

SUPPLEMENT xxxx

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

SUBJECT: Departmental Telework Policy

Introduction: The Office of Personnel Management and the Department define telework as “work arrangements in which an employee regularly performs official assigned duties at home or other work sites geographically convenient to the residence of the employee.” Telework is simply a way of getting work done from a different location.

SCOPE: Impact and Implementation of Handbook 625.1, dated May 2010, also known as the Departmental Telework Policy

In accordance with § 359 of Public Law 106-346, Handbook 625.1 is the Telework Policy for the Department of Housing and Urban Development. Under these provisions the Department encourages the implementation of telework to the maximum extent possible. No individual office or program area is authorized to modify or amend Handbook 625.1 without the written approval of the Chief Human Capital Officer and/or the fulfillment of bargaining obligations with HUD AFGE Council 222.

If the employee is considered “eligible” by HUD policy or this agreement, denial and termination decisions must be based on business needs or performance, not arbitrary or capricious reasons. When provisions of the Departmental policy are inconsistent with or contradict the supplement, the supplement will prevail.

The Department recognizes the potential benefits of voluntary telework to both employees and the Agency. Under normal circumstances, a manager may not require an employee to work from home. However, a manager may require an employee to work at an alternative worksite.

This Supplement is effective March 24, 2011.

Eligibility

With the exception of summer or seasonal employees, all employees in positions with duties that are conducive to telework are eligible to telework.

Roles and Responsibilities

Approving Official:

- a. Approve, modify, or disapprove the employee's participation in the program in writing, within 10 business days upon receipt of a completed application, unless extenuating circumstances exist. The written notice shall provide the reason(s) for modification or disapproval.
- b. Within 2 business days, supervisors will notify employees of an incomplete application, unless extenuating circumstances exist.
- c. Submit a copy of the approved signed Telework Application to the Program Office Telework Coordinator. The list is available on the HUD website.
- d. Notify the Union when an agreement is terminated, suspended or modified by the supervisor for one pay period or more.

Employee:

- 1) **Application Submissions:** All applications for telework must be submitted to the employee's immediate supervisor or the supervisor's designee.
2. **Reporting Requirements:** Teleworkers will be treated the same as non-teleworking employees. There will be no sign in or out.
3. **Call Forwarding:** Employees may use the call forwarding feature of their office telephone while on telework provided the feature can be initiated or canceled from the alternative worksite.

Application Requirements and Process

1. Employees on a five (5) day per week schedule may telework up to three (3) days per week. Employees on compressed work schedules may telework up to two (2) days per week during a compressed week.
2. **Approval of Agreement:** Once approved, employees may begin teleworking upon mutual agreement between the employee and their immediate supervisor.
3. **Denial and Appeal Process:** Employees may select either the appeal process in HUD Handbook 625.1, Telework Policy, -or- the grievance procedure outlined in Article 22 of the HUD/AFGE Master Agreement.

4. **Renewal of Telework Agreement:** Telework agreements are not required to be renewed once they have been approved. They remain in place until either party decides to modify or terminate the agreement. The telework agreement in place at the time of the implementation of this agreement will remain in effect unless the employee is no longer eligible for telework. If the employee requests a change based on the provisions of this supplement, a new agreement will be prepared. The self-certification safety checklist and IT approval form are not required to be resubmitted unless there are substantial changes in the teleworking situation.
5. **Employee Requests:** Employees may apply for telework at any time.
6. **Employees who choose not to participate in the program will not be penalized.**
7. **Modifications of Application:** Modifications to the telework agreement do not require a new Rules of Behavior for Remote Access User Agreement (HUD-22018); Telework Self-Certification Safety Checklist (HUD – 25229), or IDT/HQOTC concurrence.
8. **Communication:** Communication levels and the methods of communication between employees and supervisors are expected to remain the same whether an employee is working in the office or teleworking. The communication requirements of the manager will be discussed with the employee and identified in the telework application and agreement. Teleworkers will provide a telephone number where they may be reached by the supervisor and/or other management officials.
9. Management agrees not to disseminate or require an employee to publish personal information such as home or cellphone numbers.

Same Day Recall (SDR): An SDR is when the supervisor requires an employee to return to the official worksite while teleworking.

- a) A recall shall only be initiated due to extreme operational exigencies requiring same day attention. Recalling an employee should be a last resort effort and a rare occurrence.
- b) Commute time back to the office of a recall is always considered part of the tour of duty.

Modification

Supervisors must give reasonable advance notice for permanent or long term modifications to telework agreements and, under normal circumstances no less than one full pay period. The modification must be in writing and provide the reason(s) for the modification.

Handbook 625.1 Section 5-3-1(a) of the HUD May 2010 Telework Policy is no longer applicable.

A permanent modification to a telework agreement requires a new agreement.

Termination

- a) Supervisors may terminate telework for business or performance related reasons. Employee morale and quality of work life shall be considered in any decision to terminate an agreement.
- b) Employees will be given written notification of termination of their telework agreement a minimum of one full pay period before the effective date, unless emergency conditions exist. The termination must be in writing and provide the reason(s) for the termination.
- c) By mutual agreement of the supervisor and the employee, an employee may discuss the termination notice with their supervisors and have a union representative attend and participate in this discussion.
- d) Supervisors are strongly encouraged to consider warnings, modifications, and temporary suspensions of telework before terminating an agreement.
- e) If an employee is terminated from telework, the employee may reapply at any time.

Hours of Duty: HUD negotiated Policies and Agreements relating to “hours of duty” apply to teleworking employees.

