

# NTEU73 Meeting Notes Form

Please use black or blue ink

Manager: \_\_\_\_\_ Steward: \_\_\_\_\_ Date: \_\_\_\_\_  
Manager Ext: \_\_\_\_\_ Steward Ext: \_\_\_\_\_ Shift  Days  Swing  Grave  
Unit: \_\_\_\_\_ Branch: \_\_\_\_\_ Start Time: \_\_\_\_\_  
Section: \_\_\_\_\_ Division: \_\_\_\_\_ Ending Time: \_\_\_\_\_

## Section I - General Information

Was a pre-meeting held?  Yes  No  
Was meeting in progress?  Yes  No  
Was meeting pre-scheduled?  Yes  No  
Were you introduced?  Yes  No

## Section II - Topics Discussed (Do not include specific procedural information unless there are changes that may impact employees. If so, please describe in Section III or V.)

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|--|--|---|
| 1 <input type="checkbox"/> Activities                | 9 <input type="checkbox"/> Emp Satisfaction Survey | 17 <input type="checkbox"/> Quality Review (A12)        |
| 2 <input type="checkbox"/> Awards (A18)              | 10 <input type="checkbox"/> Evaluations (A12)      | 18 <input type="checkbox"/> Release/Recall (A14)        |
| 3 <input type="checkbox"/> AWS (A23)                 | 11 <input type="checkbox"/> Furlough Notice (A14)  | 19 <input type="checkbox"/> Seating Arrangmnts<br>(A47) |
| 4 <input type="checkbox"/> Breaks/Lunches (A23)      | 12 <input type="checkbox"/> Health & Safety (A27)  | 20 <input type="checkbox"/> Space (A47)                 |
| 5 <input type="checkbox"/> Conduct Issues (A4,5)     | 13 <input type="checkbox"/> Inventory (A25)        | 21 <input type="checkbox"/> TEPS (A12/14)               |
| 6 <input type="checkbox"/> Comp/Overtime (A24)       | 14 <input type="checkbox"/> Leave Sched (A32/33)   | See Section V   |
| 7 <input type="checkbox"/> Credit Hours (A23)        | 15 <input type="checkbox"/> Morale                 | 22 <input type="checkbox"/> Other _____                 |
| 8 <input type="checkbox"/> Critical Elem/Stand (A12) | 16 <input type="checkbox"/> MOU/LOU                | 23 <input type="checkbox"/> Other _____                 |

## Section III - Employee Input

Questions/Comments/Concerns to elevate: Include possible changes in working conditions and how strongly the employees feel about the issue(s). Please specify using the respective numbers above. NOTE: If you have already obtained an answer, please indicate.

#  \_\_\_\_\_

#  \_\_\_\_\_

#  \_\_\_\_\_

#  \_\_\_\_\_

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**Section IV - NTEU Information Sharing** (i.e., employee rights, legislative, activities, etc.)

This week I informed the employees about \_\_\_\_\_

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**Section V - TEPS issues to elevate:** (Gather the necessary information before submitting)

Employee we can contact: \_\_\_\_\_ Ext: \_\_\_\_\_

Organization Code: \_\_\_\_\_ Function & Program Code: \_\_\_\_\_

Reasons why employees think rates are too high: (Please check)

- \_\_\_\_\_ a) New procedures have been put into place that make program slower to do
  - \_\_\_\_\_ b) Employees who worked the program last year at this time are different this year.  
(ex. Veteran employee's made the rates last year, all new people this year.)
  - \_\_\_\_\_ c) New equipment
  - \_\_\_\_\_ d) Employee's feel different programs should be on separate OFP codes.
  - \_\_\_\_\_ e) Other (please specify) \_\_\_\_\_
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**Section VI - Evaluation/Assessment of Meeting**

Manager receptive to employee input?  Yes  No If not, why? \_\_\_\_\_

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Employees receptive to NTEU?  Yes  No If not, why? \_\_\_\_\_

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Describe any difficulties you experienced during the meeting, pre-meeting, or post-meeting:

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Overall assessment of meeting:  Excellent  Good  Fair  Poor

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ATTACH AGENDA AND BRING ALL COMPLETED FORMS TO THE UNION OFFICE  
OR MAIL **EACH WEEK** TO:

NTEU73 Stop 75G Attn: J. Wiley