



NTEU Chapter 305
P. O. Box 996
Cincinnati, OH 45202-0996

August 2008 Survey

NTEU Chapter 305 of the **National Treasury Employees Union (NTEU)** wishes to survey the bargaining unit employees of **TTB** to determine issues to bring before management and to clarify existing issues with management. Please complete the following survey and **return by August 15, 2008** to:

Tim Foster, Steward, P. O. Box 180974, Dallas, TX 75218-0974.
Email: tim.foster@ttb.gov or twfoster@sbcglobal.net

Hours of Work

1. In the past twelve months, have you been ordered to work overtime hours that you were not compensated for either by pay or compensatory time earned? _____
2. Since you began working at TTB, have you been ordered to work overtime hours that you were not compensated for either by pay or compensatory time earned? _____
3. If you were ordered to work overtime that was not compensated, was the order verbal or written? _____
4. If the overtime order was written, do you have a copy of the written order? _____
5. In the past twelve months, have you been pressured to work overtime hours that you were not compensated for either by pay or compensatory time earned? _____
6. Since you began working at TTB, have you been pressured to work overtime hours that you were not compensated for either by pay or compensatory time earned? _____
7. If pressured, what type of pressure is being exerted to force you to work the uncompensated time?

8. If you have worked uncompensated overtime, on what case names and numbers did the uncompensated overtime occur? Please be specific with names and cases.



- 9. If you worked uncompensated overtime, would you be willing to file a grievance on the “unpaid work hours” issue? If yes, please write your name. _____
- 10. In the past twelve months, have you been ordered to check your email or synchronize Auto Audit after your normal tour of duty ends and you did not receive compensatory time for the work of checking emails or synchronize Auto Audit? _____
- 11. If yes to question 10, please list specific dates or times that the unpaid time of checking emails or synchronize Auto Audit occurred?

- 12. Do you have any written proof that the unpaid work time of checking emails or synchronize Auto Audit occurred? _____
- 13. If yes to Questions 10 to 12, would you be willing to file a grievance on the “email work hours” issue? If yes, please write your name. _____

FLSA Overtime Payment Method (Pay Band 01 or GS-10 and below Employees)
Questions 14 to 19

- 14. If you are a Pay Band 01 or a GS-10 or below employee and management ordered overtime work in writing, were you given the choice of receiving cash payment in your pay or were you only given the choice of receiving compensatory time? _____
- 15. If you are a Pay Band 01 or a GS-10 or below employee, did management always order overtime work in writing?

- 16. If you are a Pay Band 01 or a GS-10 or below employee, did management verbally order overtime work? _____
- 17. If you are a Pay Band 01 or a GS-10 or below employee and management only offered overtime work as compensatory time, do you have any written documentation?

- 18. If you are a Pay Band 01 or a GS-10 or below employee and management only offered overtime work as compensatory time, would you be willing to file a grievance on the “FLSA overtime payment” issue? If yes, please write your name.

- 19. Dates overtime occurred where only compensatory time was offered: _____



Travel Work

20. Have you been forced to travel to a work site on your own time? _____

21. If Question 20 is yes, please list the case names and numbers did the uncompensated travel time occur on?

22. If you were ordered to travel to the work site on your own time, did management issue written orders or verbal orders? _____

23. If management issued written orders to travel to the work site on your own time, do you have a copy of the written orders? _____

24. What percentage of time do you work flexiplace? _____

25. If you were ordered to travel to a work site on your own time and you are 100% flexiplace employee, would you be willing to file a grievance on the travel time issue? If yes, please write your name. _____

26. In situations where you traveled by POV, has management reimbursed you all the mileage for using your POV vehicle?

27. In situations where you traveled by POV, has management offset any differences to comparisons if you flew on a commercial aircraft? _____

28. In situations where you traveled by POV and management offset some expenses, do you have copies of the documentation showing the management offset? _____

29. In situations where you traveled by POV and management denied some of your expenses, are you willing to file a grievance on the POV mileage issue? If yes, please write your name. _____



Unrealistic Deadlines for Completion of Work

30. Has management set unrealistic deadlines for the completion of your work product?

If yes, please list case names and numbers.

31. If management set unrealistic deadlines, was the deadline verbal or in writing?

32. If management set unrealistic deadlines, what are the case names and numbers where unrealistic deadlines were set?

33. If management set unrealistic deadlines, how long had the case been open in Auto Audit for cases identified in Question 32?

34. If management set unrealistic deadlines, did you approach the Auditor-in-Charge or the District Director to explain that more time was needed for the completion of the case? If yes, do you have any documentation to support that you notified management?

35. If management set an unrealistic deadline for your work, are you willing to file a grievance on the “unrealistic deadlines” issue? If yes, please write your name.



Pay Banding

36. Do you like the current terms of the pay banding agreement? _____

37. If you do not like the current terms of the pay banding agreement, what items should be changed in the pay banding agreement?

38. Should the pay banding program continue or should the employees be converted to the General Schedule? If converted, why? If continued, why?

39. Should there be larger salary ranges in each of the current bands?

40. Should there be more bands which clearly separate bargaining unit employees from supervisory and management employees? _____

41. Should there be clear and specific performance measures necessary to receive a promotion from Zone 1 to Zone 2 of Pay Band 03? _____

42. Should there be clear and specific performance measures necessary to receive a promotion from Pay Band 02 to Pay Band 03 Zone 1? _____

43. If necessary for inclusion of "clear and specific performance measures necessary to receive a promotion" in future agreements, would you be willing to forego or delay your performance payout bonus? _____

44. If you had to forego or delay your performance payout bonus, what issues would warrant this type of action?



45. If some issues had to be dropped in order for performance payout bonuses to be paid on time, what issues should be dropped? Check if issue should be dropped.

- Promotion to Pay Band 03 Zone 2 from Pay Band 03 Zone 1
- Promotion from Pay Band 02 to Zone 1 Pay Band 03
- Payout Chart percentages
- Critical Elements for Pay Band Employees
- No clear performance measure to be promoted
- Travel time unpaid
- No conversion to general schedule
- Outstanding ratings for employee to be considered for a promotion
- Video and audio monitoring of Flexiplace locations

Other Matters

46. What action do you wish NTEU Chapter 305 to take in partnership meetings?

47. Should NTEU Chapter 305 increase outreach to the bargaining unit employees? If yes, what type of outreach?

48. Have you had any procedures changed in your office since April 2008 that only applied to your local office?

49. Have you applied for the new gliding schedule work hours? If you applied and were denied, did management deny your request in writing and offer you reasons?

50. Have you applied to work a "4-10 schedule"? If yes, was your request approved or denied? If denied, is the denial in writing?
