

Fres-Bits

March 15, 2010

Goodwill Services Connection provides janitorial services for Butler

In October 1998, the Stockton/Fresno Goodwill Industries created a new company specifically to serve state and federal government contracts, and to specialize in those contracts that provide jobs for people with disabilities to assist them in transitioning to full-time gainful employment.

The company, now known as Goodwill Service Connection Inc. (GSC), also serves to diversify agency income and generate profit to fund Goodwill's employment, education, and training programs. GSC provides all janitorial services at the Fresno Butler Campus. The contract employs 37 people, including 21 with disabilities.

The Fresno Territory REFM, Buildings Management Office staff oversees the janitorial contract. The REFM/BMO staff recognizes that GSC is an integral part of the Fresno Butler Campus as they work on meeting the everyday janitorial and landscaping needs of the campus. The janitorial staff of GSC is responsible for maintaining the inside of the campus clean and safe. The landscaping staff is responsible for the upkeep of the campus grounds.

The janitorial staff works extremely hard to ensure Fresno Campus employee's housekeeping needs are met. During the peak seasons, the day and swing shift staffs are fully staff. The GSC employees take pride in providing a safe and clean environment for all employees. Janitorial services are provided six days a week, 24 hours a day. Due to the various shifts and numbers of IRS employees working, it is frequently difficult to clean, dust, vacuum, and wax floors without disrupting some employees. Schedules are monitored quarterly to promote best performance and minimal disruptions.

Sam Epperson has been the GSC on site contract project manager for two- and-a-half years and receives support from his Assistant Manager Karen Brand who has been at the campus for five years. Miguel Salcedo, janitorial supervisor, is known by many at the campus because he has worked at the Fresno Campus for 20 years. Carlos Vasquez, landscaping supervisor, has worked both as a landscaping employee as well as a janitorial employee for 15 years. These folks are dedicated to making the Fresno Butler Campus shine.

Trash receptacles — which one to use makes a difference

by Rosanna Rodriguez, Buildings Management Office

There are several different types of trash receptacles at IRS and it is important to understand the use for each one.

Food Products/Non-Paper Waste

Food products, non-paper waste and other trash should not be mixed with the secured trash. These items must be thrown away in the green cans located throughout the building. In order to avoid mice and/or other pests, food items should not be left in the work area. The refrigerators in designated canteens should be used to temporarily store your perishable food items.

The janitorial staff has found information with tax information (scraps of paper with

tax information, folders/papers with social security numbers, etc.) in the green trash receptacles. The green receptacle waste is taken directly to the landfill, disposing of waste with tax information (secured waste) in a green receptacle, leads to disclosure of tax information.

Secured Waste

The security waste must be disposed of in your desk trash receptacle. This trash is shredded to prevent disclosure of tax information and then is sent to be recycled. Secured waste is collected daily from under your desk or from the white trash receptacles near photocopy machines or printers.

Filing Season 2010 Tax Compliance Tips

- Consider filing early so if you've left any information out, there is time for the IRS to notify you of the problem and have you correct it before the due date. Filing early also gives you time to find a problem and file an amended return before the due date.

Inside this Issue

- Goodwill Services Connection
- Tax Compliance Tips
- Trash receptacles which one you use makes a difference
- Leave Share program
- VIA selling discount cards
- Partnership Academy is selling pizza cards.
- Feed your wild side
- Restroom etiquette
- Maintaining atriums
- Sharps containers available
- 2010 Photo Contest
- ASPIRE fundraiser & info fair

Articles should be submitted to *Fres-Bits* one week prior to publication. *Fres-Bits* publishes every Monday. Please submit articles by e-mail to: Nancy Crisp.

Cardboard should not be mixed with secured paper.

Please review the guidelines below for proper use of trash receptacles.

