

### New Look for the Newsletter!

*We've added new items to involve our members*

**Karen Anderson**

**Publishing Committee – NTEU Chapter 78**

We have a whole new look for the Chapter 78 Newsletter! Our goal was to create an interactive newsletter that included items that you care about, as well as ways that you can submit feedback, questions, and items of interest to the Chapter.

We will continue the “Ask the Steward” feature where you can submit contract questions that will be answered by one of our chapter stewards. We are adding a “Members Corner” where NTEU Chapter 78 members can submit positive items that impact their lives – job promotions, graduations, weddings, anniversaries, etc. We will also include surveys to get your input on what you'd like to see in future issues of the newsletter so we can tailor the articles to meet your needs.

Enjoy our new and improved newsletter. We welcome your feedback on ways we can continue to improve it! Most of us can hardly say it! We wonder what the committee is

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## NTEU Legislative Committee visits D.C.

*What the Legislative Committee is following:*

**Angel Coleman**

*NTEU Chapter-78 Legislative Chair*



Danny McClain and Angel Coleman recently visited the D.C. office of Representative Carolyn Cheeks Kilpatrick as part of the NTEU Chapter-78 Legislative Committee representing Detroit Member issues.

Here are some of the issues that our chapters' Legislative Committee is following for our members:

H.R. 626 - To provide that 4 of the 12 weeks of parental leave made available to a Federal employee shall be paid leave, and for other purposes. Federal Employees Paid Parental Leave Act of 2009 - Allows federal employees to substitute any available paid leave for any leave without pay available for either the: (1) birth of a child; or (2) placement of a child with the employee for either adoption or foster care. Makes available (subject to specified requirements) for

*Legislative Committee Continued on page 3*

**“The Detroit Enterprise Equal Opportunity  
Advisory Committee”  
DEEOAC**

**Donalda Villalpando**

**Publishing Committee – NTEU Chapter 78**

In a nutshell, the DEEOAC is there for everyone who works in the Detroit Enterprise Computing Center. The President of the NTEU and the Senior Commissioner Representative (SCR) formed the committee in mutual agreement in an effort to provide a workplace free of harassment and discrimination, as well as, to improve employee relationship issues.

The DEEOAC has sponsored events in the past that recognize six special emphasis programs including, African American Heritage, Women’s History, Alaskan/Native American Heritage, Hispanic Heritage, Asian/Pacific Heritage, and Persons with Disabilities.

The committee members want to expand their efforts that are more inline with the guidelines as defined in the NTEU National Agreement II Internal Revenue Service article 45 Section 1, A and H. This section describes in detail the operations and functions of the committee and you can view it visiting the NTEU chapter-78 contract at <http://nteu-chapter78.org/documents/pdfs/NTEU2009Contract.pdf>.

Article 45 section 1 A suggests DEEOAC should identify and bring to the attention of local management any trends, problems, issues, or circumstances of an EEO nature before they become grievances. Just remember that the DEEOAC tries to project future trends and issues based upon what they hear from employees. It is very important for all of us to ask questions and make suggestions to the DEEOAC that focus on helping our workforce to become more educated on the different ethnicity groups and how we can become more understanding and respectful of their cultures.

Article 45 Section 1 H suggests the DEEOAC focuses the employer on specific personnel management problems considered to produce dissention and dissatisfaction among employees. This also can only be accomplished through your feedback and comments brought before the committee to examine. When asked for your opinion or comments, please GIVE THEM!

The DEEOAC acts as forum for an exchange of ideas and action proposals concerns employees have of a diversity or EEO nature as well. The committee will assist the Employer by encouraging support and involvement of the total workforce promoting diversity and EEO programs. Do not be afraid to ask your manager to participate in DEEOAC

activities. Most managers will encourage you and often attend them as well. In fact, according to the information on the IRS National Headquarters website <http://hqeeod.web.irs.gov/NewSite/Index.aspx> [Management Directive 715](#) it is a directive for all management.

Now that you have an idea of what the DEEOAC should and can do, it is equally important to understand what the committee cannot and should not do. You can find the details regarding this information in Article 45 Section 1 I of the NTEU 2009 national agreement.

Both the DEEOAC and NTEU Chapters 24 and 78 resources **are not** used to handle **individual EEO complaints**. Employees must follow all EEO matters as directed in the “Reference Guide for Employees and Managers” dated August 14, 2008. This guide is posted on the National EEO website <http://hqeeod.web.irs.gov/NewSite/Index.aspx>.

You may wonder how and why members are selected to sit on the DEEOAC. In an effort to ensure current equal employee representation, the committee members are selected by the NTEU presidents and the SCR. The DEEOAC members include five union members and five managers or non-union employees to balance workplace employee representation.

