April 8, 2005

MEMORANDUM FOR: Chief, Labor Relations Branch, ARHLL

FROM: AFGE Council \_\_\_, Midterm Bargaining Team

SUBJECT: Chapter \_\_, Space Management, Administration

 Services Policy Handbook

This serves as AFGE Council of \_\_ Locals demand to bargain over the proposed changes to Chapter \_\_ of the Administration Services Policy Handbook. Our preliminary proposals are as follows:

1. **Parking:** Parking spaces provided, as the result of a reasonable accommodation, will not be reported to the Internal Revenue Service as a fringe benefit.

1. **Emergency Evacuation Equipment:** Each office situated above the ground floor in either GSA or leased space must be provided emergency evacuation equipment in accordance with the standards of the American Red Cross.
2. **Natural Light:** The access to natural light shall be maximized in the space occupied by employees.
3. **Break Rooms:** Break rooms/lunchrooms will be provided at a 100:2 ratio.
4. **Unoccupied Private Office Space:** The use of unoccupied private office space will be negotiated at the local level.
5. **Enclosed Space:** All private office space or enclosed space that is larger than 10x10 must have at a minimum one (1) direct air vent.

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1. **Space Allocations:** Workstations occupied by non-supervisory employees in Headquarters and the Field will have a minimum of 64 square feet. Additional space will be provided for the required equipment necessary to perform his/her duties Actual allocations will be determined by local negotiations.
2. **ADA Requirements:** All space designs and alterations shall comply with ADA requirements.
3. **Utilization of Systems Furniture:** The use of systems furniture will be determined in Local Negotiations.
4. **Analyst/Engineer/Architects:** Employees classified as Construction Analysts, Engineers, Architects, or any position demonstrating the need, will have larger workstations to accommodate the requirements of the positions. In addition, space will be allotted for review and storage of the necessary plans/blueprints .
5. **Planning Process:** The Local Union shall be consulted and included in the overall planning process of all space needs prior to the issuance of the Solicitation for Offers and execution for any Occupancy Agreement. The Local Union will be given the opportunity to provide input in the development of the plans and shall be provided a copy of the plan for concurrence.
6. **Bulletin Boards:** Section 8.06 of the \_\_\_/AFGE Agreement provide the display and distribution of Union material.
7. **Space Alterations:** The Local Union shall be consulted and included in the overall planning process of any space alterations or request for release of space.
8. **Definition:** The term systems furniture includes ergonomic chairs, computer equipment, and work surfaces.
9. **Space Preference:** The space occupied by contractors will be determined by Local negotiations and HUD employees shall have preference in space and workstation location over contracted employees. In no instance will the space for contractors be equal to or greater than HUD employees.
10. **Pre-Occupancy and Post-Occupancy Review and Inspection:** A pre-occupancy and post-occupancy review and inspection will be conducted of the facility by the appropriate GSA and HUD representatives, and will include Union officials.
11. **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 the space has been prepared in accordance with the construction drawings and the terms of the contract.
12. **Future Changes**: The parties agree to engage in good faith bargaining over any unforeseen or later identified issues.
13. **Local Bargaining**: Impact and implementation will be negotiated at the Local level in accordance with Article 5 of the HUD/AFGE Agreement.
14. **Effective Date**: This supplement shall become effective within 30 days of the date the parties at the negotiating table sign this supplement.
15. **Access to HUD space:** Buildings having outside cameras or surveillance equipment, parking checks or cameras, and who restrict public access to the floors not occupied by HUD (for buildings with communal ventilation systems) or the 2 floors above and below those occupied by HUD will be given preference in the selection of sites based on the degree of greater security offered employees."

Below is an information request. This information needs to be provided prior negotiations in order for the Union team to be properly prepared to begin negotiations.

* 1. What are the GSA size standards for employee space?
	2. The footnote on page 13-8 is missing. What is the footnote?
	3. Who is responsible for enforcing compliance with Section 1 (4)(d)(1)? How will this be accomplished?
	4. Provide additional clarification of a Level I and Level 2 Director.
	5. Provide the amount spent per employee in the last two years for all office that have been renovated or are in the planning stages. Also, provide the amount of square footage per employee and the square footage of all conference rooms, break rooms and lunchrooms.
	6. Is the allocation of $7,000 per employee adjusted by location based upon local labor costs?
	7. Does the allocation of $7,000 per employee include the furniture provided in non-bargaining unit space?
	8. Provide clarification of the space required for outstationed Headquarters and program personnel.

These are preliminary proposals only and the Union reserves the right to bargain or amend or add proposals in accordance with Article 5. Tim Oravec has been appointed as Chief Negotiator for the Council.