

NATIONAL SUPPLEMENT

Between

U.S. Department of Housing and Urban Development

And

American Federation of Government Employees

National Council of HUD Locals 222

Subject: Emerging Professionals Program (EPP)

Scope: The scope of this supplement encompasses the first round of the EPP.

1. In conjunction with the first round of the Emerging Professionals Program (EPP), there will be 120 rotational opportunities identified as soon as practicable, and from those, consistent with budgetary considerations, there will be 60 target positions advertised under Upward Mobility in the 2d quarter of FY'12. The program is structured to develop candidates in support of the Department's succession planning efforts as well as serve as an enhancement for an employee's career progression and development.
2. Selection for participation in EPP does not guarantee eligibility or qualification for any particular vacancy announcement or hiring program. Provided they meet eligibility requirements, EPP graduates will receive additional points in the rating and ranking process when applying for any Upward-Mobility positions.
3. The bargaining team members shall constitute a working group to develop the procedures for use in the first round of the EPP, and the development of the EPP Guide for use in future years. To date, the working group has agreed upon the following:

a. Selection Process:

- i. The EPP Program Announcement distributed to all employees via HUD web on or about December 17, 2010, is acceptable;
- ii. EPP program staff will screen applications for completeness, and with the assistance of Human Resources, for eligibility;
- iii. If there are more than 60 complete and eligible applications, the parties will establish a screening committee of at least 3 members (one representative selected by the AFGE Chief Negotiator, one field management representative and one HQ management representative). Depending upon the number of applications to be reviewed, the committee may be expanded and divided into subcommittees, but each subcommittee shall reflect the full committee composition. If possible, the location of the rotations will be considered in the establishment of the screening (sub)committee membership; and
- iv. The screening committee (or subcommittees, if necessary) will rate and rank each applicant based upon the application (questionnaire, resume and performance evaluation). For the purpose of rating and ranking, applications will be placed in the following categories: GS-1/2/3/4/5/6; GS-7/8/9; and GS-10/11.

b. Developmental Plan:

- i. EPP will include participant assessments provided early in the program intended to provide participants with information about how they learn and interact with others and their current skill levels.
- ii. EPP will focus on core competencies including, but not limited to:
 1. Conflict management
 2. Customer service
 3. Interpersonal skills
 4. Oral communications
 5. Written communications
 6. Problem solving
 7. Teamwork
 8. Analytical ability/reasoning
 9. IT skills
 10. Self management
 11. Project management
 12. Work/life balance (including stress management)
 13. Change management

- 14. Career building skills (including interviewing tips, resume writing, etc. Participants should receive career counseling as part of this activity)
 - 15. Workplace etiquette
 - 16. About HUD (history; current programs, services, accomplishments; new goals and objectives; HUD budget; etc.)
- iii. Whenever possible, participants will be able to select their rotations. There will be two 60 day rotations. The rotation office will identify at least two members of the management team that the participant may interview, and journey-level employees that the participant may shadow. The participant is expected to conduct one interview, and complete one shadowing exercise. The rotation office will also identify the participant's rotation supervisor and a technical skills coach available to answer technical questions from the participant during each rotational assignment.
 - iv. Action Learning Teams will not be used in the first round.
 - v. The existing HUD Mentors program will be used. Participants' request for a specific mentor will be given consideration.
 - vi. There will be coaching, which will include at a minimum: assisting participants in assessing their developmental needs and skill gaps; and identifying appropriate developmental opportunities (i.e. elective courses and rotations) to address those needs.
- 4. The working group shall continue to work to resolve outstanding issues related to the first group of EPP participants, including but not limited to: the process for assessing and assigning value to the applicants' questionnaires, resumes and performance evaluations; the proper balance of selection factors, including the appropriate number from each category (GS1-6, 7-9 and 10-11); and the method for determining successful completion.
 - 5. The working group may divide its work into sub-groups, with the composition of each group to be agreed upon by the Chief Negotiators. The Chief Negotiators will agree upon future meetings dates and will determine the minimum participation necessary to conduct business; they may also invite a representative of NFFE to join the working group. Time spent by the working group and sub-groups is considered negotiations for the purpose of official time allocation.
 - 6. It is anticipated that further meetings of the working group or sub-groups will be conducted via conference call or other long-distance means. However, the Chief Negotiators can decide jointly to in-person meetings.
 - 7. If the working group process fails, the parties reserve the right to bargain.

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