

**Memorandum of Agreement  
Labor/Management Relations Committee  
Internal Revenue Service — South Texas District/N.T.E.U. — Chapter 52**

Article 1 — General

Section 1 — Labor/Management Communication

The parties recognize the need to foster open, honest, and timely communications. To that end, the parties agree to encourage informal meetings between the Union and management as needed.

Section 2 — Establishment of a Labor/Management Relations Committee (LMRC)

In accordance with Article 46, Section 1(D) of the NORD V agreement, the South Texas District of the Internal Revenue Service (IRS) and National Treasury Employees Union (NTEU), Chapter 52, agree to establish a Labor/Management Relations Committee.

Article 2 — Local LMRC Meetings

Section 1 — Scheduling

The LMRC will meet quarterly during the second week of the months of February, May, August and November. Additional meetings may be scheduled by mutual consent of both parties.

Section 2 — Agenda Items

Agenda items are to be shared in writing by the two parties no later than ten (10) workdays prior to the scheduled meeting. If an agenda item is submitted when less than ten (10) work days remain before a scheduled meeting, the item will be placed on the agenda of the meeting scheduled for the subsequent quarter. If neither party submits an agenda item by the tenth day preceding the scheduled meeting, the meeting will be cancelled. The union agrees to submit their agenda items to the District Director and management agrees to submit their agenda items to the Chapter 52 president.

Section 3 — Number of Participants

The union may be represented by up to four (4) representatives at the district LMRC meeting. If there are to be more than four (4) management representatives attending a LMRC meeting, the NTEU Chapter 52 president will be notified at least nine (9) work days prior to the meeting. At that time, he/she may elect to increase the number of union representatives who will participate to be equal to the number of management participants.

Section 4 — Meeting Times and Locations

In accordance with Article 46, Section 1(F) of the NORD V agreement, District LMRC meetings will be conducted during normal working hours, and in facilities furnished by the South Texas District.

#### Section 5 — Travel and Per Diem Expenses

In accordance with Article 46, Section 1(H) of the NORD V agreement, the South Texas District will pay the necessary travel and per diem expenses for employees who attend local LMRC meetings.

#### Section 6 — Notification to Supervisors of Union Representatives

In accordance with the provisions of Article 9, Sections 2(0) and 2(Q) of the NORD V agreement, union representatives will check with their supervisors and will be released to attend the meeting. Representatives will inform their supervisors as to where they will be and approximate time that they will be away from their work area. Representatives check in with their supervisors upon returning to their work areas and will inform the supervisors of the amount of time they used.

#### Section 7 — Use of Bank and Official Time

In accordance with the provision of Article 9, Section 2 of the NORD V agreement, employees who participate in LMRC meetings will be granted bank time to prepare for the meeting. Official time will be granted to employees representing the union for attendance at the meeting including a reasonable amount of official time for travel to and from the meeting.

#### Section 8 — Communication

It is the intent of the Agreement that the LMRC meetings operate in an atmosphere of mutual trust and cooperation where all participants freely exchange ideas and address common concerns. The meetings are to serve as a forum for sharing the responsibility for creating the best possible work environment for all South Texas District employees.

#### Section 9— Meeting Notes

Each party will be responsible for taking notes at the meetings. Management will provide copies of its minutes to all participants.

#### Article 3 — Effective and Termination Dates

This agreement becomes effective upon the signatures of the South Texas District Director and NTEU Chapter 52 President. It will remain in effect until the expiration of the NORD V agreement or dissolution of the South Texas District, whichever comes first. This agreement may be reopened for negotiations by agreement of both parties.

#### Article 4 — Distribution of the Agreement

Management will distribute copies of this Agreement to all managers with instructions to circulate it to their employees. Distribution will be made within thirty (30) calendar days of the effective date of this Agreement.

/s/  
Thomas W. Jones  
President NTEU  
Chapter 52  
Date: 7-19-2000

/s/  
Thomas T. Kuntz  
District Director  
South Texas District  
Date: 07-24-2000