

## SUPPLEMENT 30

Between the

U.S. Department of Housing & Urban Development  
And  
American Federation of Government Employees  
HUD Council of AFGE Locals

June 24, 2021

SUBJECT: TRANServe System Implementation

SCOPE: The scope of this Memorandum of Understanding (MOU) encompasses the impact and implementation of the TRANServe system for the transit subsidy benefit program nationwide. HUD and AFGE Council 222 reaffirm the commitment to encourage employees to use mass transit where all employees are eligible for 100% of their commuting costs up to a maximum allowed by law TRANServe will ensure effective internal controls and will help to reduce administrative costs for implementing the transit program. This program is intended to generally provide cost savings to HUD.

In view of the fact that public transit is a relevant working condition and public transit policies, pricing, and procedure vary by geographic location, the Agency acknowledges that Local Bargaining over items not contained in this Supplement may be necessary under Article 49 of the HUD-AFGE Agreement to address specific concerns at the Local and Regional levels regarding the administration of TransSERVE, and shall to the fullest extent feasible accommodate Local and Regional union representatives' requests as appropriate and in accordance with law, rule and regulation to bargain when such policies and procedures or changes thereof so require.

- 1) The agency will provide adequate training for all bargaining unit employees on the TRANServe system before implementation.
- 2) Employees with mobility challenges may request a reasonable accommodation that assists them in acquiring transit media each month through HUD's reasonable accommodation process.

Employees with mobility challenges may be granted an interim reasonable accommodation that assists them in acquiring transit media each month as they apply for a permanent reasonable accommodation. Reasonable accommodation requests shall be processed as per the provisions of the Agreement.

- 3) Employees will be allowed to purchase transit media online on duty time unless they are in a leave status. When the employee uses that duty time, it shall be reasonable and at the discretion of the supervisor as long as the time allowed is timely to the purchase and creates the least disruption to the Agency mission work and to the employee.
- 4) Employees do not waive their grievance rights as a result of this change in administering the transit subsidy and will use the negotiated grievance process outlined in the CBA Article 51.
- 5) Employees will only be required to self-certify their commute costs on an annual basis by updating their Transit Benefit Application (TBA). If there are any changes to the employees' regular tour of duty, commuting cost, or home address, the employee will be required to self-certify their revised commuting costs. Updates will take effect on the next distribution cycle. (See attached schedule).
- 6) Employees will use the TRANServe credit card to purchase the type of transit media that is appropriate to cover the commuting costs up to the level allowed by law.
- 7) No employee will be required to alter their telework schedule as a result of the implementation of the TRANServe system.
- 8) If an employee loses the credit card or if the credit card is stolen it is the employee's responsibility to contact TRANServe. It is Management's responsibility to ensure that benefits available to employees are available and timely provided by the Agency or by Agency Contractors. Lost and stolen cards can be reported at 888-994-6722 or for hearing impaired at 711. Replacement cards will be issued timely, and unused funds will be transferred to the new TRANServe card. HUD's interest is in the fiscal integrity of the transit subsidy program.
- 9) Employees will use the TRANServe credit card to purchase the type of transit subsidy that is appropriate and most cost effective to cover their commuting costs to and from work up to the maximum allowed per month in accordance with Article 22, Section 22.02.
- 10) When entering the number of days commuting per month in their annual certification of monthly transit costs, employees will list the maximum number of regularly scheduled commuting days in any month of the year. For the rare occasions when an employee is required by management to change his/her schedule and commute to/from the office outside of their normal commuting days, and the employee has to pay for the commute to and from work out of pocket,

the employee will be reimbursed or made whole for actual commuting costs for those days. Employees requesting reimbursement should reach out to the Agency administrator and/or point of contact who will use the appropriate reimbursement method within his/her office. The employee will receive the reimbursement within 60 days.

- 11) In accordance with Article 22, Section 22.10 of the Agreement, it is the employee's responsibility to inform the Agency when extended leave is approved and the employee will not be commuting to work. If the employee is absent for greater than 20 consecutive work days, the employee will be required to update their TBA for the month the absence will occur. Upon return, the employee must recertify to his or her standard number of commuting days in the TRANServe system. In an instance when an employee is on extended leave and their transit subsidy is withdrawn, the employee will need to submit a new TBA upon return to work. TRANServe will allow for 90 days before withdrawal from the system.
- 12) Employees who are absent from the office for any period covering both the issuing and subsequent sweeping of funds to the TRANServe debit card will need to update their TBA and purchase their transit media during their absence to ensure their card is funded for their return to work.
- 13) Employee information collected by HUD and its contractors will be handled in accordance with standard record keeping practices and the Privacy Act.

Distribution of any Agreement: Management agrees to distribute this agreement to all employees.

For the Agency:

For the Union:

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Ginger Burnett  
Senior Labor Relations Advisor,  
ELR Division, OCHCO



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Salvatore Viola  
President,  
AFGE Council 222

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Phil Burrows  
Administrative Officer  
Admin and Budget Svc Branch, OCHCO

Date:

Attachments:  
TRANServe Schedule

Schedule <u>A</u> Program Deadlines for Customer Information and Program Operation .Enrollment Schedule	Agency Information Due	Distribution Date
Debit Card Participants		
Initial Funding Load		10 <sup>th</sup> of each month
System Entry Deadlines		
Enrollments	20 <sup>th</sup> of prior month	10 <sup>th</sup> of following month
Changes	20 <sup>th</sup> of prior month	10 <sup>th</sup> of following month
Withdraws	20 <sup>th</sup> of prior month	
2 <sup>nd</sup> Funding Load (New Employees)		20 <sup>th</sup> of each month
System Entry Deadlines		
Enrollments	5 <sup>th</sup> of each month	20 <sup>th</sup> of same month
Changes	5 <sup>th</sup> of each month	10 <sup>th</sup> of following month
Withdraws	5 <sup>th</sup> of each month	
3 <sup>rd</sup> Funding Load (New Employees)		
System Entry Deadlines		
Enrollments	12 <sup>th</sup> of each month	25 <sup>th</sup> of same month
Changes	12 <sup>th</sup> of each month	10 <sup>th</sup> of following month
Withdraws	12 <sup>th</sup> of each month	

Schedule B:

Benefit Month	Cards Funded	Card Usage
October	September 10th	September 10- October 9
November	October 10th	October 10 - Nov 9
December	November 10th	November 10 - Dec 9
January	December 10th	Dec 10 - January 9
February	January 10th	January 10 - February 9
March	February 10th	February 10 - March 9
April	March 10th	March 10 - April 9
May	April 10th	April 10 - May 9
June	May 10th	May 10 - June 9
July	June 10th	June 10 - July 9
August	July 10th	July 10 - August 9
September	August 10th	August 10 - September 9