



DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
ATLANTA, GA 30308

NTEU CHAPTER 72

WAGE AND INVESTMENT DIVISION

APR 02 2008

April 1, 2008
MEMORANDUM FOR

Dorothy Pistole
President, NTEU Chapter 72

RECEIVED BY

Angela M. Stewart-Vogel

FROM:

Jackie D. Reilly *Jackie D. Reilly*
Manager, Document Perfection Operations

SUBJECT:

Overtime – FY2008

As in previous years, we expect to offer overtime to Document Perfection Operations employees this filing season. February, April, May and October are the most likely months to require the use of overtime for our primary programs; however, specialty programs such as SOI, Prior Year, Entity, International, and Form 1040X may provide additional opportunities for overtime during January and March. When available, overtime will be distributed as equitably as possible among qualified employees, per Article 24 of the National Agreement.

Qualified employees are those who are fully successful at the time overtime is offered and who possess the necessary skill code(s). A fully successful determination is based on the following criteria:

- Current annual appraisal, or
- If not fully successful on current annual appraisal, current performance as reflected by at least two weeks of meeting current applicable TEPS standards
- For new hires, current performance as reflected by at least two weeks of meeting current applicable TEPS standards

If too many qualified employees volunteer, based on limitations of space or equipment availability, selection will be based upon EOD, with the most senior receiving preference. Management will strive to enable all qualified employees who volunteer to work overtime to do so by balancing the overtime workload.

In some circumstances, management may have a business need to extend the offer of overtime to qualified employees working in other areas who have expertise in our current year processes.

To the extent possible, management will provide qualified employees with the flexibility to work overtime on their AWS day off, weekends, or before/after their tour of duty. We will continue to invoke DPO's past practice of dedicating (shared)

workstations to day shift employees during the hours of 4:00am and 4:00pm and to night shift employees during the hours of 4:00pm and 4:00am and will extend this to include weekends as well. This practice was established to eliminate possible miscommunications or situations concerning seating priority. Employees may find it necessary to work overtime hours outside of these timeframes and they may do so; the practice outlined above is intended to identify the employee who has priority for their primary workstation during each 12-hour timeframe.

Also, for health and safety reasons, employees may not work back-to-back shifts. It is strongly recommended that employees allow themselves 6 to 8 hours between work periods.

These guidelines will be consistently followed within Document Perfection Operations during FY2008. Should unusual circumstances require any modification to this strategy, I will contact you to discuss further. Department Managers or their designees will continue to e-mail NTEU with specific overtime opportunities as they arise. Please call me at 460-7100 if you have any questions.



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NTEU CHAPTER 72

April 2, 2008

APR 02 2008

WAGE AND INVESTMENT DIVISION

RECEIVED BY

Angela Hufsch-Van

MEMORANDUM FOR ALL DOCUMENT PERFECTION OPERATIONS EMPLOYEES

FROM: Jackie D. Reilly /s/ Jackie D. Reilly *Jackie D. Reilly*
Operations Manager, Document Perfection

SUBJECT: Overtime

In order to meet processing timeframes, we will be offering overtime from now until mid to late May to employees in the Document Perfection operation. It is imperative that the overtime worked be productive. To minimize problems that may arise and provide answers to some frequently asked questions, the following expectations for working overtime have been established.

1. Employees currently under written documentation for performance deficiencies or who have not met the quality standards on programs being worked on overtime will not be offered overtime in Document Perfection. If you are in this category and still would like to work overtime, please see your manager concerning overtime being offered in Receipt and Control.
2. Employees working overtime are expected to perform at the same level as during regular work time. All work is subject to quality review.
3. Employees are encouraged to use their breaks and lunch periods to make non-emergency telephone calls, etc. Phone calls or absences from the work area during overtime should be limited to emergency situations only.
4. Employees on leave for their entire tour of duty when overtime is offered will not be called and offered overtime for that day.
5. Volunteering for overtime is a commitment you choose to make. It is your responsibility to make adequate accommodations to enable you to work the overtime for which you volunteer.
6. To eliminate possible miscommunications or situations concerning shared workstations: Dayshift employees have priority for their primary workstations from 4:00 a.m. to 4:00p.m. Nightshift employees have priority for their primary workstations from 4:00 p.m. to 4:00 a.m.

The overtime hours offered during the next couple of months for Document Perfection will generally be:

a. *Dayshift & Nightshift*

1. *Monday thru Friday* – OT up to 4 hours a day with a maximum of 12 hours worked in a 24 hour period.
2. *Saturday* - a limit of 12 hours.
3. *Sunday* - a limit of 12 hours.

c. *Part-time employees* may be needed to work extra hours during this period. Work performed in excess of 8 hours in a day by employees on a Monday-Friday part-time TOD, is considered overtime. For employees on a *Saturday/Sunday only TOD*, work in excess of 10 hours in a day is considered overtime. For employees on either TOD, work in excess of 40 hours in a week is considered overtime.

d. For health and safety reasons, employees may not work back-to-back shifts. It is strongly recommended that employees allow themselves 6 to 8 hours between work periods.

NOTE:

Overtime may be discontinued at anytime, dependent on inventory. It is to your advantage to work the overtime as early as possible

Overtime is necessary during this period of time to ensure work is processed timely and a quality product is delivered. In order to make efficient use of this time, it must be used wisely.

A *tentative* schedule of overtime currently offered for the months of April and May in Document Perfection, is attached. Actual workload in your department/team will determine the overtime available.

Please sign up for the number of hours you are available to work overtime. We will count on you working those hours. If your availability should change, please inform your manager. Please make a copy for your record. We will need your tentative schedule NLT Thursday, April 3, 2008.

Employee Name: _____ Document Perfection Operation; Code & Edit

Overtime Survey for 2008 Processing Peak

Tentative hours offered:

Monday – Friday – OT up to 4 hours a day with a maximum of 12 hours worked in a 24 hour period.

Saturday – 12 hours per day Sunday 12 hours per day

Overtime may be discontinued at anytime, dependent on inventory. It is to your advantage to work the overtime as early as possible.

DATE OVERTIME	HOURS YOU WILL WORK		TOTAL OVERTIME HOURS
	FROM:	TO:	
Apr 2 – Wed			
Apr 3 – Thurs			
Apr 4 – Fri			
Apr 5 – Sat			
Apr 6 – Sun			
Apr 7 – Mon			
Apr 8 – Tues			
Apr 9 – Wed			
Apr 10 – Thurs			
Apr 11 – Fri			
Apr 12 – Sat			
Apr 13 – Sun			
Apr 14 – Mon			
Apr 15 – Tues			
Apr 16 – Wed			
Apr 17 – Thurs			
Apr 18 – Fri			
Apr 19 – Sat			
Apr 20 - Sun			
Apr 21 – Mon			
Apr 22 – Tues			
Apr 23 – Wed			
Apr 24 – Thurs			
Apr 25 – Fri			
Apr 26 – Sat			
Apr 27 – Sun			
Apr 28 – Mon			
Apr 29 - Tues			
Apr 30 – Wed			
May 1 – Thurs			
May 2 – Fri			
May 3 – Sat			
May 4 – Sun			
May 5 – Mon			
May 6 – Tue			
May 7 – Wed			
May 8 – Thurs			
May 9 – Fri			
May 10 – Sat			
May 11 – Sun			
May 12 – Mon			
May 13 – Tues			
May 14 – Wed			
May 15 – Thurs			