

**DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
300 EAST EIGHTH STREET  
AUSTIN, TEXAS 78701**

**DEC. 06, 1999**

**DISTRICT DIRECTOR  
MEMORANDUM FOR ALL EMPLOYEES  
SOUTH TEXAS DISTRICT**

FROM: Ray F. Howard //s//  
Acting District Director Stop 1000  
South Texas District

Adrienne LaMonica //s//  
President, NTEU Chapter 52  
South Texas District

SUBJECT: Distribution of AWS Agreement

Attached is a copy of the locally negotiated agreement between South Texas District and Chapter 52 of the National Treasury Employees' Union governing the administration of Alternate Work Schedules for employees of the District. This Agreement was effective on November 26, 1999, and supersedes the previous agreement on the subject.

Please review the provisions of this agreement and note any applicable changes. The primary change in the agreement is to the applicability of 5/4-9 to Examination Division secretarial staff. If you have any questions, please contact your manager.

Attachment

**Memorandum of Understanding  
Alternative Work Schedules  
South Texas District and NTEU Chapter 52**

Article 1

- A. This Agreement, together with any NORD Agreement and any appropriate laws, regulations or another national agreements between the Internal Revenue Service (hereafter, the Agency) and the National Treasury Employees Union (hereafter, the Union), establishes the terms and conditions of employment concerning Alternative Work Schedules (AWS) for South Texas District

bargaining unit employees (hereafter, employees) of the agency.

- B. All South Texas District employees who are covered by the NORD Agreement are also covered by this Agreement, except part-time, co-op, and seasonal employees.
- C. A copy of this Agreement will be provided to all employees by Management within 30 days after it becomes effective.
- D. A copy of this Agreement will be provided by Management to all new employees or transferees at orientation or during the first full pay period on the job.

## Article 2

The South Texas District will use the AWS outlined in NORD V, Article 23, Section 2.

## Article 3

A. An employee who does not comply with all AWS rules and provisions is subject to removal from participation in the following manner:

1. Prior to removing an employee from participation in AWS for noncompliance, management shall first counsel the employee for the need to improve and to comply with all provisions of the Agreement. Management will record the counseling and issue a written memorandum to the employee. This memorandum will advise the employee that continued noncompliance shall result in the employee's AWS privileges being revoked and establish a two-week period of time during which sustained compliance will be expected.

2. If the employee does not exhibit sustained compliance, management will issue written notification to the employee revoking AWS privileges for three months, during which time the employee will be placed on a 5/8 work schedule (without flexitour).

a. Revocation of AWS privileges, counseling or written notice to that effect pursuant to this Section does not preclude management from initiating appropriate corrective/disciplinary action for time and leave abuses (including AWS) at any time.

b. It is understood that any grievance rights which, an employee may have under this Agreement are specified in Article 41 of NORD V. The counseling memorandum cannot be grieved under this Agreement. However, the actual removal from AWS may be grieved under the terms of NORD V.

3. After the three-month period the employee will be afforded the opportunity to return to AWS, unless she/she has continued to exhibit time and leave problems.

## Article 4

A. Employees will be afforded the opportunity to participate in the work schedules/tours of duty as shown on the attachment for each functional area. All work schedules/tours of duty must fall within the times allowed in the attachments.

B. The Employer shall establish the number of employees who may elect a particular starting time and/or particular day as their non work day within each work unit. Absent workload considerations, functional coverage, productivity or service to the public considerations, the Employer will accommodate employee preference for non workdays and starting times. If the number of employees requesting a particular work schedule exceeds the established availability, the Enter on Duty (EOD) date will be the determining factor.

C. Employees who are currently on a work schedule/tour of duty which falls within the terms listed on the attachments and who do not elect a different work schedule/tour of duty as a result of this Agreement, will keep the work schedule/tour of duty they currently have and will not have to bid for or compete for a work schedule/tour of duty. Employees currently on a work schedule/tour of duty with start times outside the terms listed on the attachments will be allowed to elect a work schedule/tour of duty without having to bid or compete for that work schedule/tour of duty.

D. Employees assigned to a group after the effective date of this Agreement will be allowed to choose from the work schedules/tours of duty available as long as no previously assigned employee is adversely impacted (i.e., no bumping will occur).

Article 5

A. An employee may elect to return to a 5/8 tour of duty at the beginning of any pay period.

B. An employee may elect to change his/her work schedule/tour of duty at any time subject to managerial approval effective the start of the beginning of the next pay period provided such change will not adversely impact any other employees' previously assigned work schedule/tour of duty.