Alternative Worksite: Employee working from an alternative worksite other than their home shall be covered under the same leave provisions as employees at the official worksite.

Work Schedules

- a) Telework is not a “work schedule” it is a program allowing employees to work at an alternative work location/worksites.
- b) In accordance with the Office of Personnel Management guidance, teleworking employees continue to be eligible for all Alternative Work Schedules. However, employees choosing a flex-time schedule will inform their supervisor at least one day in advance of the time they will start work on their telework days, unless extenuating circumstances exist. In the absence of advance notice from the employee, it is understood that the employee will begin work at the time designated on the telework agreement.
- c) Management is responsible for ensuring that the mission and operational requirements of the Department are carried out effectively and efficiently.

Overtime, Compensatory Time and Credit Hours

Employees participating in any telework agreement are eligible to work credit hours, overtime and/or compensatory time on both scheduled and unscheduled telework days in accordance with the applicable provisions of the HUD/AFGE Agreement and the Telework Policy.

Equipment

1. **Continued Work if Loss or Damage:** If an employee participating in telework has a loss or damage to equipment and does not have personal equipment available, the employee may be able to continue to work at home once the supervisor is notified and determines that work can be done without the use of a computer or internet access. HUD will make all reasonable efforts to provide replacement equipment as soon as possible, and will not purposely avoid replacing equipment to limit telework by any employee with an approved agreement.
2. **Employees will not be required to purchase or obtain any equipment that is not required by the policy to telework.** (e.g. fax machine, copier, scanner)
3. **Re-use of Equipment:** the Union may make requests to the Department Head or Designee in accordance with 41 CFR 102-36.30 in order to obtain equipment for bargaining unit employees that is no longer needed for its original purpose.
4. **Laptops:** In order to support telework to the maximum extent possible, HUD will endeavor to provide laptops to all teleworkers. However, there is nothing that precludes employees from using their own equipment.
5. **Office Supplies:** Management agrees that the Department will provide supplies e.g., paper, pens, staples, and/or CD's to teleworkers that are routinely provided to employees in the office.
6. **Limited Personal Use Policy:** Employees may use HUD equipment and software programs while teleworking subject to the HUD Policy/Guidance on "Limited Personal Use" of government office equipment including information technology.
7. **Lack of Internet Connection:** Employees without an internet connection may be eligible to participate in the telework program as long as the work to be performed at an alternative site would not require HUD internet services.

Miscellaneous Information

- A telework Q & A will be established, maintained and updated on the HUD website
- Union Representatives that are authorized official time may use official time while teleworking subject to the same approval and recording procedures.

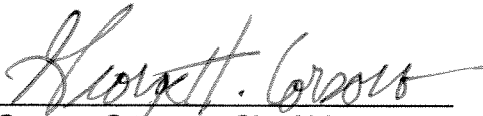
Work-at-home approved under reasonable accommodation is governed by reasonable accommodation provisions.

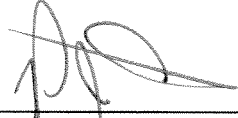
- Management agrees that the remote work site is not a government facility and that employees have the freedom to safeguard, insure and maintain the privacy of their home work place.
- Within ninety (90) days of the effective date of this agreement, the parties shall prepare and present telework contract interpretation training to all employees. The training will also jointly create a Q & A that will be updated and maintained by management.
- **Hoteling and Hot Desking:** Handbook 625.1 provisions for hoteling and hot desking are not being implemented at this time. When they become available management agrees to negotiate as appropriate the applicable provisions.

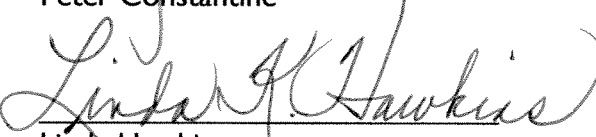
TELEWORK SUPPLEMENT


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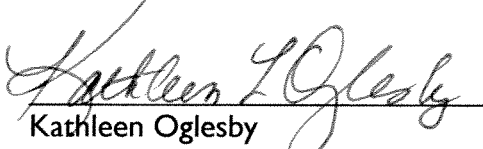
For the Department:


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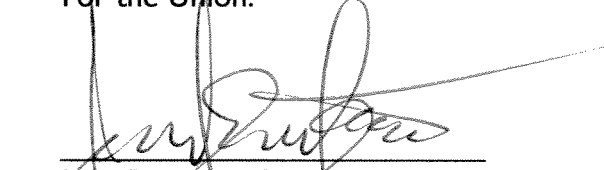

Linda Hawkins

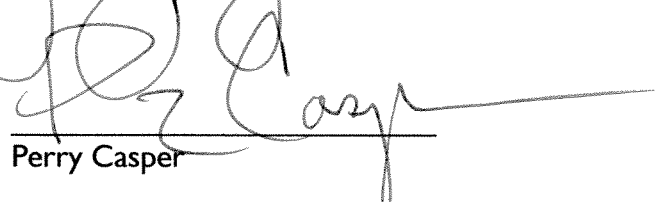

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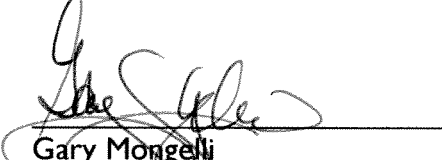
For the Union:

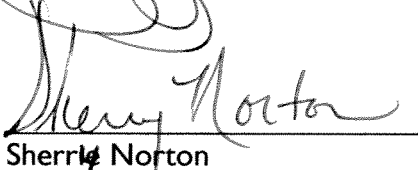

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