that may affect employees' working conditions.
18. Employee/Union Rights: The parties agree that this supplement does not constitute a waiver of any employee or union rights under the HUD/AFGE Agreement, law, rule, or regulation.
19. Information to the Council: Management agrees to provide the Council with a report of the results of the buyout within 30 days of its completion. Management further agrees to provide the Council with quarterly updates and any additional reports in the event the buyout is extended.
20. Effective Date: This supplement will become effective upon Office of Personnel Management approval of Housing's buyout request.
21. Distribution: Management agrees to distribute this Supplement promptly after notifying employees of this buyout.

SIGNATURE PAGE

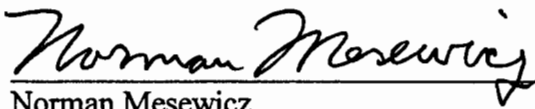
MANAGEMENT



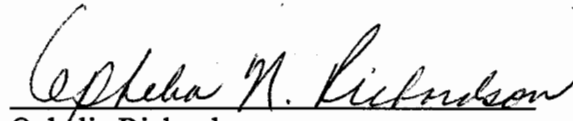
Deborah A. Swann
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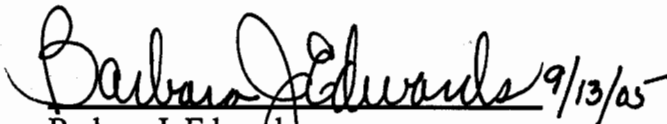


Norman Mesewicz
Chief Negotiator



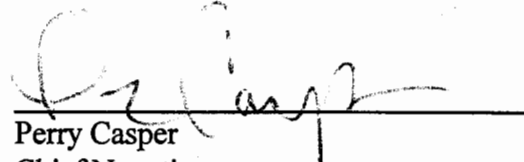
Ophelia Richardson
Team Member

APPROVED

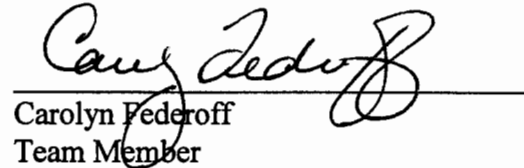


Barbara J. Edwards
Deputy Assistant Secretary
for Human Resource Management

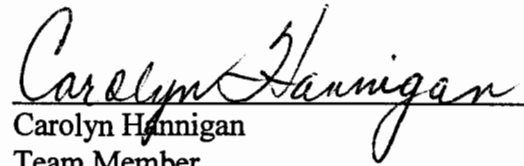
UNION



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Carolyn Federoff
President AFGE National Council
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