

## **LOCAL SUPPLEMENT 52**

### **U.S. Department of Housing and Urban Development And American Federation of Government Employees Local 476**

**SUBJECT:** The establishment of the PERSONNEL CLEARINGHOUSE PILOT (hereinafter referenced as CH) for HUD Headquarters and the D.C. Field Office (hereinafter referenced as HQ).

**SCOPE:**

1. The Parties recognize the value of implementing a program that will facilitate succession planning, improve workforce flexibility, and create a positive relationship between management and employees. The parties agree that flexibility which may result in changing duties of employees, whether through rotations, details, or permanent reassignments furthers the accomplishments of the Department's mission. Accordingly, this Supplement establishes a HQ CH for the duration of one year from the date the program is implemented.

**PURPOSE:**

1. The CH is primarily intended to facilitate the movement of staff to positions consistent with furthering the HUD HQ mission.
2. The CH also serves the purpose of enhancing workforce flexibility, fostering workforce retention, improving employee morale, and facilitate HUD's ability to respond to economic and other mission related needs.
3. The CH provides HQ employees with the opportunity to participate voluntarily through reassignments to positions throughout HUD HQ.
4. Any such movement of staff must be in compliance with existing law, rule, regulation and policy.

**ADMINISTRATION:**

1. The CH will be administered by the Office of Human Capital Services (OHCS), Recruitment and Staffing Division (RSD).

## **CH COMMITTEE:**

**1. The committee will consist of two (2) management designated representatives and one (1) Union representative.**

- a. The committee will provide proposals for consideration related to Policy, Standard Operating Procedures and guidance.**
- b. The committee will provide advice and input prior to a decision involving employee movement and resources.**
- c. The committee will review, evaluate and make recommendations on the CH program. In support of these functions, the committee may have access to appropriate information upon request.**

## **PROCESS:**

**This program is made up of two (2) components:**

- General Clearinghouse Applicant Pool: Employees may submit an application (OF-612) or resume, in addition to the “Request for Consideration for a Lateral Reassignment” form, along with a current performance appraisal in order to be considered for any position for which they qualify in program offices they have identified.**
- Position Specific Clearinghouse: A non-competitive notification will identify specific vacancies for which management has indicated they would consider internal qualified candidates. These opportunities will be posted on the OCHCO website and, at the same time, made available to the union for posting on the AFGE Local 476 website.**

**The Information posted will include (but not be limited to):**

- The title, series and grade;**
- The Program Office;**
- A synopsis of the duties;**
- Statements regarding the required qualifications of the position;**
- Email address for applications; and/or**
- Any other relevant information.**

**This program is not to be confused in any way with the Merit Staffing Handbook or the requirements within. This is a stand-alone process that deals with lateral reassignments that do not require competition. It cannot lead to a promotion. In order to ensure the success of this program, it is crucial that HR Advisors be familiar with not only the**

provisions of this program, explained herein, but that they work closely with applicants and managers to provide advice and guidance in meeting the objectives of all parties.

1. The RSD will designate a Human Resources Advisor to serve as the Clearinghouse Coordinator.

- a. Employees may deliver, email or fax their application to the Clearinghouse Coordinator for the General Clearinghouse or email their application to the appropriate HR Advisor for the Position Specific posting. Guidance will be developed which will identify the needed information.
- b. All RSD Advisors will inform program offices of the availability of this program, when staffing needs are identified by the program.
- c. The Advisor will work with the program office to determine the best means to proceed in utilizing the Clearinghouse.
- d. Any movement will be coordinated by the appropriate RSD Staff.

2. The parties expect to implement the program within 90 days of the date this Supplement is signed.

#### **OBLIGATIONS:**

Both Parties recognize this program is a pilot and not an employee entitlement. Further, it is agreed that if a candidate is not considered and/or selected for any reason, including an administrative error, priority consideration may not be granted, nor are the actions grievable.

#### **EDUCATION AND MARKETING:**

1. The Parties recognize the importance of managerial and employee awareness and participation. Therefore:

- a. OCHCO will ensure this program is publicized on the HUD@Work site periodically over the duration of the program.
  - i. Additionally, management will arrange for information regarding this program is posted, where appropriate on subsequent web pages within the HUD@ Work site, e.g., OCHCO, A-Z Tools, etc.
- b. OCHCO will educate the RSD of the provisions of the Supplement.

- c. OCHCO will prepare a memo to Program Offices which will include information regarding this program.
- d. OCHCO will prepare a "Fact Sheet" for inclusion in future "New Supervisor" Training information packets.
- e. OCHCO will organize a "meet and greet" for employees and managers, and give employees the opportunity to showcase their knowledge, skills, and abilities.
- f. OCHCO and the Union anticipate addressing jointly meetings of appropriate staff describing the program's features, as needed.

Approved:

MANAGEMENT

*James M. Reynolds* 9/1/2011  
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 James M. Reynolds Date  
 Chief Negotiator

Approved:

UNION

*Eddie Eitches*  
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Management Team Members:

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