

# NTEU Chapter 52 Steward Reference Guide

## CHAPTER 6 ADMINISTRATIVE

### Steward Roster

This disk does not have a Steward Roster due the inability to keep it updated in this format. The Union Office will attempt to keep the roster as current as possible with your assistance. Each steward will be emailed updates as they occur. A copy of the steward roster may also be obtained by calling the Union office or logging onto the Chapter's Web Page. You may update your information by calling the Union Office.

Areas of responsibility are also included to assist in directing employees to the proper steward for representation. Stewards-At-Large are available to cover multi-functional representation. The Union President, Chief and Assistant Chief Steward are always available for guidance and assistance. Please post a copy of the current Steward Roster on bulletin boards in your area to keep the members informed.

### Chapter's Web Page

Each Steward should make themselves fully aware of the information available on the Chapter's Web Page, <http://www.nteu52.org/>. It can be used as a point of reference on many topics and it is a means to keep the members informed. A version of the *Steward Survival Kit* is located on the Chapter's Web Page for easier and quicker updating. Click onto the [Table of Contents](#) link to be directed to the web based edition of the *Steward Survival Kit*.

### E-mail on Microsoft Outlook

A quick and effect way for the Union Office to keep you aware of the ever-changing events in the Union, in the Internal Revenue Service and relate our administrative needs, is via electronic mail. Each Steward will need to check their Microsoft Outlook account on a regular basis to stay abreast of these changes and respond to other Union Office communiqués.

### Membership Recruitment

At every opportunity, Stewards should be active in the recruitment of new members. See [Chapter 6, \*Increasing Membership Participation and Chapter Solidarity\*](#), of the Chapter Manual for additional information. Have new members, complete a [Form 1187](#), then the Steward should help the new member complete a [New Member Information Data Sheet](#). It is necessary to complete this form so we can input the information regarding the new member into our local database. Much of the information on this sheet is not included on the Form 1187. The Steward then must send both completed forms to the Union Office for submission and input. If you do not complete the *New Member Information Data Sheet* you will be asked to go back to the new member for the information.

### Time Reporting

Stewards use two types of time while working in their official Union capacity: **Official Time** and **Bank Time**. As of October 1, 2001, the time reporting requirements dramatically changed. Stewards are now required to report their Union time on the steward's official agency time sheet Form 3081. As of October 1, 2005 we are required to report our time to the Union office in increments of pay periods instead of monthly periods. Stewards should familiarize themselves with the requirements of the memorandum regarding *Use and Recordation of Official, Bank and Partnering Time NTEU Representatives*, and which is briefly described as follows:

- **Bank Time**

Bank time is charged for any time spent that does not involve Management in any way. Chapter 52 internal time reporting utilizes *Local Alpha Codes* for describing the use of Bank Time on the Stewards Time Sheets. These codes are as follows:

- A - grievance preparation
  - B - conferences with the employee
  - C - coordinating Labor/Management meetings
  - D - meeting with national staff (i.e. national field representatives)
  - E - other (administrative duties for Union, e.g. time sheets and email)
- See the National Agreement, Article 9 Section 2G, for more information on Bank Time.

- **Official Time**

Official time is charged for any time spent that involves Management Officials (including Labor Relations employees and Personnel employees).

Local Alpha Codes of Official Time for Stewards Time Sheets are:

- F - grievance meetings
- G - committee/team meetings
- H - group meetings
- J - ULP and oral replies
- K - negotiations
- L - partnering activities
- M - meetings with management (face-to-face or telephone)
- N - bargaining unit employees (non-stewards/officials) team meetings
- O - bargaining unit employees (non-stewards/officials) partnering activities and meetings
- T - steward training, local or national

See the National Agreement, Article 9 Section 2D, for more information on Official Time.

There are seven types of Official Time (as shown on time sheet):

1. **990-58310** - Official Time (including official time to travel to and from) for activities authorized by the collective bargaining agreement. As referred to in the National Agreement, Article 9, Sections 2D1; 2D3; 2D7; 2D9; 2D10; 2D11; 2D15 and 2D17.
2. **990-58330** - Official Time (including official time to travel to and from) for statutory or regulatory appeals. As referred to in the National Agreement, Article 9, Sections 2D2; 2D4; 2D5; 2D6; 2D8; 2D13 and 2D16.
3. **990-58340** - Official Time (including official time to travel to and from) for activities required by the Federal Labor Management Relations Statute. As referred to in the National Agreement, Article 9, Sections 2B and 2D12.
4. **990-58350** - Official Time, including time to travel to and from collaborative efforts (partnering activities), such as, but not limited to: business process improvement teams; cross-unit committees; task forces; Partnering Council meetings and Managers meetings.
5. **990-58360** - Statutory Complaints of discrimination
6. **990-58800** - Bank Time for the following purposes. As referred to in the National Agreement, Article 9, Sections 2G1; 2G2; 2G3; 2G4; 2G5; 2G6; 2G7; 2G8; 2G9; 2G10; 2G11; 2G12; and 2G13.
7. **990-58410** - Official Time (including time to travel to and from) to participate in: committee meetings, including safety advisory committee, diversity and Equal Employment Opportunity Committee, local and National Labor Management Relations Committee. To be used by bargaining unit employees who are not union officials/stewards, but who are otherwise designated to represent the union.
8. **990-58420** - Official Time (including time to travel to and from) to participate in collaborative efforts (partnering activities), such as but not limited to: business process improvement teams; cross-unit

committees; task forces and other partnering committees/activities. To be used by bargaining unit employees who are not union officials/stewards, but who are otherwise designated to represent the union.

