

## Happy New Year!

The staff and stewards of Chapter 73 want to wish everyone a Happy, Healthy, Prosperous, and successful New Year. In looking back over the last year, we can see where NTEU nationally and locally have had great success for our members. NTEU, when all the other organizations gave up, continued to push for a higher pay raise. The pay raise this year will be the best in years. NTEU will continue to fight for better pay raises in the future.

NTEU continues the fight for work life and your private life balance. We only work to provide for our families and what good is that if we can't enjoy our families more? Chapter 73 is leading the nation in winning Telework for its members. Although Telework may not be for everyone, it does provide those that can work it more time with



their families. Chapter 73 is pushing the envelope on that in 2020 with the expansion of the Telework program for employees in W&I AM and SBSE ACS this news makes us hopeful that our site will be included in this process in the near future!

NTEU has pushed for a larger budget for the IRS and because of that, there has been more hiring in 2019 than in recent years. If you are a new hire, it is because NTEU fought for the funding for those jobs. If you are in an area with new hires, we know you think it is a blessing to have some help as the IRS has lost thousands of employees in the last few years. NTEU will continue to fight for more funding for the IRS so that we are properly staffed. Our campus suffered a great loss this year with the closing of Submission Processing on September 30, 2019, but Chapter 73 is proud to say that there were 847 employees that found continued

employment with the agency (including 402 who received higher grades). There were also 576 employees that were able to retire. We also had numerous employees that received severance pay through the VSIP program.

The passage of a paid parental leave program is one of the biggest legislative victories for federal employees since the Family and Medical Leave Act of 1993. This new benefit doesn't mean our fight for paid family leave is over. NTEU continues to strongly support legislation that would provide a broader policy that covers seriously ill employees and their family members.

We have had several lunch time meetings with employees to hear their concerns, and we will continue to do this. All the events we hosted in 2019 were a great success and we hope to provide other opportunities in 2020 for employees to enjoy union outings. NTEU73 is looking forward to continuing to change more things so that we can reach every member, every event, and every time.

**Happy New Year!**

### Inside this Issue

- ◆ GAO Sleeping.....2
- ◆ Hatch Act.....3
- ◆ Telework.....4
- ◆ Parental Leave.....4
- ◆ Pay Increase.....4
- ◆ Favoritism.....5
- ◆ Steward Spotlight.....5
- ◆ NTEU73 Lookout.....6
- ◆ Discounts.....7
- ◆ United Benefits.....8

## NTEU Chapter 73

### Gateway Office Room 111

Monday—Friday,  
6 a.m. —1 a.m.  
(859) 320-3617

### Industrial Road Retention Center

Monday—Friday,  
By appointment only  
(859) 594-6138

**Annex  
Kentucky Drive**  
Monday—Friday,  
By appointment only  
(859) 869-5293

**Facebook**  
Official NTEU Chapter  
73  
[www.facebook.com/nteu73](http://www.facebook.com/nteu73)

**Chapter Web Site**  
[nteu73.org](http://nteu73.org)

**Twitter**  
[www.twitter.com/nteu73](http://www.twitter.com/nteu73)

## *The Force*

A Chapter 73  
Publication

P.O. Box 12389  
Covington, KY 41011  
[www.nteu73.org](http://www.nteu73.org)

Editor  
**Tanisha McCants**

Co-Editor  
**Loretha Hudson  
Angela Moore  
Hope Osborne Towe  
Chris Pierce**

# GAO Sleeping At the Wheel



## Art of Napping during Office Hours

Research suggests that you are more productive when you've had adequate sleep. Napping 26 minutes per day can boost performance by as much as 34 percent and alertness by 54 percent. In the private sector big businesses such as Google, Nike, and British Airways have responded to these findings by providing their employees with napping stations to improve performance and therefore their bottom lines. With the benefits of napping becoming increasingly clear, its time to let federal employees rejuvenate the way nature intended.

Americans are sleep deprived so we try to catch up sleep when we can. We slip into a restroom stall or a broom closet to catch a brief snooze. A survey of 1000 randomly chosen Americans, 70 percent admitted to snoozing on the job. "Naps are incredibly beneficial for improving mental alertness," states Mark Rosekind PHD on WebMD. "The data is absolutely clear on that."