Grey Desk Receptacle:

(Black plastic bag)

- Paper products only -
- No food items -
- No hard metal items -
- No non-paper waste

See **TRASH:** on next page

Leave share program needs your help

Flora Deis, AM; **Janine H. Gallegos**, SP; **Kuljeet Dhaliwal**, SP; **Charles P. Still**, AM and **Mathilda Aburto**, of Appeals; have been approved to receive leave donations by the IRS Leave Transfer Program. Any donations of annual leave you make will be greatly appreciated. Please note that only earned annual leave in one hour increments may be donated.



How do you donate?

1) Check your annual leave balances and determine amount you would like to donate

Per 5 CFR Section 630.908, the IRS Guidelines for Leave Bank and Leave Transfer Programs, and National Agreement, Article 31, the maximum amount of annual leave an employee may donate is one-half of the amount of annual leave the employee will accrue during the leave year

2) Complete Section 2 & 3 of Form 9058 (IRS Leave Sharing Program),

3) Fax Form 9058 to **Angelica Stevens**, Leave Transfer Coordinator, at **202-283-4724**

4) Keep copy for your records

5) Ensure annual leave is available to be deducted from your account
Please note if you donate, it will take a minimum two pay periods to be deducted from your annual leave balance. Please contact your timekeeper on how to track the annual leave.

Butler has hot water in cafeteria

The Buildings Management Office has installed a hot water in sink erator for employee use. It is located in the east side of the dining area, at the sink close to the ice machines.

The water is for drinking, please be careful it is hot!



Volunteers in Action is selling FresnoLive discount cards

Would you like to save money in 2010? The Volunteers in Action Steering Committee is now selling the FresnoLive Discount cards until March 31.

These cards are your tickets to premier discounts throughout the greater Fresno area. More than 190 discounts for restaurants, entertainment, service discounts, and shopping. And when you purchase the FresnoLive discount card you are supporting the local community.

TRASH: Which can to use

Continued from page one

Green Trash Receptacles:

(White plastic bag)

- Used or broken pencils, pens, paper clips, staples, binders
- Food products, potato chip bags, candy & gum wrappers, cups, plates, plastic wear (Note: large food box items can be disposed in canteen trash receptacles)
- Plastic products, plastic sheet protectors, plastic wrap
- Paper products such as folders, cardboard pieces, booklets, wrappers from bulk paper, labels
- All non-paper waste: metal objects, wires/cables, tools, etc.

White Trash Receptacles:

- Paper products only (copy paper, printing paper)
- No non-paper waste

Blue Secured/Locked Bins:

- Large volume of secured waste - must be ordered for delivery and pick-up through ERC, via the <http://erc.web.irs.gov> web site or by calling toll-free 866-743-5748. ERC tickets help track the trends of the business units as to the need of secured shred bins.

These bins should not be held for extended periods of time, they must be returned within 24 hours. Off site locations can contact **Tanya Smith** at **454-6959** for additional bins.

Discount cards sell for \$12 each. Please cash only. To purchase a card at Butler site, contact **Nancy Collins** at 454-7294, **Leslea Robles** at 456-5947, **Chellie Davis** at 456-5531, **Corrie Rush** at 454-6295, **Lynn Horiuchi** at 456-5130, **Debra Pendergrass** at 456-5581, **Jennie Hunsaker** at 454-6815 at Guarantee building contact **Wanda Gruver** at 442-6495, and at the Broadway building contact **Billie Hobdy** at 458-7737 or **Dawn Lillich** at 458-7823.

Feed your wild side - Jack Link's beef snacks now available

Once again, the IRS-RHS PARTNERSHIP ACADEMY is selling Jack Link's Beef Snacks at \$1 each (cash only). These fantastic products taste great and are so convenient to eat at your desk!

The Jack Link's Beef Snack Choices include: Pepperoni Beef Sticks; Jalapeno Sizzle Beef and Cheese Packs; All American Beef & Cheese Packs; and the Original Beef Steak Snacks.

