

Local Supplement 58

between

U.S. Department of Housing and Urban Development

and

American Federation of Government Employees Local 476

SUBJECT: Temporary Move of Office Chief Financial Officer (OCFO) Accounting Monitoring and Analysis Division (AMAD)

SCOPE: This Supplement establishes the conditions for a temporary move of the AMAD bargaining unit employees to the Washington Office Center.

BACKGROUND: The AMAD employees previous work space in the Weaver Building was renovated due to the Energy Savings Performance Contract (ESPC). The Weaver Building space was cleared by OSHA when the project was completed. The AMAD employees, who had been located at the Capital View Building during the renovation process, were moved back to the Weaver Building. When the AMAD employees complained of skin irritation, sneezing, and coughing while present in the AMAD area in the Weaver Building, OCFO management allowed the employees to telework for five days until the AMAD employees were relocated back to the Capital View Building. The AMAD personnel have been in the Capital View Building pending the thorough cleaning of their assigned space in the Weaver Building, including the replacement of the previous furniture. The AMAD employees need to vacate their Capital View space so that it can be retrofitted for another program office. The AMAD employees are relocating to the Washington Office Center temporarily, until the AMAD space in the Weaver Building is completed. The AMAD employees will be located at the Washington Office Building no longer than through July 2015.

1. Affected Personnel: The bargaining unit employees are listed on Appendix A.
2. Notification to Union: Management will provide Article 5 notice to AFGE Local 476 (the Union) at least two weeks before the AMAD employees are scheduled to move back to the Weaver Building. If the move is not scheduled to take place before July 1, 2015, Management will provide a status report with updated move information by June 30, 2015.
3. Size of Workstations: The workstations in the Washington Office Building are 40 square feet. Management acknowledges that this does not meet the requirements of the HUD-AFGE collective bargaining agreement. Management agrees that moving the AMAD employees temporarily to small workstations does not set precedent for future permanent or temporary moves. Management agrees that bargaining unit employees will not be assigned to smaller work space than non-bargaining unit personnel while located in the Washington Office Building. Upon AMAD's return to the Weaver Building, management will ensure that all workstations assigned to bargaining unit personnel shall meet the minimum size of 64 square feet (8' x 8'), as specified by Supplement 69. If it is determined that the office space will not


accommodate workstations of 64 square feet, the size of the workstations may be reduced to no less than 56 square feet (7' x 8'), as required by Supplement 69.

4. Employee Preference: Management shall give preference to HUD employees over any contractor employees in terms of selecting seating assignments. Management shall give preference to HUD employees based first on grade, and within grade, based on seniority, as measured by length of employment at HUD.
5. Break Rooms: Management will provide break rooms for affected employees as required by Supplement 69.
6. Bulletin Boards: Management will provide at least one locking, glass-enclosed bulletin board for the Union's use in a general or public area on each floor of any workspace occupied by bargaining unit employees outside the Weaver Building. The bulletin boards shall be the same size and comparable appearance as those within the Weaver Building. Management will provide AFGE Local 476 with a key for each bulletin board.
7. Seating Plan: Management and Local 476 will review the proposed seating plans together and will agree to a final seating plan prior to any move.
8. Meeting Rooms and Other Space Utilization: Management will provide meeting rooms, privacy areas, file storage, rest rooms, mail centers, and convenient access to copy, printing, and fax centers on the same floor where the AMAD employees are located.
9. Shuttle Bus: Management will provide regular shuttle bus service throughout each business day between the Weaver Building, the Washington Office Building, and any other HUD-occupied buildings where other OCFO employees are located. Management will provide the schedule of the shuttle bus service to all affected employees by email and post the schedule on HUD@Work. When the shuttle bus is not available, management has agreed to provide employees with round-trip public transit (i.e., Metro) fare to the Weaver Building.
10. Parking: All employees who currently have parking privileges at the Weaver Building and are still qualified (i.e., still in a carpool) shall be allowed to continue to park there.
11. Interbuilding Activities: Management shall grant affected employees a reasonable amount of time for travel between the Washington Office Building and other buildings housing HUD employees in addition to the time allowed for meetings and similar activities. This shall include, but not be limited to, travel to the Weaver Building to meet with OCHCO or Union representatives, participate in health screenings, or attend town hall meetings. Travel time shall be in addition to time spent at such activities.
12. Reasonable Accommodations: There shall be no adverse impact to any reasonable accommodation of any affected employee as a result of the move.
13. Alternative Work Schedules and Telework Agreements: There shall be no adverse impact to the alternative work schedule and/or telework agreement of any affected employee as a result of the move.
14. Leave: Any leave previously approved shall not be rescinded as a result of the proposed move.
15. Training: Any training previously approved shall not be rescinded as a result of the proposed move.