The federal government is ripe to benefit from the benefits of napping. Despite what you hear in the news, federal employees are human. Our bodies function the same as those in the private sector. Departments and agencies could take a cue from private companies that are currently reaping viable benefits from the theory of naptime. A mere 10 to 20 minutes nap during an 8-hour day can increase energy, performance, attitude, mindset, and health. The deep state needs its rest.

Would allowing federal employees to briefly, "sleep on the job," be worth a try? This idea is no different than any coffee or cigarette break. The most substantial cost would be the purchase of dark and comfortable sleeping rooms which would be recouped through productivity gains. David Wescott of Business Week writes, "Rather than fighting to stay awake at your desk with diminishing cognitive returns, work on it in your sleep," Wescott continues, "Your brain continues to be productive while you're unconscious." It's not laziness, slacking, or boredom connected with sleeping on the job you are working while you are asleep. Leonardo da Vinci,

Albert Einstein and Thomas Edison were all proponents of the power nap.

Despite widespread resistance to the idea, the concept of napping is going through a slow evolution because the concern over monetary loss and reduced productivity to the tune of 18 billion USD annually has caught management's attention. Sleepy workers are dangerous, less productive, and a major source of increased health costs and corporate liability. Some examples of the dire consequences of sleep deprivation include Three Mile Island, Bhopal, and the Exxon Valdez disaster. Despite the tradition of allowing workers to take naps at work include China, India, Italy, Greece, North Africa, and Latin America and the accumulation of evidence of the benefits of sleeping in the workplace less than one percent of American private corporations allow employees to nap at work.

The federal government as usual is walking backwards when it comes to sensible 21<sup>st</sup> century workplace innovation. The General Services Administration recently issued a memo reaffirming that sleeping in federal buildings is prohibited, except when expressly authorized by an agency official.

Have you ever felt the need to rest your eyes? Consider this if management ever catches you dozing to improve your productivity. In Department of the Army, Tooele Army Depot, 115 LRP 4731 (Fed Arb. 2014), the arbitrator sustained a grievance challenging the grievant's five-day suspension for allegedly sleeping on the job.

A supervisor had discovered the grievant sitting in his truck with his eyes closed in the early morning. The supervisor approached the grievant with a flashlight and reported that the grievant's eyes remained closed for another minute. The grievant allegedly stated that, "he was just chilling out." The agency suspended the grievant for five days for sleeping on the job.

(See Sleep, Continued on Pg. 5....)

# Understanding the Hatch Act

With election season here, it is important to remember that as federal employees there are certain activities you are prohibited from engaging in. The Hatch Act generally applies to employees working in the executive branch of the federal government. The purpose of the Act is to maintain a federal workforce that is free from partisan political influence or coercion.

A Covered Employee:

- ◆ May not be a candidate for nomination or election to public office in a partisan election.
- ◆ May not use his or her official authority or influence to interfere with or affect the result of an election. For example:
  - ⇒ May not use his or her official title or position while engaged in political activity.
  - ⇒ May not invite subordinate employees to political events or otherwise suggest to subordinates that they attend political events or undertake any partisan political activity.
- ◆ May not knowingly solicit or discourage the participation in any political activity of anyone who has business before their employing office.
- ◆ May not solicit, accept, or receive a donation or contribution for a partisan political party, candidate for partisan political office, or partisan political group. For example:
  - ⇒ May not host a political fundraiser;
  - ⇒ May not invite others to a political fundraiser;
  - ⇒ May not sell tickets to a political fundraiser;
- ◆ May not use any e-mail account or social media to distribute, send, or forward content that solicits political contributions.
- ◆ May not engage in political activity i.e., activity directed at the success or failure of a political party, candidate for partisan political office, or partisan political group while the employee is on duty, in any federal room or building, while wearing a uniform or official insignia, or using any federally owned or leased vehicle. For example:
  - ⇒ May not distribute campaign materials;
  - ⇒ May not display campaign materials or items;

- ⇒ May not perform campaign related chores;
- ⇒ May not wear or display partisan political buttons, t-shirts, signs, or other items;
- ⇒ May not make political contributions to a partisan political party, candidate for partisan political office, or partisan political group;
- ⇒ May not post a comment to a blog or a social media site that advocates for or against a partisan political party, candidate for partisan political office, or partisan political group;
- ⇒ May not use any e-mail account or social media to distribute, send, or forward content that advocates for or against a partisan political party, candidate for partisan political office, or partisan political group.

