



### New NAIRE Chapter Formed

On June 28, 1965, the National Office of National Association of Internal Revenue Employees (NAIRE) chartered Chapter No. 73 at the Central Service Center in Cincinnati.

In the picture above, the new Chapter President, Thomas Matthew (left) is receiving the chapter's charter from NAIRE District Governor, Phil O'Rourke.

Looking on during the presentation from left to right: Jim McGill, Vice-President, Chapter 9, Cincinnati, Ohio; Herb Howard, Vice-President, Chapter 73; Betty Gerner, Treasurer; Everett L. Meek, Service Center Director; (Matthew, O'Rourke); Loretta Ohmer, Secretary;

Ralph Turner, Chief, Personnel Branch; Manfred Neuman, Financial Secretary; and Curt Helm.

NAIRE Chapter No. 9, Cincinnati comprised principally of employees of the Cincinnati District, Regional Commissioner's offices and the offices of Regional Counsel and Regional Inspector, has been in existence for many years. For the benefit of all employees the officers of NAIRE Chapters Nos. 9 and 73 plan to hold social events jointly. These occasions include the annual summer picnic, the Spring dance and the Christmas party.

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# NTEU Chapter 73



- Gateway Office -

859-320-3617

- Annex Kentucky Drive -

859-869-5293

- Facebook -

[www.facebook.com/nteu73](http://www.facebook.com/nteu73)

- Chapter Web Site -

[www.nteu73.org](http://www.nteu73.org)

- Twitter -

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

- Email -

[ctr.cov.cirsc.nteu.73.covington@irs.gov](mailto:ctr.cov.cirsc.nteu.73.covington@irs.gov)



# Safety Advisory Committee

Noticing any health or safety hazards in the workplace? Please do not hesitate to contact your safety advisory committee. Instances of safety hazards could range anywhere from leaky pipes causing accumulating puddles that could cause a potential slip and fall, to the dreaded bed bug sighting, or knowing of employees with a communicable illness (COVID, Strep throat, Flu i.e.) being made to come into the workplace thereby exposing all around them. Reach out to your safety advisory committee with any concerns you may have regarding your personal safety in the workplace. Contacts you can reach via email are Dean Curry, Deborah Schiable, Shannon Lovins (NTEU), Brandi Riggs (NTEU), and Jacob Bross (NTEU). Let's work together to keep ourselves and one another safe in the workplace!

**Brandi Riggs**

# Stewards Corner

**President:** Debbie Mullikin

**Vice President:** Shannon Lovins

**Day Shift Chief Steward:** Angela Moore

**Day Shift Full Time Stewards:** Jacob Bross, Diane Gallina, Loretha Hudson, Rachel Lovins, Ericka Raleigh, Brandi Riggs

**Treasurer/Day Shift Full Time Steward:** Janet Colwell

**Day Shift Part Time Stewards:** Rasheda Harris-Bates, Thomas Bayer, Brandy Belew, Shonda Collins, Amanda Gerding, Nicole Guethlien, Suzanne Jackson, Tonya Morris, Kendra Stevenson, Jennifer Smith, Luke Terhaar

**Swing Shift Chief Steward:** Alex Walker

**Swing Shift Part Time Steward:** Maureen Cruse, Charolette Hill, Chad Rosen, Erinn Sweeney



# NTEU Working 4U!

**Jacob Bross** - Was able to get 2 hours of AWOL removed and protected the employees Telework agreement.

**Shannon Lovins** - Was able to get a employees Telework Agreement reinstated in record time and got a removal taken down to a 15 day suspension.

