

The workload assessment is strictly voluntary for all bargaining unit employees (BUEs).

The program offices identified will have an opportunity to participate in the informational meetings run by OPM. There will be separate meetings for managers and employees.

Following the informational meetings, OPM will conduct focus group meetings/subject matter expert panels to provide detailed information about the purpose of the work logs, including what types of questions will be asked about the work you do, which management has provided to OPM to develop the questions for the work logs.

You will have an opportunity in the focus groups to provide more detailed information, any clarifications about the work and how questions are framed to ensure the type of work conducted is captured in the questions that will be incorporated into the work log.

OPM will meet with organizations in three phases for the informational Sessions.

Phase 1 - November/December- EERE, EM, HC, OCFO, CESER

Phase 2 – January ARPA-E, EIA, GC, IA, ES, MA, CIO, OSDBU, and ED

Phase 3 - Late February/early March: Under Secretary of Energy, and OS

Focus Group/Subject-Matter Panel sessions will be held during the following months:

Phase 1 Group -mid - January

Phase 2 Group late January – early February

Phase 3 Group March/April

How Long Will the Work Log Reporting Take?

The work log process will be conducted for two weeks, slated for February 2020. Employees will enter primary daily work accomplished into the Excel spreadsheet. The raw data collected will not be shared with DOE management. OPM will use the data to develop recommendations that will be given to both Office of Human Capital and respective program offices with particularized recommendations from the program office data.

NTEU's Position on the Organization Workload Assessment

The union urges BU employees to go to the informational sessions as well as the focus group/subject-matter panels to get a better understanding of the process and what determines how you are completing your primary work functions for your organization.

At the briefing, NTEU insisted that employees' anonymity be protected in this process, requesting OPM devise ways to avoid having employees to use their government emails or must include their names on the Excel tracking log.

Should the BU Participate in the OPM Workload Analysis Assessment?

The union's position to participate in the work tracking logs process is neutral. If OPM can protect your anonymity, it is up to your discretion on whether you want to participate. However, if it's determined that your anonymity cannot be guaranteed, we encourage you to attend the informational sessions and the focus group meetings, but not participate in completing the tracking logs.

NTEU's role is to protect our BU employees from any adverse action. We hope you find the clarification useful and understand NTEU's position about the workload assessment. If you have any questions regarding the process, please contact NTEU Chapter Presidents and/or Executive Vice Presidents for any clarification.