

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

SUBJECT: HUD Handbook 2200.01, Chapter 13 – Space Management

SCOPE: This supplement encompasses the implementation and impact of HUD Handbook 2200.01, Chapter 13 - Space Management on bargaining unit employees.

1. **Definition:** The term “systems furniture” includes, but is not limited to, ergonomic chairs, computer equipment support, and work surfaces.
2. **Local Bargaining:** Impact and implementation will be negotiated at the Local level in accordance with Article 5 of the HUD/AFGE Agreement.
3. **Americans with Disabilities Act (ADA) Requirements:** All HUD space designs and alterations shall comply with ADA requirements.
4. **Planning Process:** The Local Union shall be consulted and given the opportunity to provide input in the development of the plans. Management will provided a copy of the plan for concurrence.
5. **Space Plan Changes:** The local Union will be notified of any proposed changes to the original space plans regarding local issues affecting bargaining unit employees, in accordance with Article 5 of the HUD/AFGE agreement.
6. **Selection of Site:** Security will be used as one of the preferences when selecting site location. This will include but is not limited to, surveillance equipment, security screening, and parking checks. In accordance with Section 45.06(4) of the HUD/AFGE Agreement, the Department shall coordinate with GSA to assure that Government-owned or leased buildings are provided appropriate security.
7. **Space Allocation:** Management shall consider the Department’s organizational mission and the functions necessary to perform that mission efficiently when determining space allocations for work and common areas. This is to include, but not limited to, such items as file cabinets, storage areas and other items necessary to perform the job.
8. **Acquisition of Space:** Management agrees that the Local Union shall be consulted and included in the overall space planning process so all relevant space needs can be known.
9. **Office Environment:** Management agrees, on a case-by-case basis, to provide environmental standards, e.g., HVAC and lighting, etc. until 7:30 p.m. local time.

10. **Space Allowances:** Management agrees that any request for a workspace that deviates from the standard will require an analysis by SMD and/or ARD of the tasks performed and the size and amount of equipment required to perform those tasks. If the analysis determines more space is required it will be provided if available.
11. **Utilization of Systems Furniture:** Management agrees that whenever possible, the Department will utilize systems furniture in its offices as it requires the least amount of square footage, allows for flexibility in reconfigurations, provides the efficient storage capacity, and is more ergonomically correct and adaptable.
12. **Space Management Objectives:** Several factors determine when an office will get new ergonomic furniture – availability of funds, requirements of the Office and age/life cycle of existing furniture. Major realignments and renovations and office relocations will be given priority over internal office moves.
13. **Systems Furniture Workstation Standards:** To ensure systems furniture workstations are equitable, when it has been determined that an office will receive new systems furniture, a workstation standard for employees will be established. The workstation standard and the impact on bargaining unit employees shall be negotiated at the local level from the options provided to the Office of Administration from the vendor. This standard shall apply to new leases, office relocations or office renovations. If it is determined that the office space will not accommodate workstations of 64 square feet (8X8), the size of the workstations may be reduced to no less than 56 square feet (7X8).
14. **Workstation Allocation:** Management will ensure that systems furniture is distributed in a fair and reasonable manner to ensure consistency within the office. Upon request, Management shall provide the Union with the proportion of the single systems furniture workstation used for the bargaining unit.
15. **Outstationed Employees:** Employees outstationed from Headquarters or other Field Offices will be provided space that conforms to the office standard where the employee is physically located.
16. **Unoccupied Private Office Space:** An unoccupied private office shall not be used as a temporary space for anyone who is not entitled to a private office as described in Chapter 13. However, it may be used for other purposes, as negotiated at the local level, until the private office vacancy is filled.
17. **Seating Assignments:** Seating assignments are not determined by the pay grade of the employee. Employee specific seating assignments shall be determined at the local office level in accordance with Article 5 of the Agreement.
18. **Space Preference:** Management agrees that HUD employees shall have preferences in space, workstation location over contracted employees.
19. **Quiet Working Conditions:** To maximize quiet and efficient working conditions, each employee workstation in open areas will be separated by padded or insulated, flame retardant partitions. The height and size of these partitions shall be consistent with the overall design of each office.

20. **Enclosed Space:** All private office space or enclosed space that is larger than 10x10 must have at a minimum one (1) direct air vent.
21. **Natural Light:** The access to natural light shall be maximized in the space occupied by employees.
22. **Union Office Relocation/Renovation:** When replacement furniture is part of an office relocation or renovation, the Union office shall also receive replacement furniture consistent with the office standard.
23. **Union Office Equipment:** Each union office shall be provided a speaker phone with long distance capability, a lockable file cabinet, and a fax machine. If this equipment is not currently in the union office, the local president shall request the equipment through the Labor and Employee Relations Division and/or the Administrative Resources Division.
24. **Space Alterations:** The Local Union shall be consulted and included in the overall planning process of any space alterations.
25. **Post-alteration Inspection:** The local Union will be given the opportunity to participate in a post alteration inspection upon completion of the alterations to ensure that the space has been prepared in accordance with the space design drawings, construction drawings and the terms of the contract.
26. **Pre-Occupancy and Post-Occupancy Review and Inspection:** A pre-occupancy and post-occupancy review and inspection of the facility will be conducted by the appropriate GSA, HUD, and local Union representatives.
27. **Break Rooms:** Break rooms will be provided at a ratio of 2 square feet per employee but not less than 100 square feet.
28. **Bulletin Boards:** In accordance with Section 8.06 of the HUD/AFGE Agreement, the number, size appearance (glass enclosed) and location of bulletin board shall be locally negotiated.
29. **Parking:** The amount reported as a fringe benefit for parking spaces provided, as the result of a reasonable accommodation, will be reported in accordance with Internal Revenue Service regulations.
30. **Copy of Supplement:** Management shall provide members of this negotiation team an executed copy of this document within 30 days.
31. **Effective Date of Supplement:** This Supplement shall become effective upon the signature and approval of both parties.

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MANAGEMENT

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Date Approved _____

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