**Rachel Lovins** - Was able to get two EVALS raised for the price of one!

**Debbie Mullikin** - Our own NTE73 president won a Mass Grievance for Telework!

**Ericka Raleigh** - Was able to get 32 hours of AWOL removed!



# Grievance Time Frames

When your rights as employee have been violated do you know how long NTEU has before we lose the right fight for you? If you don't know, the answer is *15 workdays* of the event or the date you as an employee became aware of the event per *Article 41 Section 7* of the 2022 National Agreement. It is also good to know that as an IRS employee you cannot file an EEO complaint and a formal grievance on the same issue at the same time. To be clear, if an employee files a formal grievance through NTEU and files an EEO complaint for the same issue, whichever action was filed first prevails. However, if an employee files an EEO complaint that is rejected or denied, the employee may file a formal grievance with NTEU within 15 workdays of receiving the EEO decision, restarting the clock for NTEU to represent you. If your rights as an employee have been violated or EEO has rejected / denied your claim do not wait! Contact **[ctr.cov.cirsc.nteu.73.covington@irs.gov](mailto:ctr.cov.cirsc.nteu.73.covington@irs.gov)** ASAP to insure that we can fight for you and protect your rights as an employee.

Diane Gallina

## Check Yourself

Do you know yourself? Not in a Freudian or Buddhist kind of way, this is the IRS. There's no time for such concepts. Do you know your own performance at work better than anyone? Most people do. Remember, our managers, a large majority of them anyway, are busy as sin and overseeing entire teams. The average CSR team is 18 people. That's a lot of collective work to keep track of and it's quite easy for them to forget about the time you were acting lead for 3 days straight, or the time you helped train new hires, or the time you took a duty that no one else on the team wanted. Moments like this can easily be overlooked by accident or seen as not relevant. My point is coming I promise.

These things being said, wouldn't you rather write up your own Annual Performance Appraisal (APA)? After all, you spend the more time with yourself than anyone else at work. Under the 2022 National Agreement between NTEU and the IRS, employees have the right to prepare a written self-appraisal to be included with the APA given to you by your supervisor. Article 12, Section 4(B)(6) & (7).

A few points:

- Self appraisals are limited to four (4) pages in length and are generally done on a form provided by the IRS.
- Employees are entitled to a reasonable amount of admin time, not to exceed four (4) hours to prepare the self-appraisal.
- Self appraisals must be done during the final thirty (30) days of an employee's annual appraisal period or otherwise agreed upon.
- The IRS have a web-based tutorial to help employees prepare self-appraisals and the employee may review this tutorial on admin time.
- Employees must submit their self-appraisals to their supervisor by the last workday of their annual appraisal cycles.
- If the supervisor rejects an employee's self-appraisal, the supervisor will need to meet with the employee and explain the reason.

The best place to start in your self-appraisal is your position description and any duty you are evaluated on. Consider the timeliness and accuracy of your duties. If you have received any positive feedback from your manager regarding these duties, it should be included. "I received excellent feedback from my manager about the quality of my work regarding (insert project)". Remember you can only be evaluated on the duties you are responsible for.

Refer to past APAs and focus on any area you felt you received a lower score than you deserved. For example, if you received "meets" in "workplace involvement" but volunteered to be acting lead multiple times, that would be something to include, which brings me to my next point. KEEP RECORDS as they occur, of these moments where you went above and beyond. Create a folder with dated notes, copies of personnel documents etc. Documentation always speaks louder than memories.

Doing a self-evaluation is not only beneficial to your final rating but if you're keeping track all year in preparation for it, you're providing yourself with a canvas to slowly paint a picture of how you're doing and any area you may need to focus on more to improve. Of course, you know how you're performing better than anyone, but it could potentially illuminate any finite details you may be missing. Don't allow yourself to be sold short on your next evaluation.

Jacob Bross

# 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.\*



# 2023 Holiday Recap



**THANK YOU  
NTEU 73 MEM-**



# Start the New Year off with Style



## January Highlights

**Universal Studios Hollywood:** Enjoy the thrills with exclusive savings

**Movie Tickets:** Watch the most anticipated movies up to 40% off

**HelloFresh:** Get 55% off your first meal box

**TurboTax:** File your simple federal and state taxes and save up to \$20

**Ski Resorts:** Save up to 45% off ski resorts



### Mental & Physical Wellness

Begin ticking off your New Year's resolutions while enhancing both your mental and physical well-being.