- ◆ May campaign for or against candidates in partisan elections.\*
- ◆ May make campaign speeches for candidates in partisan elections.\*
- ◆ May distribute campaign literature in partisan elections.\*
- ◆ May volunteer to work on a partisan political campaign.\*
- ◆ May express opinions about candidates and issues. If the expression is political activity, however i.e., activity directed at the success or failure of a political party, candidate for partisan political office, or partisan political group — then the expression is not permitted while the employee is on duty, in any federal room or building, while wearing a uniform or official insignia, or using any federally owned or leased vehicle.

## Political v. Legislative activity

Remember there are important differences between political activity and legislative activity. The Hatch Act rules apply to partisan political activity: activity directed toward the success or failure of a political party or candidate. It includes everything an employee might do to help elect a candidate to office, from stuffing envelopes to organizing a get-out-the-vote phone bank to managing a political campaign. Legislative activity is directed towards governing, rather than elections. It is activity aimed at

influencing legislators to do something about an issue of importance to NTEU members. It includes calling a congressman's office to recommend a vote in favor of a pay raise, as well as inviting a congresswoman to come to the worksite to talk about issues of interest to employees. It also includes organizing a letter-writing and lobbying campaign to make sure NTEU's views are heard by Congress. The distinction between legislative and political activities is crucial. Unlike political activities, legislative activities may be conducted on government premises and through agency e-mail, subject to the same rules as other union or non-work activities. Employees should, however, be careful not to use government fax machines or government email accounts to send messages to Congress because it opens NTEU up to criticism from the Hill. Employees with questions about their rights to engage in legislative or political activities should call or drop by their union office.



- ◆ A Covered Employee:
- ◆ May be a candidate in a nonpartisan election.
- ◆ May register and vote as they choose.
- ◆ May assist in voter registration drives.
- ◆ May participate in nonpartisan campaigns.
- ◆ May contribute money to political campaigns, political parties, or partisan political groups.
- ◆ May attend political fundraising functions.
- ◆ May attend political rallies and meetings.
- ◆ May join political clubs or parties.
- ◆ May campaign for or against referendum questions, constitutional amendments, or municipal ordinances.
- ◆ May sign nominating petitions
- ◆ May circulate nominating petitions.\*



## Favoritism on Details

(Sleep, continued from page 2)

Due to funding cuts many departments are soliciting for details and temporary promotions to fill vacant positions. Often a manager will select a person to fill these positions without soliciting for them. Choosing a friend as their lead, rather than an employee who would be better qualified. The contract addresses Rotational detail per The 2019 National Agreement under article 17, section 4, If the Employer determines to rotate employees in and out of bargaining unit positions using a series of details which extend for *more than thirty (30) consecutive days*, the Employer will solicit for volunteers from interested and qualified employees possessing the necessary grade, skill level, and experience requirements for the detail from within the commuting area. Article 17 2019 National Agreement | Internal Revenue Service and National Treasury Employees Union solicit for volunteers from interested and qualified employees possessing the necessary grade, skill level, and experience requirements for the detail from within the commuting area. Once an employee completes a rotational assignment, *he or she will be placed at the bottom of the selection list*. In my

department the same two people are always selected to act as lead. Giving them experience that the rest of the department lacks to qualify for higher graded jobs.

Per the contract, management is supposed to solicit for volunteers but they often skip this step. In this situation we make management accountable for this oversight, by emailing them and asking to be considered for rotational position. Once you have expressed an interest, follow up on your request. If you are not getting a response from your manager, go to the next level, department manager. Forward the original email to your D.M. and let them know your manager isn't responding to your request. Management often gets away with this contract violation because no one else on the team or in the department has expressed an interest in the rotational detail. If this doesn't get resolved at the D.M. level, bring copies of your emails and we can file a grievance on your behalf.



Tonya Morris

At arbitration, the union contended that the grievant was not sleeping but was saying a four-to-six minute prayer with his eyes closed and arms folded. The agency noted that the claim regarding a prayer was not initially raised. The arbitrator determined that, "in this secular world we live in," it was understandable that the grievant did not want to explain his religious behavior to his supervisor. The arbitrator concluded that the agency failed to meet its burden of "clear and convincing" proof that the misconduct occurred.

The agency contended that the grievant statement, "Sorry, Sir, this won't happen again," was further evidence that the grievant committed the offense as charged. However, according to the arbitrator, the grievant's statement that he was sorry was clearly designed to "placate the supervisor" rather than to contest whether he was sleeping.