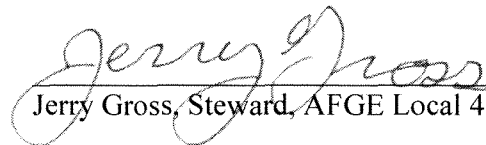
16. Packing Time: All affected employees shall be provided packing materials and granted sufficient time during the work day to box their office belongings on the designated date, and to unpack their belongings upon completion of proposed furniture replacement. Employees shall not be required to pack or unpack outside of duty hours. Employees shall not be required to lift, move, or carry boxes outside of their immediate work space.
17. Disruption of Work Site: Management shall permit affected employees to work from home if their work site is unavailable. Management shall not require affected employees to obtain hardware, software, or any other tools to effectively work from home if the employees do not already have such tools available to them. Employees shall not be required to publicize their private home or cell telephone numbers. Management shall not require employees to disrupt the home or personal plans of others in their households by working at home. Management shall not charge any employee leave as a result of this proposed relocation if the employee has not requested such leave for personal reasons. No employee shall be charged leave if he or she is unable to provide the means for successfully working from home.
18. Adverse Impact: There shall be no adverse impact on any affected employee as a result of the proposed relocation.
19. Emergency Plans: Management shall provide all affected employees and Local 476 with copies of the Washington Office Building's emergency plans, including evacuation plans, location of emergency equipment (e.g., defibrillators, fire alarms) and instructions on how to use the building's emergency notification system (VornadoConnect).
20. Preservation of Rights: Implementation of an agreement related to the proposed AMAD move shall not diminish or waive any rights that bargaining unit employees have under the HUD-AFGE Collective Bargaining Agreement, law, or government-wide rule or regulation.

Date: February 12, 2015

For Management:


Anita O. Crews, Human Resources Specialist

For the Union:


Jerry Gross, Steward, AFGE Local 476

APPENDIX A

AMAD Bargaining Unit Employees

Names	Title	Grade	Capital View Current Sq Ft	Capital View Curent Location	Washington Office Center Proposed Sq Ft	WOC Proposed Location
Rudy McKinney	FNANCL OPERS ANAL	GS-0501-13	34	3E - 13H	40	278
LaTonia Newson-Anderson	FNANCL OPERS ANAL	GS-0501-13	34	3E - 11E	40	281
Nayna Lad	ACCTNT	GS-0510-13	34	3E - 11B	40	277
Yvette Ford	FNANCL OPERS ANAL	GS-0501-13	34	3E - 09I	40	268
Linda Brashears-Battle	FNANCL OPERS ANAL	GS-0501-13	34	3E - 13E	40	280
Dioma Ogude	ACCTNT	GS-0510-13	34	3E-13F	40	279
Evan Chuang	ACCTNT	GS-0510-13	34	3E - 11C	40	270
William Turner	ACCTNT	GS-0510-13	34	3E-09C	40	265
Michelle Moore	ACCTNT	GS-0510-13	34	3E-09E	40	273
Tomas Medina	ACCTNT	GS-0510-13	34	3E-11G	40	260
Warren Flood	FNANCL OPERS ANAL	GS-0501-13	34	3E-11D	40	275
Mecca Abdullah	FNANCL OPERS ANAL	GS-0501-05	34	3E-13G	40	271
Brian Kim	STUD TR (Office Support)	GS-0399-03	34	3E-11H	40	261
Shaundace Williams	ACCTNT	GS-0510-13	34	3E-09B	40	262
Kimberly David	ACCTNT	GS-0510-09	34	3E-15B	40	275



WOC Floor Plan
409 3rd Street, 2ND Floor