

Local Supplement 75
between
U.S. Department of Housing and Urban Development
and
American Federation of Government Employees Local 476

SUBJECT: Move of Office of Public and Indian Housing (PIH) Office of Field Operations, Office of Policy Programs and Legislative Initiatives, and Grants Management Center to the 3rd floor Weaver Building Headquarters.

SCOPE: This supplement established the conditions for a move of employees of the Office of Public and Indian Housing (PIH) Office of Field Operations, Office of Policy Programs and Legislative Initiatives, and Grants Management Center to the new offices located on the 3rd floor Weaver Building Headquarters. Affected 38 employees are listed on the Attachment A.

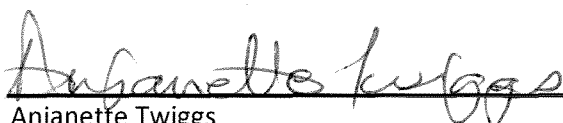
1. Status Quo: The status quo will remain and the Department will not implement the proposed changes until all bargaining is completed in accordance with the HUD-AFGE Collective Bargaining Agreement (CBA), as indicated by a signed agreement.
2. Compliance with CBA: Management agrees to comply with all of the terms of the CBA in this and all future moves affecting bargaining unit employees, including consulting with Local 476 during the planning process of space alterations; providing the Union with an opportunity to participate in walk-throughs during the alteration process; involving the Union in pre- and post-occupancy reviews, providing the Union with sufficient notice and complete and accurate data so that bargaining may be completed before any scheduled move date.
3. Complete Information: Management will provide the Union with all of the information regarding the proposed move required under Article 49 before negotiations begin. Management will ensure that the Union has access to current e-mail addresses for all affected bargaining unit employees.
4. Construction/Repairs: Management will provide a description of any current or proposed construction, repair or other physical improvement plans to include, but not limited to installing modular furniture, moving/installing filing cabinets, laying or shampooing carpet, installing partitions, painting walls, exterminating, installing network computer/printer cables, moving phone jacks or electrical outlets, or taking out or installing walls. The description will also include when the activity will take place, how the employees will be affected, and what arrangements will be made for affected employees, if necessary.
5. New Work Space, Furniture and Storage: Management agrees to comply with Article 57 (Space Management). The Union has been provided with pictures and descriptions

- of the proposed new furniture. Management agrees to work with staff and address concerns regarding the work environment. Management will order privacy screens for computers upon request once the space is occupied. Management agrees that should an employee identify a storage deficiency that impacts the secure storage of personal and/or work related items, that management will provide a reasonable amount of storage to ensure that employees work and personal materials are secured, if feasible.
6. Seating Plan: Management will provide Local 476 a copy of a final seating plan prior to a scheduled move.
 7. Meeting Rooms and Other Space Utilization: Management will provide meeting rooms, privacy areas, adequate file storage, mail centers, and convenient access to copiers and other shared office equipment near area where employees are located.
 8. Reasonable Accommodations: Management agrees to comply with Article 45 Reasonable Accommodations and Departmental policy in granting employees' requests for reasonable accommodations. Employees with existing accommodations will not be adversely impacted by this move and management will make necessary reasonable accommodations for employees with disabilities.
 9. Alternative Work Schedules and Telework Agreements: Management recognizes that this move will require many employees to work in closer proximity with their peers with increased noise distractions and that maximizing the use of telework will provide a reduction in distractive noise that will occur as a result of working in closer proximity with other staff members than in their previous office. In consideration of the impact of reducing work space and requiring employees work stations to be in closer proximity to their coworkers, management agrees to support, when possible and conditions permit, maximum utilization of Article 18 Telework and Departmental policy regarding telework. Management further agrees not to arbitrarily deny telework requests from employees who can demonstrate that their duties can be performed while teleworking.
 10. Leave: Any leave previously approved shall not be rescinded as a result of the proposed changes. Management shall not charge any employee leave as a result of the proposed changes if the employee has not requested leave for personal reasons.
 11. Training: Any training previously approved shall not be rescinded as a result of the proposed changes.
 12. 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 the proposed moves/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. Management shall provide assistance to any employee who is unable to pack, or to lift filled boxes within the workspace after the boxes are packed or when they are to be packed. Bargaining unit employees shall not be tasked with providing such labor to other affected employees.

13. Disruption of Work Site: Management will permit affected employees to telework while the work site is unavailable. Employees shall not be required to publicize their private home or cell telephone numbers. There shall be no adverse impact on any employee for whom telework is not feasible while the office is disrupted. Supervisors of affected employees are authorized to offer administrative leave, at their discretion, to affected employees while the work site is unavailable.
14. Workload Adjustment: Management will adjust employees' workloads and deadlines that are affected by the move, including by time needed to pack and unpack, by inability to access physical or electronic files, and by any other disruption to the worksite caused by the move.
15. Adverse Impact: There shall be no adverse impact on any affected employee as a result of the proposed changes, including but not limited to employee requirements to store or maintain hardcopy documents due to reduced file cabinet storage capacity, reasonable accommodations, alternative work schedules, and telework agreements.
16. Relocation Date: Management agrees that employees shall not be required to report to their new work space before January 9, 2017. Management further agrees that employees shall be permitted to telework during periods that their workspace is inaccessible or not operational.
17. Preservation of Rights: Implementation of an agreement related to the proposed move of the Office of Public and Indian Housing's Office of Field Operations, Office of Policy Programs and Legislative Initiatives, and Grants Management Center to the 3rd floor Weaver Building Headquarters, 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. Additionally, nothing in the agreement shall establish a precedent or be construed to alter or amend any existing agreements between the Union and the Department. The Union reserves the right to reopen and bargain any post-move issues that impact affected employees working conditions should it be discovered after the execution of this agreement in accordance with the HUD/AFGE Collective Bargaining Agreement.

For HUD


Anjanette Twigg

Employee and Labor Relation
HUD

For AFGE Local 476


Ashaki Robinson Johns

President
AFGE Local 476