



DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
ATLANTA, GA 30308

WAGE AND INVESTMENT DIVISION

APR 14 2008

MEMORANDUM FOR DOROTHY PISTOLE, PRESIDENT
NTEU, CHAPTER 72

FROM: Debi Vaughn
ITIN, Operations Manager

SUBJECT: Overtime

In order to meet processing timeframes, we will occasionally offer overtime to employees in the Operation. It is imperative that the overtime work be productive. To minimize problems that may arise, and provide answers to some frequently asked questions, the following expectations for overtime work have been established:

1. Qualified employees are those who have at least a fully successful level of performance at the time overtime is offered, who possess the necessary skill code(s) and who have completed their learning curve and on-the-job-training (OJT) period.

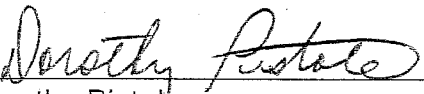
The following criteria determine if an employee is qualified to work overtime:

- The employee has not recently received written documentation covering any performance deficiencies.
- The employee has to be meeting the training curve standards on programs being worked on overtime, based on cumulative data on weekly IPR.
- The employee must have received a rating of fully successful, or above, in all of their Critical Job Element (CJE) on the most recent annual appraisal.

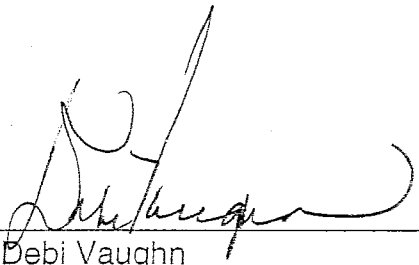
For new hires to be qualified for overtime, they must have the three previous consecutive weeks where they are meeting current applicable TEPS standards.

2. Employees working overtime are expected to perform at the same level of performance as they would during their regular duty hours.
3. All work, including overtime work, is subject to quality review.
4. Employees who are on leave when overtime is offered will not be contacted to notify them of overtime.

5. Overtime is contingent upon system availability, and can be cancelled at any time. If overtime is offered on weekends and/or before the start of an employee's tour of duty, employees need to check on overtime availability by calling the ITIN Overtime Hotline prior to reporting to work. *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.



Dorothy Pistole
President, NTEU Chapter 72



Debi Vaughn
Manager, ITIN Operation