

## CHAPTER 5. ADMINSTRATIVE INFORMATION

### 5.1 SALARY AND BENEFITS

This is a developmental program, and as such the rotating employee's salary and benefits will continue to be paid by the Home Organization as permitted by 5 U.S.C. 4109(a).

### 5.2 WEB T&A and LEAVE

1. The employee should continue to record leave on the HUD Web T&A system, to be approved by the Home Supervisor (official supervisor of record).
2. Leave requests should be coordinated with both the Host and Home Supervisor. Upon concurrence of both, the employee will submit the leave request, which will be approved in the WEB T&A system by the Home Supervisor.
  - a. The employee is responsible for contacting both the Home and Host Supervisors when requesting unscheduled leave, such as sick leave.

### 5.3 HOURS OF DUTY

1. Each office has different needs and schedules. While supervisors are encouraged to exercise as much flexibility as possible, work schedules are at the discretion of the Host Supervisor. RAP applicants are encouraged to discuss this with the Host Supervisor, prior to accepting the rotation.

### 5.4 TELEWORK

1. Employees **currently under a telework agreement** may have to suspend some or all of their participation while in this developmental program. In compliance with the Telework Policy, HUD Handbook 625.1, employees in training positions may only telework 1 day per week providing:
  - a. The Host Supervisor has approved the telework day.
  - b. The Host Program Office Assistant Secretary (or equivalent) has approved the telework day.
  - c. The employee reports to the office a minimum of 4 days per week.
    1. If the employee is on a compressed work schedule, adjustments may be needed to ensure the employee reports to the office a minimum of 4 days per week.

---

#### HANDBOOK 655.1

Office of the Chief Human Capital Officer  
OSS/Policy & Oversight Division  
Policy Development Branch

**SEPTEMBER 2012**  
Effective Date: 10/01/12  
Expiration Date: 09/30/13

- d. The telework program does not impede the progression or the ability for the employee to complete all of the requirements of his/her training program.
2. Exceptions to the above stipulations may be made at the discretion of the Host Supervisor for emergency/situational telework in cases where the “Telework Option” is declared due to inclement weather. Additionally, if the office is **closed** due to inclement weather or other emergency situation, and if it is feasible and there is work that can be done from the remote location, the employee is required to work, even if it is not a scheduled telework day.
3. Employees that do not currently work under a telework agreement may not telework for any period (even the 1 day). A HOST supervisor does not have the authority to approve a telework agreement, even for the period of the rotation.
  - a. If the Host Supervisor and the Host Assistant Secretary agree to allow telework, the Telework Agreement must be completed and APPROVED by the Home Supervisor.

## **5.5 PERFORMANCE APPRAISALS**

1. Employees must receive performance plans for details and/or other temporary assignments which are expected to last at least 90 days. Written performance plans must be communicated within the first 30 days of the detail or temporary assignment or as soon as possible after the beginning of the detail or temporary assignment.
2. Employees who have spent at least 90 days in their permanent position are rated on each critical element for their permanent position by their permanent supervisor. Employees who have spent at least 90 days on a detail or other temporary assignment are rated on each critical element established for the detail or temporary assignment by the temporary supervisor. (This procedure assumes that the employees have worked under a performance plan for the minimum time.)
3. The permanent supervisor receives all element ratings, converts them to a summary rating, and then follows normal rating procedures. [Note: The ePerformance system will automatically calculate the summary rating based on the ratings assigned each critical element]. There is one exception which occurs when a temporary supervisor:
  - i. Has supervised the employee for at least 90 days (with the employee working under elements and standards for the minimum time); and
  - ii. Is still supervising the employee at rating time.

In this situation, it is the current temporary supervisor who receives all of the element ratings and converts them to a summary rating, and then follows normal rating procedures.

---

### HANDBOOK 655.1