Article 6

A. This Agreement will become effective upon approval of the Agency head or 31 days from the date of execution, whichever occurs first, and will remain in effect throughout the duration of NORD V.

B. Either party may reopen this Agreement for modification in May2000 and annually thereafter.

FOR THE UNION

FOR THE AGENCY

//s//

//s//

Adrienne LaMonica, President  
NTEU, Chapter 52  
Date: October 26, 1999

James E. Gamble, Acting District Director  
District Director  
Date: October 18, 1999

Attachments

ATTACHMENT 1  
COLLECTION DIVISION

Revenue Officer Groups

Core Time 8:30 a.m. to 3:45p.m.

Tours Available Flexitour, StaggeredHours5/4-9

7:00 a.m. to 3:45 p.m.

7:00 a.m. to 4:45 p.m.

7:15 a.m. to 4:00 p.m.

7:15 a.m. to 5:00 p.m.

7:30 a.m. to 4:15 p.m.

7:30 a.m. to 5:15 p.m.

7:45 a.m. to 4:30 p.m.

7:45 a.m. to 5:30 p.m.

8:00 a.m. to 4:45 p.m.

8:00 a.m. to 5:45 p.m.

8:15 a.m. to 5:00 p.m.

8:15 a.m. to 6:00 p.m.

8:30 a.m. to 5:15 p.m.

4-10

7:00 a.m. to 5:45 p.m.

7:15 a.m. to 6:00 p.m.

Group Secretaries selected after June 1,1996:

Core Time 8:15 a.m. to 4:15 p.m.

Flexitour 7:30 a.m. to 4:15 p.m.

7:45 a.m. to 4:30 p.m.

8:00 a.m. to 4:45 p.m.

8:15 a.m. to 5:00 p.m.

Group Secretaries selected prior to June 1,1996:

Core Time 8:30 a.m. to 3:45p.m.

Tours Available Flexitour, Staggered Hours5/4-9

7:00 a.m. to 3:45 p.m.

7:00 a.m. to 4:45 p.m.

7:15 a.m. to 4:00 p.m.

7:15 a.m. to 5:00 p.m.

7:30 a.m. to 4:15 p.m.

7:30 a.m. to 5:15 p.m.

7:45 a.m. to 4:30 p.m.

7:45 a.m. to 5:30 p.m.

8:00 a.m. to 4:45 p.m.

8:00 a.m. to 5:45 p.m.

8:15 a.m. to 5:00 p.m.

8:15 a.m. to 6:00 p.m.

8:30 a.m. to 5:15 p.m.

#### Other Collection Positions

##### Clerks - 303Series

Core Time 8:30 a.m. to 3:45p.m.

Tours Available Flexitour, StaggeredHours5/4-9

7:00 a.m. to 3:45p.m.

7:00 a.m. to4:45 p.m.

7:15 a.m. to 4:00p.m.

7:15 a.m. to5:00 p.m.

7:30 a.m. to 4:15p.m.

7:30 a.m. to5:15 p.m.

7:45 a.m. to 4:30p.m.

7:45 a.m. to5:30 p.m.

8:00 a.m. to 4:45p.m.

8:00 a.m. to5:45 p.m.

8:15 a.m. to 5:00p.m.

8:15 a.m. to6:00 p.m.

8:30 a.m. to 5:15p.m.

##### Tax Examining Clerks - 592Series

Tours Available Flexitour, StaggeredHours5/4-9

7:00 a.m. to 3:45p.m.

7:00 a.m. to4:45 p.m.

7:15 a.m. to 4:00p.m.

7:15 a.m. to5:00 p.m.

7:30 a.m. to 4:15p.m.

7:30 a.m. to5:15 p.m.

7:45 a.m. to 4:30p.m.

7:45 a.m. to5:30 p.m.

8:00 a.m. to 4:45p.m

.8:00 a.m. to5:45 p.m.

8:15 a.m. to 5:00p.m.

8:15 a.m. to6:00 p.m.

8:30 a.m. to 5:15p.m.

4-10

7:00 a.m. to 5:45p.m.

7:15 a.m. to 6:00p.m.

Walk-In Areas

Core Time 8:30 a.m. to 4:15 p.m.

Tours Available Flexitour, Staggered Hours5/4-9\*

7:30 a.m. to 4:15p.m,

7:30 a.m. to5:15 p.m.

7:45 a.m. to 4:30p.m.

7:45 a.m. to5:30 p.m.

8:00 a.m. to 4:45p.m

.8:00 a.m. to5:45 p.m.

8:15 a.m. to 5:00p.m.