The NTEU presidents and the SCR govern the DEEOAC and determine all policies and practices that lead the committee’s efforts. Most of the details regarding these efforts can be found by visiting both the 2009 NTEU contract at <http://nteu-chapter78.org/documents/pdfs/NTEU2009Contract.pdf> and the SCR Handbook at [http://awss.web.irs.gov/ess/scr/service\\_provider\\_handbook.pdf](http://awss.web.irs.gov/ess/scr/service_provider_handbook.pdf).

I hope you all found this information helpful and not too confusing. Please look for more in future NTEU Newsletters!

**Here are the DEEOAC members**

<i>Chairperson:</i>	Frank J. Corkalo	x-1011
<i>Vice-Chairperson:</i>	Joe Zimny	x-1696
	Cecil K. Marshall	x-1635
	Patricia Weisman	x-1046
	Carmen Nalls	x-2536
	Luigia T D'Angelo	x-2554
	Erikka E. Baker-Keesee	x-1407
	David W. Moon	x-1168
	Meta Hyde	x-2561
	Madeline Y. Hides	x-1948

## MEMBERS' CORNER

Since we want the newsletter to have a positive feel, we would like our members to let us know about the great things that are going on in their lives.



Have you received a recent promotion? Have you been elected to a leadership position in an approved Employee Organization? Have you gotten married recently or graduated from college? Have your children/grandchildren been accepted to a prestigious college or university? If so, we want to hear about it! This is your opportunity to exercise some "bragging rights." Please send your submissions to our mailbox at Member's Corner Mailbox under Quick Links on the left sidebar of the Newsletter page at the NTEU Chapter-78.org.

### UPCOMING EVENTS .....

Some Upcoming events. Updates to Upcoming Events will be promulgated via Enterprise Computing Center Weekly Bulletin.

- Guest Speaker, Ms. Equilla Wainwright, VP Of Diversity and Community affairs Blue Cross-Blue Shield.
- NTEU Chapter 78 Elections (date to be determined)
- Lunch and Learn – Completing a Career Learning Plan (date to be determined)

any of the 12 weeks of leave an employee is entitled to for such purposes: (1) four administrative weeks of paid parental leave in connection with the birth or placement involved; and (2) any accumulated annual or sick leave.

H. RES. 501- Providing for consideration of the bill (H.R. 626) to provide that 4 of the 12 weeks of parental leave made available to a Federal employee shall be paid leave, and for other purposes.

S.354-Federal Employees Paid Parental Leave Act of 2009 - Allows federal employees to substitute any available paid leave for any leave without pay available for either the: (1) birth of a child; or (2) placement of a child with the employee for either adoption or foster care. Makes available (subject to specified requirements) for any of the 12 weeks of leave an employee is entitled to for such purposes: (1) four eight administrative weeks of paid parental leave in connection with the birth or placement involved; and (2) any accumulated annual or sick leave.

Authorizes the Director of the Office of Personnel Management (OPM) to promulgate regulations to increase the amount of paid parental leave available to such an employee to a total of eight administrative workweeks, based on the consideration of: (1) the benefits to the federal government, including enhanced recruitment and employee retention; (2) the cost to the government; (3) trends in the private sector and in state and local governments; and (4) the federal government's role as a model employer.

### ASK THE STEWARD .....

If you have any questions regarding the contract this is the place to ask:

- please go to the Chapter's website at [nteu-chapter78.org/newsletter.php](http://nteu-chapter78.org/newsletter.php) page and under the Newsletter Page! click on "Please email your comments!"

# NTEU Chapter-78

## Elections



*NTEU Chapter 78 is looking for 3 -5 eager, conscientious, hard working and dedicated individuals to work on the Election Committee. We are looking to fill these positions by the end of April so that the committee can get started by May and be ready to conduct the election 120 days later. If you are interested in being on the Election Committee, please go to the Chapter website on the home page look for the election committee email link. Thanks. Read on:*

This chapter deals with the nomination and election of chapter officers and delegates to NTEU conventions. It describes the requirements which govern these elections, and gives step-by-step guidance on how to conduct a proper secret ballot election, both by mail and by ballot box. All officers and members of a chapter's executive board must be elected by the chapter members in a secret ballot election.

“The rules and laws governing all regularly scheduled chapter elections are set forth in the NTEU National Bylaws Part IV, Section 2 (Attachment No. 1), in Title IV of the Labor Management Reporting and Disclosure Act, 29 U.S.C. 402, et seq., and in regulations at 29 C.F.R. 207 et seq. A chapter's constitution and bylaws must also be followed, unless they are inconsistent with the National Bylaws.”

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*“The importance of conducting a proper election cannot be overemphasized”.*

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The importance of conducting a proper election cannot be overemphasized. The law and NTEU's internal rules of governance require it. But there are practical reasons for following the rules as well. Election problems are extremely disruptive for the chapter and for the union as a whole. Rerunning an invalid election costs time, money and the confidence of members. It is much easier and cheaper to run an election properly than to rerun it.