Napping as a part of an overall risk management strategy to address worker's fatigue should be given serious consideration. Napping can be a valuable facet in a risk management strategy to mitigate safety issues associated with excessive fatigue. In addition to increased safety effective risk management to reduce fatigue enhances productivity, employee health and product quality. Addressing workers fatigue with a proactive risk management strategy is an investment with attractive returns.

Chris Pierce

## Steward Spotlight



My name is Hope Osborne Towe and I am now the full time, NTEU union steward at the Annex Building in Florence. I've had the pleasure of meeting some of you since my recent move to Annex, for those that have not met me yet, I have been an employee with the IRS for 12 years and a member of the union for all 12 years. I am a CSR in Accounts Management working in TEGE tax law. I became a union steward over a year and a half ago and enjoy helping my fellow union members when

they have an issue with management or just have questions that need to be answered. I'm currently seated in the front of the building past the canteen. I have hung NTEU signs up on the outside of my POD so I'm easy to locate when you need my assistance.

Currently I am working with a couple of members on getting a performance award that they very well deserve but did not receive. If you did not receive a performance award and meet the criteria, please contact me so we can resolve the matter. I'm also working closely with FMSS regarding the temperature in campus support. We are monitoring the situation and working to come up with the best solution possible. Remember I am here for YOU. I can be contacted at 859-869-5293 or by email [hope.osborne@irs.gov](mailto:hope.osborne@irs.gov).

Hope Osborne Towe



My name is Loretha Hudson and I have been a member as long as I have been a Steward. I started in 2015. I recently became active on NTEU73 executive board and I am happy to serve our members in my new role as an executive board member. I have seen a lot of changes, with the closing of the 4th street building lives were changed and rearranged forever. This really hit home for me since I began my career with the service in the 4th street building.

It was a great thing to help all those people with preparing to start a new chapter of their lives. Some were ready to leave and find jobs outside of the IRS, while others wanted to keep working. While working in the CORE room I helped lots of people with GRB and preparing for retirement. It made me happy to be a steward and be able to help the people I could to move forward with life. As a Steward my goal is to always treat each and every member I come into contact with dignity, and help them in anyway that I can. If there is anything I can do to help anyone at anytime just let me know!

Loretha Hudson

# NTEU73 on the Lookout!

## PTSP: The Public Transportation Subsidy

**Program :** Make sure your aware of the guidelines for using Public Transportation (PTSP)

The Public Transportation Subsidy Program is designed to encourage employees to use mass public transportation when commuting to and from their residence and official post of duty. Review guidelines to ensure proper use of your transportation benefits.

PARTICIPANT RESPONSIBILITIES: IRM 1.32.15, Section 1.32.15.2(4)

### Key points to remember:

- ◆ Follow program guidance by completing the PTSP Annual Recertification, during the applicable timeframe.
- ◆ Ensure proper use of the benefit. It is used **only for commute between residence and work location**. The work location can be permanent POD or detailed location. Therefore,
- ◆ **It must not be sold or transferred to another individual.**
- ◆ **The amount of transit subsidy must not exceed the actual monthly commuting cost for public transportation.**
- ◆ If there is an excess of subsidy, **return the unused transit subsidy**, by using PTSP Participant Return of the Fare Media, Form 11664-G, or request fewer subsidy at the next distribution.

Eligible participants **are not** entitled to benefits during the time they are:

- ◆ On official business travel.
- ◆ **On full day of leave or AWS day.**
- ◆ **Working a full day from home.**
- ◆ On jury duty.
- ◆ Using a government-owned vehicle to commute to work.
- ◆ **Using an IRS-subsidized parking space or IRS assigned parking permit.**
- ◆ **Using a carpool to commute to and/or from work.**
- ◆ **In non-pay status (Furlough or LWOP).**
- ◆ Exiting the program or leaving the Service.

## New TRANServe credit cards:

Public Transportation Subsidy participants received new TRANServe cards Effective November 2019. TRANServe credit cards were sent to each participant's home address.

- ◆ Cards should have arrive between **October 9, 2019, and October 30, 2019**, with activation instructions.
- ◆ U.S. Bank cards were funded **November 10, 2019, for December 2019** commuting benefit.

Participants with a Commuter Direct, Clipper, RTD, ORCA, Breeze or similar type of local transportation card must update their account with the U.S. Bank TRANServe credit card number and expiration date. If you have further questions, submit a request through OS GetServices or call the ERC at 866-743-5748, option 1 (Federal Relay Service: 800-877-8339).