8:15 a.m. to6:00 p.m,

8:30 a.m. to 5:15p.m.

\*5/4-9 is only available at the Rundberg Lane Office during non-filing season.

Special Procedures Function

Core Time 8:15 a.m. to 3:15p.m.

Tours Available Flexitour, Staggered Hours5/4-9

6:30 a.m. to 3:15 p.m.

6:30 a.m. to 4:15 p.m.

6:45 a.m. to 3:30 p.m.

6:45 a.m. to 4:30 p.m.

7:00 a.m. to 3:45 p.m.

7:00 a.m. to 4:45 p.m.

7:15 a.m. to 4:00 p.m.

7:15 a.m. to 5:00 p.m.

7:30 a.m. to 4:15 p.m.

7:30 a.m. to 5:15 p.m.

7:45 a.m. to 4:30 p.m.

7:45 a.m. to 5:30 p.m.

8:00 a.m. to 4:45 p.m.

8:00 a.m. to 5:45 p.m.

8:15 a.m. to 5:00 p.m.

8:15 a.m. to 6:00 p.m.

4-10 (Except 318 Secretaries)

6:30 a.m. to 5:15 p.m.

6:45 a.m. to 5:30 p.m.

7:00 a.m. to 5:45 p.m.

7:15 a.m. to 6:00 p.m.

Group Secretaries selected after June 1,1996:

Core Time 8:15 a.m. to 4:15p.m.

Flexitour 7:30 a.m. to 4:15 p.m.

7:45 a.m. to 4:30 p.m.

8:00 a.m. to 4:45 p.m.

8:15 a.m. to 5:00 p.m.

Group Secretaries selected prior to June 1,1996:

Core Time 8:15 a.m. to 3:15p.m.

Tours Available Flexitour, Staggered Hours5/4-9

6:30 a.m. to 3:15 p.m.

6:30 a.m. to 4:15 p.m.

6:45 a.m. to 3:30 p.m.

6:45 a.m. to 4:30 p.m.

7:00 a.m. to 3:45 p.m.

7:00 a.m. to 4:45 p.m.

7:15 a.m. to 4:00 p.m.

7:15 a.m. to 5:00 p.m.

7:30 a.m. to 4:15 p.m.

7:30 a.m. to 5:15 p.m.

7:45 a.m. to 4:30 p.m.

7:45 a.m. to 5:30 p.m.

8:00 a.m. to 4:45 p.m.

8:00 a.m. to 5:45 p.m.

8:15 a.m. to 5:00 p.m.

8:15 a.m. to 6:00 p.m.

ATTACHMENT 2  
EXAMINATION DIVISION

Revenue Agent Groups

(Agents and Accounting Aides)

Core Time 9:15 a.m. to 4:15 p.m.

Tours Available Flexitour, Staggered Hours5/4-9

7:30 a.m. to 4:15 p.m.

7:30 a.m. to 5:15 p.m.

7:45 a.m. to 4:30 p.m.

7:45 a.m. to 5:30 p.m.

8:00 a.m. to 4:45 p.m.

8:00 a.m. to 5:45 p.m.

8:15 a.m. to 5:00 p.m.

8:15 a.m. to 6:00 p.m.

8:30 a.m. to 5:15 p.m.

8:45 a.m. to 5:30 p.m.

9:00 a.m. to 5:45 p.m.

9:15 a.m. to 6:00 p.m.

Notes:

Liberal approval of credit hours will be encouraged for agents on flexitour work schedules, provided the taxpayer, representative, or designated official, as well as acceptable utility service, are available at the audit site during the hours requested.

4-10 may be allowed on a case-by-case basis for CEP agents, provided the corporate offices designated tax officials are available during the requested hours.

(Group Secretaries/Tax Examiners and Appointment Clerks)

As of the date of this agreement, secretaries/tax examiners and appointment clerks may not elect 5/4-9 or 4-10 work schedules. Flexitour, staggered hours, will be available utilizing the schedules available to other members of the workgroup. Secretaries/tax examiners and appointment clerks on 5/4-9 as of the date of this agreement may remain on that schedule.

Office Audit Groups

(Tax Auditors)

Core Time 8:00 a.m. to 4:15 p.m.

Tours Available Flexitour, Staggered Hours 5/4-9

7:30 a.m. to 4:15 p.m.

7:00 a.m. to 4:45 p.m.\*

7:45 a.m. to 4:30 p.m.

7:15 a.m. to 5:00 p.m.\*

8:00 a.m. to 4:45 p.m.

7:30 a.m. to 5:15 p.m.