- **BetterHelp:** Get 50% off your first month of online therapy
- **FitReserve:** Get 30% off three months of premier studio classes



### New Year's Sale

Start the new year by upgrading your gear with the newest and most advanced electronics and appliances.

- **Apple:** Exclusive employee savings on select products
- **Samsung:** Enjoy savings up to 50% off select products



### Vacation Planning

Planning a winter getaway? Enjoy month-long savings this January on flights, hotels, rental cars, and more.

- **Flights:** Save up to 20% on international and domestic flights
- **Hotels:** Book reservations up to 60% off regular rates

**ticketsatwork**

Make the most of your TicketsatWork membership! Get instant access to exclusive deals, limited-time offers and members-only perks on the products, services and experiences you need and love. With something to excite every interest, it's time to spend less and enjoy more this season.

# United Benefits & Insurance

## Short-Term Disability Insurance

A range of health insurance policies are available to support people in need. Short-term disability insurance is designed to help protect your paycheck. This policy provides temporary income protection for people who are unable to work. If you get injured or become sick, it's important to protect your income.

According to a 2020 survey by **Life Happens**, 63% of Americans would experience financial hardship after six months of no income. Some people would be affected much quicker – 14% would be impacted immediately.

Let's answer all the questions you have about short-term disability insurance.

## What is short-term disability insurance?

Short-term disability insurance is designed to protect people who can't work in the case of sickness or injury. Depending on the plan, this insurance will provide a percentage of an employee's salary for a specified amount of time. Short-term disability insurance applies when the person is unable to perform their regular duties. In most situations, it accounts for 40-65% of the employee's weekly gross income.

## Who needs short-term disability insurance?

All employees can benefit from short-term disability insurance. United Benefits offers coverage that is designed specifically for federal employees and their families. This insurance coverage is designed to protect you financially in the event of a short-term disability. It's a back-up plan for your paycheck.

## What is covered in short-term disability insurance?

Short-term disability insurance is designed to cover a wide range of events. While the disability in question needs to be temporary in nature, it may include life situations as diverse as pregnancy, accidental injuries, and illnesses. Depending on the policy, it could also include mental health issues; leave for mental health reasons; and recovery from surgeries, injuries, or accidents. This coverage is available for a period of weeks to months, with the exact amount of money available stipulated in each policy.

## Why should I get short-term disability insurance?

This form of insurance provides a valuable supplemental form of income during a stressful time. Short-term disability coverage helps employees and their families to focus on the recovery process instead of worrying about their finances. The ability to provide an income is an incredibly valuable asset that deserves protection.

**If you want to protect your paycheck with short-term disability insurance, a United Benefits Specialist can help you explore your options.**





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

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# RETIREMENT COUNSELING AND BENEFITS ENROLLMENT

**IN-PERSON APPOINTMENTS ARE AVAILABLE**

Come by or set up an appointment for guidance on the following topics:

## RETIREMENT

- Assisting with Retirement Paperwork
- TSP & 401(k) Strategies
- Survivor Annuity Options
- Calculating Your Pension
- Social Security Strategy
- Early, Deferred, & Disability Retirement
- FERS Retirement
- FERS LEO Retirement

## SUPPLEMENTAL BENEFITS

- Short-Term Disability
- Hospital Indemnity
- Critical Illness
- Dental & Vision Insurance
- Permanent Life Insurance for Employees & Family

## ONE-ON-ONE APPOINTMENTS



Schedule your free one-on-one  
benefits review by scanning the  
QR code or visiting us at

[unitedbenefits.com/christopherlee/](https://unitedbenefits.com/christopherlee/)

## YOUR LOCAL BENEFITS SPECIALISTS

**ALLY KING**

C: 931-626-0037  
[ally.king@unitedbenefits.com](mailto:ally.king@unitedbenefits.com)

**CHRISTOPHER LEE**

C: 256-740-2166  
[chris@unitedbenefits.com](mailto:chris@unitedbenefits.com)

**PAUL THORNTON**

C: 423-309-2768  
[paul@unitedbenefits.com](mailto:paul@unitedbenefits.com)