**EAP Services:** Employee Assistance Program (EAP) is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. EAPs address a broad and complex body of issues affecting mental and emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems, and psychological disorders. Contact Laura Kruthoffer, EAP Counselor at, 859-320-4830 or [lkuthoffer@compsych.com](mailto:lkuthoffer@compsych.com)

## ERC

The Employee Resource Center (ERC) is the point of contact to request administrative products. You can reach ERC at 866-743-5748 to get assistance with timekeeping choose option 1, payroll and benefits choose option 2, hiring and employee information choose option 6 then option 5, enterprise learning management system (ELMS) choose option 6 then option 2, Building management, safety and security choose option 6 then option 3, and purchase cards choose option 6 then option 4.

## Records Validation:

It is possible mistakes have been made in regard to some employee records. Employees are urged to make sure their records are correct. Within 30 days of the agreement, will be provided with information as to how to obtain the information in their Official Personnel Folder (OPF) through HR Connect. If there are inaccuracies, employees should initiate an ERC ticket. Employees will be trained on how to do this.

## Outside Employment:

Employees **must** request approval **prior** to engaging in outside employment (OE) or business activity (with limited exceptions). It is recommended employees submit their requests at least two weeks before their tentative start date. **Bargaining Unit employees** can request prior approval via: The online "Outside Employment System" (OES), located on the IRWeb, in **SETR/TAPS**, in the main menu, or **Form 7995**, Outside Employment or Business Activity Request, which must be added to the OES by the employee's immediate manager or designee. Managers must annually review their employee's OE records, in the OES, to confirm the employee is performing the OE and to ensure there are no changes in the employee's IRS or OE duties that conflict with the IRS Outside Employment and Business Activity Guidelines. Employees should not annually resubmit OE requests.

**CLP:** A CLP is a defined action plan mapping the steps for reaching career goals. Knowledge, skills, and abilities will be enhanced and developed when the CLP is carefully constructed and monitored. The primary responsibility for executing a CLP for career advancement falls with the employee, the Employer will provide reasonable advice and assistance. consistent with workload and staffing needs, to approve up to sixteen (16) hours of administrative time per calendar year for self-directed training or developmental activities.

## NTEU Member Insurance

All NTEU members are automatically covered by a \$1,000 Accidental Death & Dismemberment Policy. There is no premium to be paid; the only requirement is you remain an NTEU member in good standing.

Get basic policy information and designate a beneficiary (that is not in the beneficiary order as listed on the policy). Return the Designation of Beneficiary form to:

NTEU Insurance Department

1750 H Street, NW

Washington, DC 20006

In the event of a member's death, their executor/designated beneficiary should contact Talita Grayton, NTEU's Executive Communications Assistant, at -202-572-5500, ext. 7023 or by email.

# Penguin Days!



**January 5-March 13**

Penguin Parades occur Saturdays and Sundays, 11:00am

\* Temperature must be 50° or lower in order for Penguin Parades to occur.

- 1.) Go to: <http://cincinnatizoo.org/groups/group-discounts/>
- 2.) Click LOG IN under Corporate Discounts
- 3.) Enter your COMPANY CODE:
- 4.) Select the date you plan to visit using the calendar and proceed to checkout

Your corporate discount pricing is **\$2 off** the online ticket price!

If you cannot visit on the date selected, you can visit the admissions window on your new date and pay the price difference (if any).

\*A standard processing fee of \$3.00 will be applied to each order  
Have questions? Email [groupsales@cincinnatizoo.org](mailto:groupsales@cincinnatizoo.org) or call 513-487-3481

## DISCOUNT TICKET PROGRAM 2020 CORPORATE DISCOUNT

Newport Aquarium showcases thousands of animals from around the world in a million gallons of water. You will be amazed at all there is to see and do!

	2020 GENERAL ADMISSION*	2020 ON-LINE DISCOUNT*
Adult	\$26.99	\$21.99
Child (ages 2 to 12)	\$18.99	\$14.99
Children under 2	FREE	FREE

\*Subject to 6% sales tax.

Enjoy your visit!

