

## ITIN Operation Tour of Duty Proposal

The following is the proposed Tour of Duties for the ITIN Operation:

TE Function – Includes TEs, Embedded Clerks and Work Leaders. Day shift tour of duty will begin 6:00 AM, and will end no later than 4:30PM

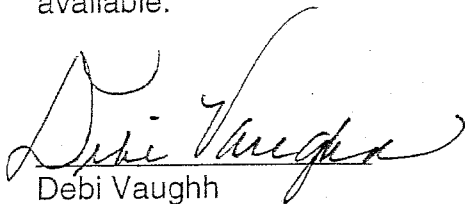
TE Function – Includes TEs, Embedded Clerks and Work Leaders. Night shift tour of duty will begin 5:00 PM, will end not later than 3:30 AM.

TEs, Embedded Clerks and Work Leaders currently on a tour of duty earlier than the 6:00 AM start time for day shift employees and 5:00 PM start time for night shift employees will be grandfathered in to their current schedule. If an employee changes their tour of duty, the start time before 6:00 AM for day shift employees and 5:00 PM for night shift employees will no longer be available.

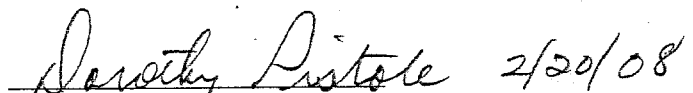
The Clerical function – Day shift tour of duty will begin at 5:00 AM, and will end no later that 4:30 PM.

The Clerical function – Night shift tour of duty will begin at 4:00 PM, and will end no later that 3:30 AM.

Employees currently on a tour of duty earlier than the 5:00 PM start time will be grandfathered in to their current schedule. If an employee requests to changes their tour of duty, the start time before 5:00 PM employees will no longer be available.



Debi Vaughn  
ITIN Operation Manager

  
2/20/08

Dorothy Pistole  
NTEU 72 President

## ITIN Operation Proposed AWS Agreement

### Tax Examiner Teams

All Schedules are available to all employees. A Monday through Friday Tour of Duty is available. The availability of specific start time is limited by the following conditions.

#### **Day Shift**

- Staggered 5/8 schedules may select a start time between 6:00 AM and 7:30 AM.
- Flexitour schedules may select a 07:45 AM or 8:00 AM start time.
- 5/4/9 schedules may select a start time between 6:00 AM and 7:30 AM start time only during non - peak periods.
- 4/10 schedules are only available during non – peak periods and must begin at either 06:00 AM or 06:30 AM.

#### **Night Shift**

- Staggered 5/8 schedules may select a start time between 4:00 PM and 5:00 PM.
- Flexitour schedules may select a 04:00 or 04:15 start time throughout the year.
- 5/4/9 and 4/10 schedules are not available.

## Clerical Team

All Schedules are available to all employees. A Monday through Friday Tour of Duty is available. The availability of specific start time is limited by the following conditions.

### **Day Shift**

- Staggered 5/8 schedules may select a start time between 6:00 AM and 7:30 AM.
- Flexitour schedules may select a 07:45 AM or 8:00 AM start time.
- 5/4/9 schedules may select a start time between 6:00 AM and 7:30 AM start time only during non - peak periods.
- 4/10 schedules are only available during non – peak periods and must begin at either 06:00 AM or 06:30 AM.

### **Night Shift**

- Staggered 5/8 schedules may select a start time between 4:00 PM and 5:00 PM.
- Flexitour schedules may select a 04:00 or 04:15 start time throughout the year.
- 5/4/9 and 4/10 schedules are not available.