



**U.S. Department of Housing and Urban Development  
Administration**

**Transmittal** for Handbook No.: **432.01**

Departmental Staff

Special Attention of:

Issued: December 1, 2000

1. This Transmits: Handbook 0432.01, Performance Based Reduction in Grade and Removal Actions.
2. Summary: This Handbook establishes the Department's policies and procedures for taking performance-based reduction in grade and removal actions. It provides a separate and distinct Departmental authority for taking performance-based actions.
3. Filing Instructions:

Remove:	Insert:
Chapter 4 of Handbook 752.2 REV-2, Personnel Actions Taken for Unacceptable Performance and Misconduct, dated January 17, 1984	Handbook 0432.01
4. Significant Provisions:
  - A. It is no longer a HUD requirement that the decision to effect a proposed action must consider the employee's performance following issuance of the 30-day advance notice period.
  - B. In addition to the 5 U.S.C. Chapter 43 and 5 CFR Part 432 procedural rights afforded to certain "non-preference" eligible employees in the excepted service, after one year of current continuous service in the same or similar position, the Civil Service Due Process Amendments signed on August 17, 1990, promulgated by P.L. 101-376, extend appeal rights to these same individuals after two years. (Refer to paragraph 1-5B.)
  - C. Under no circumstances may a management official use a union official as a personal representative in any matter related to any action covered in this Handbook.

AMHLE: Distribution: W-3-1