

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 (Buyout) for employees in the Office of Administration

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

1. **Effective Date:** This Supplement shall be effective immediately.
2. **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.
3. **Privacy:** Buyout applicant's names shall 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. Upon request, the Local Union Representative shall receive a list of all bargaining unit employees in their office that applied for the buyout and the disposition of the application.
4. **Information to Affected 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.
5. **Competing Applicants:** In the event more than one eligible employee applies for a single Buyout, the deciding factor shall be the service computation date (SCD). The employee with the earliest SCD shall receive the buyout. In the case of a tie, the employees' most recent entrance on duty (EOD) dates with the Department will be used. The employee with the earliest EOD date shall be approved for the buyout.
6. **Application Submission:** Applications for buyouts may be submitted via e-mail, facsimile machine, U.S. Mail or commercial delivery service, e.g., Federal Express, United Parcel Service, etc. Employees may use government equipment to e-mail and fax their applications. It is the applicant's responsibility to insure that his/her application is submitted and received by the Office of Human Resources in a timely manner. As soon as possible, applicants shall be advised if their application is incomplete. If the application is incomplete due to facsimile or employee error, the employee shall be permitted to resubmit the application, and the time attached to the application shall be based upon receipt of the first (incomplete) submission.

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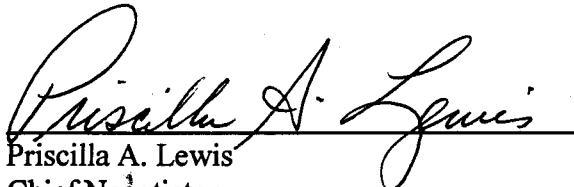
7. **Acceptance of Buyout Rescission Process:** Employees may rescind their application for and/or acceptance of a buyout at any time prior to its effective date.
8. **Acknowledgement of Receipt:** Employees will be sent receipts by e-mail indicating that applications were received within one business day.
9. **Notification to Employees:** Employees will be notified no later than five (5) business days after receipt of the application of one of the following actions: That their application was approved; That their application was disapproved and the reason(s) why; or That their application was disapproved, but will be held in abeyance pending the acceptance of the employees selected for the buyout.
10. **Further Measures:** Management agrees that it will honor its labor relation obligations associated with further measures it may take to reach its ceiling level. Specifically, the union will be provided notice, and an opportunity to bargain over any such measures that may affect employees' working conditions.
11. **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 additional reports in the event the buyout is extended.
12. **Information to employees:** Priority will be given to eligible employees in providing individualized estimates for Buyout/severance pay and retirement benefits, and information and assistance related to retirement and resignation from Federal Service. The Employee Service Center will respond within three (3) business days from receipt of the request for information or assistance. Estimates will be delivered via e-mail or fax. Other information will be provided via e-mail, fax, or telephone.
13. **Separation Date:** The Parties acknowledge that employees approved for the buyout must separate from the Department no later than December 31, 2005, in accordance with the buyout authority received from OPM.
14. **Employee Rights:** Decisions regarding the eligibility, selection and/or rejection of employees for Buyouts shall not be based upon prohibited personnel practice or other violation of law, rule, regulation, or the HUD/AFGE Agreement.
15. **Waiver of Agency Restrictions:** HUD agrees to waive any agency restriction to receipt of a buyout in order to obtain the highest use of the buyout authority. It is understood any statutory, regulatory, or legal condition requiring other than agency waiver or approval would not be required to be sought by the agency.


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16. **Organizational Structure:** There will be no change in the organizational structure of the Office of Administration as a result of this buyout.
17. **Bargaining Unit Status:** As a result of the Buyout, no employee will be removed from the bargaining unit for choosing not to apply or accept a Buyout. Union affiliation or the amount of official time allotted to a Union Representative shall not be affected by their Buyout eligibility.
18. **Approved Application:** Employees whose applications are approved will have three (3) business days to accept/reject the buyout offer.

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FOR MANAGEMENT:

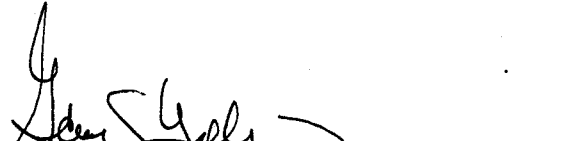

Priscilla A. Lewis
Chief Negotiator

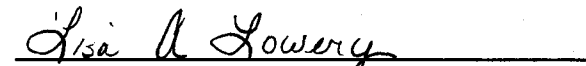

Lenor R. Reese
Team Member


APPROVED:


Barbara J. Edwards
Deputy Assistant Secretary for
Human Resource Management

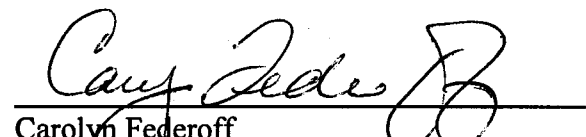
FOR THE UNION:


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HUD Locals 222