Stewards wishing to use time must follow the provisions of the National Agreement, Article 9 Section 2P, Q & R. A method of informing the supervisor of a Steward's time usage should be worked out between the supervisor and the Steward.

Stewards should **NEVER** advise management of what they will be doing or with whom they will be meeting while on Bank Time. A Steward's obligation under Bank Time is limited to informing the supervisor of where he/she will be and approximately when he/she will return to the work area.

### Submitting Time Reports

Submit your time to your Manager and/or time keeper as usual. Your manager and the Union will receive a time report from Labor Relations regarding the time you have reported to your timekeeper, regarding the total number of bank and official hours you used each pay period. We have found these reports sometimes to be flawed, therefore continuing the need for each steward to report their time each pay period to the Union Office. Only use the **Time Reporting Worksheet (rev. 7/2005)** provided on this disk or its latest revision, and submits your time to the Union Office. **Report your Union time in pay periods and submit at the end of each even number pay period. (e.g. report for pay periods 19 & 20, submit week after pay period 20 ends.)**

A	B	C	D	E	F	G	H	I	J	K	L	M	N		
1	Steward Name		John Steward					Alpha Code		Notes		Bank Time:			
2	Codes		A,B,C,D,E	F,G,H,M,T	J	K	L	N	O						
3	Date		Bank 58800	Official 58310	Official 58330	Official 58340	Official 58350	Official 58410	Official 58420						
4	P/P		2006										A-grievance prep		
5	18-Sep		2										B-confer w/employee		
6	20-Sep			1.5										C-coordinating LM mtgs	
7	27-Sep			3										D-mtg national staff	
8														E-other	
9														Official Time:	
10														F-grievance mtg	
11														G-committee/team mtg	
12														H-group meetings	
13														J-U/LP, oral replies	
14														K-negotiations	
15														L-partnering activities	
16														M-meetings w/mgt	
17														N-b/u empl team	
18														O-b/u empl Partnering	
19														T-local, natl training	
20															
21															
22	P/P Total		2	4.5	0	0	0	0	0	(rev. 07/2005)					
23	P/P														
24	3-Oct			2											
25	10-Oct		1										H	grp mtg Wells	
26														B	Jones
27															
28															
29															
30															
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The *Time Reporting Worksheet* has been developed to assist you in keeping your time on a daily basis. It will be helpful in reporting your time to your manager/SERT for your official time report. How you report your time and how often are between you and your manager. However, the Time Reporting Worksheets must be turned in to the Union Office by the **next week after the end of an even numbered pay period**, retain a copy for your records. Click on the following link for a copy of a [Time Reporting Worksheet](#). All the required time sheets and instructions for preparations are included on this disk. You may fax or mail your reports to the Union Office but the preferred method of transmittal is through Microsoft Outlook as an attachment. You can complete the forms on line, and attach the file to the email and forward to the Union Office.

Instructions are as follows:

- To save the completed file click on "File" on the tool bar, upper left corner, click on "Save As"
- "Save In" drop box will appear, click on the drop down button, and select your private "I" drive. Do Not store your time reports on common drives C: or D: which are accessible to all who use the LAN computer.
- At the bottom of the box, "File Name" will allow you to name the file. It is suggested you name your file with the, pay periods/year and your name, (e.g. 19-20 jones.xls). Each time, the reports of approximately 30 people will be compiled and compared to the report provided to the Union by Labor Relations, this will help facilitate the accuracy of Labor Relation's report.
- To transmit by Microsoft Outlook, complete the address line, subject line (e.g. Feb Time Reports), then place the cursor in the text box. Click on the "Paper Clip" icon in the tool bar, click on the drive you saved the report, which should be your "I" drive. Click on the file, and then click OK.

If your supervisor does not grant your time requested, or disagrees with you on how to charge your Union time on your IRS case activity sheet, contact the chapter president for assistance. Have the manager complete [Denial of Time Report](#) and contact the Chapter President or Chief Steward.

The number of Bank Time hours Chapter 52 receives each year is limited so your time should be utilized carefully. Never charge Official Time to our Bank Time allotment. When in doubt, ask for assistance.

You can also use this information to support a reduction in your assigned inventory.

### **Travel Vouchers**

Reimbursement of travel and other expenses should be done with the same degree of ethical considerations as any Official IRS reimbursement.

**Remember that local membership dues are used to reimburse your expenses and come out of the local Chapter's budget.**

Click on the following link for a copy of the [Travel Expense Report Voucher Form](#) to be used for reimbursement of Union expenses, or for a [Travel Advance Request Form](#) should advance travel funds are needed.

Any "Union-Related" travel on an IRS travel voucher (such as attending a grievance meeting) should be indicated like that on an IRS Travel Voucher

### **Forms**

Included on this CD-ROM Disk are some of the other most commonly used forms. This electronic format enables you to complete, save and email them as needed. If you wish they may be printed for your convenience.

If you have any questions concerning the use of these forms or the use of this CD-ROM Disk, in the pursuit of your stewardship, do not hesitate to call the Union Office for information, assistance, or guidance.