

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

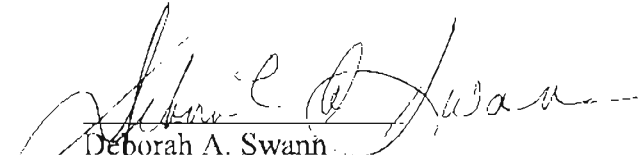
SUBJECT: USA Staffing/eRecruit

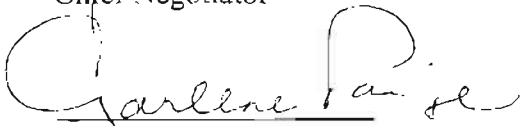
SCOPE: The scope of this supplement relates to the impact and implementation of USA Staffing/eRecruit.


1. Performance Ratings: When applicable, vacancy announcements shall state that applicants are required to submit: either a complete copy of their current annual performance appraisal (within past 12 months); or a written statement explaining why the current appraisal is not available or incomplete. A complete appraisal consists of the rating for each element and overall rating, and the narrative performance standards for each critical element. Mid-year progress reviews will not be accepted.
2. Change in Article 13, Section 13.09 (5): Article 13, Section 13.09 (5) is superseded by this supplement. Applications shall be accepted electronically until midnight local time the day the vacancy announcement closes. Applicants may submit their application in the office where the vacancy is located by COB of the vacancy announcement closing date.
3. Electronic Status Notification: Applicants shall receive notification throughout the process, such as: receipt of the application, eligibility of the application, rating score of an application, submission of the certificate to the selection officials and selection of position.
4. Verification of a Complete Application: The parties agree that applicants may contact the servicing HR Specialist listed on the vacancy announcement to verify that the application and all supplemental documents have been received prior to the closing date of the announcement.
5. Web-Announcement: An announcement shall be posted on the HUD@Work website introducing the Department's use of the on-line application features of USAJobs. This announcement shall include highlights and benefits of these features.


6. Merit Staffing Case File: All applications and attachments shall be maintained in the Merit Staffing Case file for the vacancy. It is recommended that employees retain copies of all application materials submitted for each vacancy announcement. Employees may request a copy of their application by contacting the servicing HR Specialist listed on the vacancy announcement.
7. System Failure: In the event of a validated OPM system failure, applicants shall be permitted to contact the servicing HR Specialist to fax hard copy application for a period of up to 24 hours following system restoration.
8. Unintentional Transmittal: If an employee mistakenly transmits a computer virus or any other unauthorized information into USAJobs, no disciplinary action will occur. Employees are encouraged to take every precaution to avoid such mistakes.
9. Protection of Information: All information contained in USAJobs is confidential and requires the procedures of secure documents. Any information obtained from USAJobs and used to develop/produce reports, written documents, or notes, shall be destroyed in accordance with OPM regulations. All applicant information entered into USAJobs is private and confidential.
10. Use of Information: Applicant information will be used only in the process of reviewing an application for a vacant position.
11. Distribution of Supplement: An electronic copy of this Supplement will be distributed to the Council and employees within 30 days after this supplement is approved.
12. Future changes: Management shall notify the union, in accordance with Article 5 of the HUD/AFGE Agreement, regarding any future changes in eRecruit which would result in a change in the working conditions of bargaining unit employees.
13. Subsequent Negotiations: The provisions of this Supplement will be considered in any future agreements relating to the eRecruit process.
14. Union rights: The parties agree that this Supplement does not constitute a waiver of any Union rights under the HUD/AFGE agreement, law, rule, or regulation.
15. Employee rights: Management agrees that the implementation of this Supplement will not adversely affect any Statutory, regulatory, Contractual or any rights of employees.

FOR MANAGEMENT:


Deborah A. Swann
Chief Negotiator


Charlene Paige
Team Member

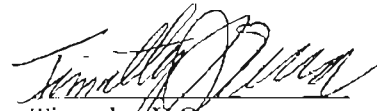

Rogers O. Houser
Team Member

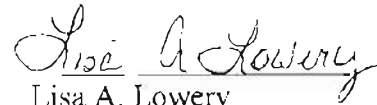

Joanne C. Anderson
Team Member

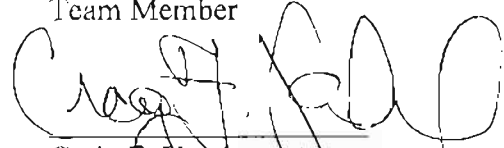
APPROVED:

Barbara J. Edwards
Deputy Assistant Secretary for
Human Resource Management

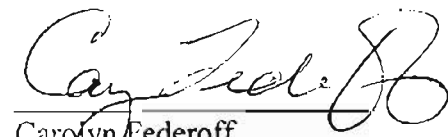
FOR THE UNION:


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APPROVED:


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Date: July 12, 2007