7:45 a.m. to 5:30 p.m.

8:00 a.m. to 5:45 p.m.

4-10

7:00 a.m. to 5:45 p.m.

7:15 a.m. to 6:00 p.m.

Note: Short days on these tours must conform with core hours(ending time may not be earlier than 4:15 p.m.)

(Group Secretaries/Tax Examiners and Appointment Clerks)

As of the date of this agreement, secretaries/tax examiners and appointment clerks may not elect 5/4-9 or 4-10 work schedules. Flexitour, staggered hours, will be available utilizing the schedules available to other members of the workgroup. Secretaries/tax examiners and appointment clerks on 5/4-9 as of the date of this agreement may remain on that schedule.

Diesel Compliance Officers

Core Time: 9:15 a.m. to 3:45 p.m. (Can be flexible with manager's approval in order to meet business needs).

Tours Available Flexitour, StaggeredHours5/4-9

- |                        |                        |
|------------------------|------------------------|
| 7:00 a.m. to 3:45 p.m. | 7:00 a.m. to 4:45 p.m. |
| 7:15 a.m. to 4:00 p.m. | 7:15 a.m. to 5:00 p.m. |
| 7:30 a.m. to 4:15 p.m. | 7:30 a.m. to 5:15 p.m. |
| 7:45 a.m. to 4:30 p.m. | 7:45 a.m. to 5:30 p.m. |
| 8:00 a.m. to 4:45 p.m. | 8:00 a.m. to 5:45 p.m. |
| 8:15 a.m. to 5:00 p.m. | 8:15 a.m. to 6:00 p.m. |
| 8:30 a.m. to 5:15 p.m. |                        |
| 8:45 a.m. to 5:30 p.m. |                        |
| 9:00 a.m. to 5:45 p.m. |                        |
| 9:15 a.m. to 6:00 p.m. |                        |

Note: Liberal approval of credit hours will be encouraged for DCOs on flexitour work schedules.

(Group Secretaries/Tax Examiners and Appointment Clerks)

As of the date of this agreement, secretaries/tax examiners and appointment clerks may not elect 5/4-9 or 4-10 work schedules. Flexitour, staggered hours, will be available utilizing the schedules available to other members of the workgroup, Secretaries/tax examiners and appointment clerks on 5/4-9 as of the date of this agreement may remain on that schedule.

Technical and Support Branch  
and Fed-State Staff

Core Time 9:15a.m. to 3:15 p.m.

Tours Available Flexitour, Staggered Hours 5/4-9

6:30 a.m. to 3:15 p.m.

6:30 a.m. to 4:15 p.m.

6:45 a.m. to 3:30 p.m.

6:45 a.m. to 4:30 p.m.

7:00 a.m. to 3:45 p.m.

7:00 a.m. to 4:45 p.m.

7:15 a.m. to 4:00 p.m.

7:15 a.m. to 5:00 p.m.

7:30 a.m. to 4:15 p.m.

7:30 a.m. to 5:15 p.m.

7:45 a.m. to 4:30 p.m.

7:45 a.m. to 5:30 p.m.

8:00 a.m. to 4:45 p.m.

8:00 a.m. to 5:45 p.m.

8:15 a.m. to 5:00 p.m.

8:15 a.m. to 6:00 p.m.

8:30 a.m. to 5:15 p.m.

8:45 a.m. to 5:30 p.m.

9:00 a.m. to 5:45 p.m.

9:15 a.m. to 6:00 p.m.

4-10 (Excluding Secretaries and Clerks)\*

6:30 a.m. to 5:15 p.m.

6:45 a.m. to 5:30 p.m.

7:00 a.m. to 5:45 p.m.

7:15 a.m. to 6:00 p.m.

\*While not an established tour, clerks may be allowed 4-10 at managers' discretion after workload considerations are met.

ATTACHMENT 3  
DISTRICT DIRECTOR'S STAFF

Communications Staff

Core time: 9:15 a.m. to 3:45p.m.

Tours Available Flexitour, StaggeredHours5/4-9

7:00 a.m. to 3:45 p.m.

6:30 a.m. to 4:15 p.m.

7:15 a.m. to 4:00 p.m.

6:45 a.m. to 4:30 p.m.

7:30 a.m. to 4:15 p.m.

7:00 a.m. to 4:45 p.m.

7:45 a.m. to 4:30 p.m.

7:15 a.m. to 5:00 p.m.

8:00 a.m. to 4:45 p.m.

7:30 a.m. to 5:15 p.m.

8:15 a.m. to 5:00 p.m.

7:45 a.m. to 5:30 p.m.

