

**MEMORANDUM OF UNDERSTANDING  
ON  
STEWARD TIME LOG**

This Memorandum of Understanding (MOU) was jointly developed by NTEU Chapters 72, 247 and Management at the Austin Campus.

Management and NTEU agree to use the attached form, "Steward Time Log" (Form 12280). This agreement establishes criteria for its use to provide accurate recordation of Bank and Official time used by Stewards and Representatives.

1. Each Steward and representative agree to maintain the log whenever using Bank and/or Official time. To the extent possible, the log should be posted as the time is used.
2. The log will be kept in a mutually agreeable place.
3. Telephone time will also be reported on the log for those instances that exceed .1 hour for Form 3081 purposes.
4. There will be single entries per line (i.e., only one program listed per line, or one location or phone number per line).
5. Chapter representatives who have been designated as full-time or virtually full-time by the Chapter President and Official Time Coordinator (OTC) are exempt from use of the Steward Time Log.
6. Discrepancies in the reporting of time on the log will be addressed as discussed in the Local Official Time Utilization Plans (LOTUP) for Chapters 72 and 247.
7. Any party reserves the right to reopen this MOU by providing the other parties with written notification no later than thirty (30) days from the date that the party became aware of the need to reopen this MOU. Terms of Article 2, Section 1, are the governing requirement regarding the administration of this MOU as relates to precedence of Law and Regulations.
8. This MOU will become effective thirty-one (31) days from the date of execution or upon Agency head approval, whichever occurs first, and will remain in effect until expiration of the National Agreement.

9. If any provision of this MOU is disapproved during Agency Head Review, the remaining provisions will remain in effect.

Jan Smith      11-4-03  
Jan Smith      Date  
President, NTEU, Chapter 72

Eddie Walker      10/29/03  
Eddie Walker      Date  
President, NTEU, Chapter 247

David Boose      11/4/03  
David Boose      Date  
Senior Commissioner's Representative (Austin IRS Campus)