**NEWPORT  
AQUARIUM**

One Aquarium Way  
Newport, KY 41071  
859.261.7444

### HERE'S HOW YOU ACCESS YOUR DISCOUNT TICKETS:

1. Go to [newportaquarium.com](http://newportaquarium.com).
2. On the main page, click on **buy now**.
3. Scroll down to General Admission and click **buy now** to select the date\* and time\*\* of your visit.
4. Enter your Promo Code  
(SEE UNION OFFICE FOR CODE)
5. Click **apply** and your discount pricing will appear.
6. Select ticket quantities, click **continue**.
7. Verify Order in Shopping Cart, click **continue**. *Optional: Customize your visit by adding a Penguin Encounter and/or Backstage Animal Experience to your visit and then click Continue.*
8. Check Out - Choose delivery method.
9. Enter Payment and Billing Information and click **continue**. (Please note there is a \$1.25 processing fee charged per ticket.)

\*Date of Visit - If you are not able to visit on the selected date, the tickets will be honored on any other operating day during the current year. \*\*Timed Ticketing - During peak visiting times our timed ticketing policy is in place. You will be allowed to enter on the time chosen or any time after. If timed ticketing is not in place on the day of your visit, you will be allowed to enter at any time.

National Treasury Employees Union  
Entertainment Discounts for Employees!

Company Code  
SEE UNION OFFICE FOR  
CODE

**TicketsatWork**  
Fun. With benefits.

Orlando: 407-393-5862  
Toll Free: 800-331-6483



**4-Park Magic Ticket**  
4 Days, 4 Parks

Walt Disney World

**4 PARK MAGIC**

FastPass+

### Magic Kingdom® 4-Park Magic

A 4-Park Magic Ticket includes one admission to each of the Walt Disney World® Theme Parks (Disney's Magic Kingdom® Park, Epcot®, Disney's Hollywood Studios®, and Disney's Animal Kingdom® Theme Park), for a total of 4 admissions.

You can also add one admission to either Disney's Typhoon Lagoon water park or Disney's Blizzard Beach water park AND one admission to the NBA Experience at Disney Springs to your ticket for just \$40 more, plus tax.

Lower 4-Park Magic Ticket prices may be available on certain dates.

Disclaimer: This ticket can be used to enter each theme park only once and one theme park per day. Guests must select a start date on or before September 30, 2020 and ticket expires 7 days after the selected start date.



Walt Disney World

**FESTIVAL OF THE ARTS**

FastPass+

### Epcot® International Festival of the Arts

What happens when you mix Disney with visual, culinary and performing arts inspired from all around the world? You get the fourth annual Epcot® International Festival of the Arts, running January 17-February 24, 2020. And this year is really exciting because you can indulge in the Disney on Broadway Concert Series 7 days a week—so you can enjoy top Broadway stars performing beloved Disney songs from their award-winning shows.

*Disclaimer*

Entertainment and offerings subject to change without notice.



NTEU members receive a 15% discount for all services at any participating Jiffy Lube® location, including a Jiffy Lube Signature Service® oil change or other preventive maintenance services when they present their valid NTEU membership card and NTEU's fleet account number. The fleet account number is in the benefits section of the NTEU website under "Shopping and other Discounts," in the Jiffy Lube benefit explanation.

Since Jiffy Lube works with many companies that have fleet accounts where the maintenance/repairs are billed to a master account, members should advise the Jiffy Lube representative that the NTEU account is a cash fleet account.



**UNITED**  
B E N E F I T S

# Hosted By NTEU Chapter 73

**GATEWAY Tue-FEB 25th in Room 503 at 12:00 Noon and 8:00 PM**

**Florence Annex—Wed-Feb 26th at 12:00 Noon and 8:00 PM**

**TSP (Thrift Savings Plan)- Web page**

**GRB (Government Retirement & Benefits)**

**My Employee Personal Page**

**Three Retirement Paychecks**

GRB Platform - How to log in and use

- TSP—How to change contribution amounts (MYEPP)
  - TSP— How to Log in
- TSP - Fund Comparisons / Interfund Transfers

**Please call or e mail to set up one on one appointments**

## **1 hour of Admin time**

### **Article 36 Section 11**

Subject to workload considerations the Employer may grant an employee up to a total of four (4) hours excused absence per calendar year for the purposes of attending a health benefits fair, reviewing health benefits information and materials, receiving financial counseling, and seeking supplemental retirement counseling. Except for excused absence for retirement planning, as provided for in Article 21, no other administrative time shall be authorized for general benefit counseling.

**We will be available all week**

**For one on one appointments!**

**Paul & Roxie Thornton**

**423.309.2758 or 423.309.2768**

**paul@unitedbenefits.com**

**NTEUbenefits.com or NTEU.ORG/benefits**