8:30 a.m. to 5:15 p.m.

8:00 a.m. to 5:45 p.m.

8:45 a.m. to 5:30 p.m.

8:15 a.m. to 6:00 p.m.

9:00 a.m. to 5:45 p.m.

9:15 a.m. to 6:00 p.m.

Volunteer and Education Section

Core Time 8:00 a.m. to 3:15p.m.

Tours Available Flexitour, Staggered Hours

6:30 a.m. to 3:15 p.m.

6:45 a.m. to 3:30 p.m.

7:00 a.m. to 3:45 p.m.

7:15 a.m. to 4:00p.m.

7:30 a.m. to 4:15 p.m.

7:45 a.m. to 4:30 p.m.

8:00 a.m. to 4:45 p.m.

Electronic Filing Section

Core Time 9:15 a.m. to 3:15 p.m.

Tours Available Flexitour, Staggered Hours5/4-9

6:30 a.m. to 3:15 p.m.

6:30 a.m. to 4:15 p.m.

6:45 a.m. to 3:30 p.m.

6:45 a.m. to 4:30 p.m.

7:00 a.m. to 3:45 p.m.

7:00 a.m. to 4:45 p.m.

7:15 a.m. to 4:00 p.m.

7:15 a.m. to 5:00 p.m.

7:30 a.m. to 4:15 p.m.

7:30 a.m. to 5:15 p.m.

7:45 a.m. to 4:30 p.m.

7:45 a.m. to 5:30 p.m.

8:00 a.m. to 4:45 p.m.

8:00 a.m. to 5:45 p.m.

8:15 a.m. to 5:00 p.m.

8:15 a.m. to 6:00 p.m.

8:30 a.m. to 5:15 p.m.

8:45 a.m. to 5:30 p.m.

9:00 a.m. to 5:45 p.m.

4-10

9:15 a.m. to 6:00p.m.

6:30 a.m. to 5:15 p.m.

6:45 a.m. to 5:30 p.m.

7:00 a.m. to 5:45 p.m.

7:15 a.m. to 6:00 p.m.

DORA

Core time: 9:15 a.m. to 3:45p.m.

Tours Available Flexitour, StaggeredHours5/4-9

7:00 a.m. to 3:45 p.m.

6:30 a.m. to 4:15 p.m.

7:15 a.m. to 4:00 p.m.

6:45 a.m. to 4:30 p.m.

7:30 a.m. to 4:15 p.m.

7:00 a.m. to 4:45 p.m.,

7:45 a.m. to 4:30 p.m.

7:15 a.m. to 5:00 p.m.

8:00 a.m. to 4:45 p.m.

7:30 a.m. to 5:15 p.m.

8:15 a.m. to 5:00 p.m.

7:45 a.m. to 5:30 p.m.

8:30 a.m. to 5:15 p.m.

8:00 a.m. to 5:45 p.m.

8:45 a.m. to 5:30 p.m.

8:15 a.m. to 6:00 p.m.

9:00 a.m. to 5:45 p.m.

9:15 a.m. to 6:00 p.m.

#### 4-10

6:30 a.m. to 5:15 p.m.

6:45 a.m. to 5:30 p.m.

7:00 a.m. to 5:45 p.m.

7:15 a.m. to 6:00 p.m.

#### Controllers Office

Core time: 9:15 a.m. to 3:15p.m.

Tours Available Flexitour, Staggered Hours5/4-9

6:30 a.m. to 3:15 p.m.

6:30 a.m. to 4:15 p.m.

6:45 a.m. to 3:30 p.m.

6:45 a.m. to 4:30 p.m.

7:00 a.m. to 3:45 p.m.

7:00 a.m. to 4:45 p.m.

7:15 a.m. to 4:00 p.m.

7:15 a.m. to 5:00 p.m.

7:30 a.m. to 4:15 p.m.

7:30 a.m. to 5:15 p.m.

7:45 a.m. to 4:30 p.m.

7:45 a.m. to 5:30 p.m.

8:00 a.m. to 4:45 p.m.

8:00 a.m. to 5:45 p.m.

8:15 a.m. to 5:00 p.m.

8:15 a.m. to 6:00p.m.

8:30 a.m. to 5:15 p.m.

8:45 a.m. to 5:30 p.m.

9:00 a.m. to 5:45 p.m.

9:15 a.m. to 6:00 p.m.

4-10

6:30 a.m. to 5:15p.m.

6:45 a.m. to 5:30 p.m.

7:00 a.m. to 5:45 p.m.

7:15 a.m. to 6:00 p.m.