



Workplace Flexibilities Available During Metrorail's SafeTrack Project

Beginning Monday, June 4, 2016, and extending through March 2017, WMATA will be conducting extensive maintenance and repair throughout the Metrorail system to address Metrorail system safety and reliability. The attached information (Attachments 1 and 2) issued by WMATA provides details on the project timeline and the extent and duration of rail station closures and single tracking. Given the scope, duration and nature of disruptions, the impact to employees located in Washington, D.C. Headquarters and Washington DC Field office is expected to be significant. Individuals will experience different levels of impact on their commute pattern throughout the duration of the [SafeTrack project](#). The first segment of the plan, which includes single tracking on the Orange and Silver lines from Ballston to East Falls Church (SafeTrack Surge #1), is scheduled to begin on Monday, June 4.

The HUD intranet site will be updated with a direct link to the WMATA SafeTrack updates webpage. Blast email updates will be sent to HUD employees in the Washington, D.C. Metropolitan area prior to each surge project. Employees who ride metrorail are advised to have back up arrangements for transportation to and from work and are strongly encouraged to sign up for Metro Alerts, which can be received by text and email.

On May 20, 2016, the Office of Personnel Management issued a memorandum (Attachment 3) reminding Federal agencies that they may use **existing** leave and workplace flexibilities consistent with OPM and agency policy, for coping with the [SafeTrack](#) impacts to the Washington, DC metropolitan area workforce. **At this time, OPM does not plan to create new leave and/or workplace authorities in response to Safe Track related metro rail service disruptions.**

HUD management, in consultation with leadership of AFGE Local 476, has reviewed HUD's policies and procedures on the use of workplace flexibilities and has developed this guidance to help mitigate commuting disruptions during the SafeTrack project.

Supervisors are encouraged to provide the highest level of flexibility in terms of telework (e.g. up to 5 days of telework, same day recall), arrival times (e.g. allow start times after 9:30 am), liberal leave (e.g. allow use of annual leave or earned credit hours as needed) to all employees that are in need.

HUD supervisors and employees will need to work together to use workplace flexibilities (telework, alternative work schedules, and leave) effectively to help reduce the impact of the SafeTrack Project on the workforce, as well as on the operations of the agency.

Adjustment of Core Hours

Core hours are defined as the hours each day that a full-time employee must be present for work. HUD's current core hours are 9:30 a.m. to 2:30 p.m. **Effective Monday, June 4,**

2016, core hours for all employees stationed in the Washington D.C. Metropolitan area will be adjusted to 10 a.m. – 2:30 p.m. This adjustment will remain in effect throughout the SafeTrack project. In accordance with the AFGE Agreement, Article 16, Section 16.03, for bargaining unit and for nonbargaining unit, employees shall not begin work before 6:00 a.m. local time nor complete work after 7:30 p.m. local time.

Recommendations for Accommodating Workplace Flexibilities Telework

Supervisors are encouraged to provide the highest level of flexibility in terms of telework (e.g., up to 5 days of telework) but may not require an employee to participate in the Telework Program. The same day recall provision and local commuting area restriction is hereby waived for the duration of the SafeTrack project.

As per the [telework policy](#), teleworkers must be available when working off-site as when working on-site. Teleworkers will be available via email and telephone and will respond to emails and voicemail messages within the timeframe specified in your telework agreement. As a reminder, employees must have an approved Telework agreement in place to Telework. To learn more about HUD's policy, expectations and requirements for teleworkers, please visit the Telework page referenced below or contact your Telework Coordinator.

Hours of Duty

To ensure HUD employees meet mission needs with the least possible inconvenience to employees, employees will be able to discuss adjustments to their work hours with their supervisors that might enable them to travel to HUD during non-traditional “rush hour” times while still working and/or taking leave to meet their daily work schedule requirements. Supervisory approval of employee work schedules is still required, so that managers can ensure essential work functions can be completed.

Leave Approval

HUD's leave policy remains unchanged. Supervisors should be lenient as it relates to leave requests due to the impact of the SafeTrack project.

Changes to Regular Mode of Transportation

All employees are encouraged to research other modes of transportation such as vanpools, carpools, commuter buses, VRE, MARC, bike to work, etc. Employees who are requesting a mode of transportation change for the upcoming month will have to submit a HUD 80A “Recertification and/or Change” form and submit the updated information to the Transit Subsidy Office. Changes must be made before the 15th of the month to be effective for the upcoming month. Once paperwork is received in the transit office, a confirmation email will be sent to the employee on what actions are needed to have their new mode of transportation paid. Employees are reminded to be proactive and responsible when using the Transit Subsidy Program. Any questions should be directed to (202) 402-2215 or TransitSubsidyProgram@hud.gov.

Miscellaneous

Parking

Normal parking operations and enforcement will continue to be in effect at the Robert C. Weaver building and public parking lots in the Washington, D.C Metropolitan area.

HUD Fitness Center

For a limited time, the HUD Fitness Center is offering free SafeTrack fitness center access to locker rooms and shower facilities only. The fitness center hours of operation are Monday through Friday, 6 a.m. to 7:30 p.m. They are also offering a special promotional opportunity. To learn more, please visit the fitness center, located in B122 or call 202-708-1180.

Resource Information

The references listed below are provided to assist employees and supervisors in locating timely information during the SafeTrack project.

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| Commuter Feedback | HUDSafeTrackCommuterConcerns@hud.gov |
| HUDs Telework Policy | http://portal.hud.gov/hudportal/documents/huddoc?id=6251admh.pdf |
| Transit Subsidy Form HUD 80-A | http://portal.hud.gov/hudportal/documents/huddoc?id=80a.pdf |
| WMATA-SafeTrack | https://wmata.com/rail/safetrack.cfm |
| Metro Alerts | https://wmata.com/rider_tools/metro_service_status/rail_bus.cfm |
| Metro Twitter | https://twitter.com/metrorailinfo |
| Metro Alerts-Signup | https://www.metroalerts.info/CreateAccount.aspx |