Because the procedures are complicated, each election requires careful, advanced planning. The Chairperson of the Nominations and Election Committee must be capable and willing to take on this important responsibility. Ideally, the Chairperson would serve as the chapter's election expert on a continuing basis. Planning for an election must begin at least four (4) months before Election Day.

Utilizing a four month/120 day time line, this guide takes you through the entire process for holding successful chapter elections. In so doing, always consult with the National Field Representative assigned to your chapter.

### 120 DAY CHAPTER ELECTION TIMELINE

**DAYS 1-5** Chapter President and Chapter Executive Board check bylaws to determine how to establish an Election Committee and, per those bylaws, select Election Committee National Field Representative check with Chapter President re: appointment of Election Committee

**DAYS 6-10** Election Committee selects date of election

**DAYS 11-15** Election Committee updates membership list and distributes change of address forms

**DAYS 16-20** Election Committee meets to establish:

- Type of Election
- Eligibility Cut Off Date
- Secure P.O. Box
- Deadline for receipt of nominations
- Deadline for acceptance of nominations
- Ballot Procedure - Number v. Name
- Duplicate and absentee ballot procedure - mail and/or personal pick-up
- Access to membership list
- Distribution of campaign material

**DAYS 21-25** Draft Notice of Nominations and Election Send National Field Representative draft of Election Notice for review

**DAY 26** Election Notice in final format is sent to printer; request for final certified membership list and mailing labels is made to national NTEU (with full \$35 payment)

**DAY's 31-54** Election Committee orders return-address stamp; buys envelopes; finalize arrangements for secure ballot box for receipt of nominations. Committee picks up Election Notice from Printer

**DAY 55** Stuff, return-stamp and address envelopes for mailing Election Notice Mail Election Notice

**DAYS 62-65** Election Committee checks post office box for return notices and immediately attempts to correct bad addresses.

**DAY 75** Election Committee checks Post Office Box for nominations and immediately contacts nominees orally and in writing. Revised February 2010 1920

**DAY 86** Deadline for written acceptance of nominations

**DAYS 88-95** Election Committee prepares ballot Send ballot to printer Election Committee picks up ballot from printer

**DAY 96** For ballot box election, post list of nominees on Bulletin Boards For mail election, Election Committee stuffs, addresses, stamps and mails ballots

**DAY's 110-115** Distribute Duplicate ballots

**DAY 120** Election Day

Mail ballot Election Day:

- Committee picks-up ballots
- tally votes
- prepare final tally sheets
- seal all election material
- post tally sheets
- send certified results to NTEU Administrative Comptroller and National Field Representative. Ballot Box Election Day:
- Tally votes
- prepare final tally sheets
- seal all election material
- post tally sheets
- send certified results to NTEU Administrative Comptroller

## DEEOAC Survey

DEEOAC stands for, Diversity and Equal Employment Opportunity Advisory Committee; please complete the survey so that we may better address Diversity and Equal Employment Opportunity here at the DCC. You can turn in your response to the collection box place on the 9<sup>th</sup> floor by NTEU – information center.

Questions:

1. What do you expect from the DEEOAC?

Diversity Events:

- African American History Month, February
- National Women's History Month, March
- Asian American/Pacific Islander Heritage, May
- Hispanic Heritage Month, September
- Disabilities Awareness Month, October
- American Indian/Alaskan Native Heritage Month, November

Presentations such as:

- How to write a MPQ
- How to write MPQ's To KSA's Presentations
- Where and how to address a MPQ from PD's Presentations
- Interviewing.
- IDP Other types of presentations.
- Computer Security
- Reasonable Accommodations

Please check as many as you are interested in any of the above categories. You can select from both Diversity Events and Presentations if you would like a mix of both throughout the year. You are not expected to choose between Diversity Events or Presentations.

2. Would you volunteer to help organize a special emphasis event?

- Yes
- No

3. If yes to Question 2, what event(s) would you like to assist with?

- African American History Month, February
- National Women's History Month, March
- Asian American/Pacific Islander Heritage, May
- Hispanic Heritage Month, September
- Disabilities Awareness Month, October
- American Indian/Alaskan Native Heritage Month, November

4. Would you volunteer to make a presentation?

- Yes
- No

5. If you answered yes to the question 4 which presentation(s) would you like to give?

- How to write a MPQ
- How to write MPQ To KSA Presentations
- Where and how to address a MPQ from PD's Presentations
- Interviewing.
- IDP Other types of presentations.
- Computer Security
- Reasonable Accommodations

6. What day of the week is best for you to attend DEEOAC Presentations and Functions?

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

7. What time frame is more convenient for you to attend DEEOAC Presentations and Functions?

- 11:00a.m. to 1:00p.m.
- 11:30p.m. to 1:30p.m.
- 12:00p.m. to 1:30p.m.
- 12:30p.m. to 2:00p.m.

8. What type of Equal Employment Opportunity presentations would you prefer to see?

9. Is there anything that you are interested in or need for your overall development that you would like to see addressed?

10. Any EEO issues that you would like to see the committee address (answers will be announced)