To purchase your Jack Link's Beef Snacks, please contact one of the following:

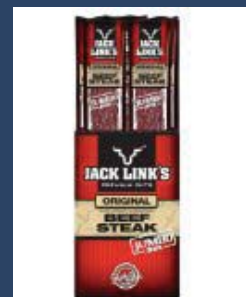
BUTLER DAYS - Judy Klaassen - 454-7202

BUTLER SWING - Marcella Gutierrez - 454-6655

BROADWAY PLAZA - Rita Harris - 458-7717

EL DORADO - Nancy Jones - 253-4812

For TOWER employees, you may contact any of the people listed above to make a purchase.



Restroom etiquette at the IRS

We are extremely fortunate to have a very conscientious crew of janitors working for this organization who provide us with the quality of service required to maintain the restrooms. Every janitor does their best to achieve outstanding results, however they sometimes run into barriers which take away their ability to perform their job. IRS employees can assist the janitors by remembering some simple courtesies:

- Leave the restroom in a healthy condition free of trash and foreign matter.
- Clean up after yourself. Do not leave the restroom stall in an unsanitary condition.
- Put all trash in the proper trash receptacle and pick up any that falls on the floor. Every restroom is equipped with at least one trash receptacle near the sinks and one near the door.
- Leave the restroom during scheduled cleaning times. Do not enter a restroom if it has been closed for cleaning. These precautions are taken to protect YOUR health and safety and to give the janitors adequate space and time to perform their duties.
- Do not stuff excessive amounts of toilet tissue, newspaper, paper towels, etc., in the toilets as they may clog the plumbing and cause the toilet to overflow.
- Do not dispose of needles, syringes and/or lancets in trash containers. Use the Sharps Containers available at your building or take home if containers are not available.

The janitorial staff deserves our greatest respect. The duties performed by our janitors can be very tedious but still are very demanding. Please be courteous, kind and grateful for their efforts. Allow them time and space required to complete their duties effectively. Let's all work together to keep our buildings an environment that each of us can be proud of.

If you have any comments and/or concerns regarding this article, please contact **Rosanna Rodriguez**, Buildings Management Specialist, Fresno Territory REFM, at 456-5096.

Maintaining the atriums at Butler

One of the privileges we enjoy here at the Butler site is several atriums with lawn and trees that are provided for smoke breaks or the chance to enjoy the sunlight and fresh air. Our atriums and grounds are maintained by the Goodwill Service Connection, Inc., crew who do a great job for us. Fresno Territory REFM, Buildings Management Office oversees the landscaping contract.

However, there are things that we, as employees, can do (or avoid doing) that will help us keep our atriums clean and healthy. One thing we should not do is dispose of unconsumed coffee from a cup or thermos by dumping it out onto a lawn. This can cause bald spots in the grass. This is not good for the grass and it detracts from the appearance of our lawn areas.

Sharps containers available for employees use

By Barbara Mecca, Safety Officer/Environmental Coordinator

Sharps Containers have been provided for employees' use at the Butler, Accounts Management and Compliance Buildings for the disposal of needles, syringes, and lancets used at work. Employees can also take their medical waste items home for proper disposal.

California State law prohibits the disposal of these items in regular or household trash. It requires that all sharps waste be disposed of in approved containers to prevent this waste from being deposited in landfills.

Please remember to recap all needles before placing them in the sharps containers at the following locations:

Butler	Health Unit - Bldg. 4 Security Console, Main Lobby (24 hrs.)
Accounts Mgmt.	Health Unit, 4th Floor Men's & Women's restrooms, 4th and 6th Floors
Compliance	Health Unit, 1st Floor, Room 168 Handicap/Unisex restrooms, 1st and 5th Floors

If you have questions about the proper disposal of sharps, please contact the nurses at the Butler, Accounts Management or Compliance Health Units.



Other things we as employees can do to help is to clean up after ourselves and to respect the scheduled cleaning times of our landscapers to maintain the atriums. Leftover coffee should be disposed of in the bathroom or dining area sinks. If you have a lid, please use it and you can dispose of your coffee in a green garbage can. Please do not use a drinking fountain. Our fountains can be easily clogged and only water should enter their drains.

Thank you for doing your part to help keep our building and grounds looking good and providing a comfortable place for each of us to work.

If you have any comments and/or concerns regarding this article, please contact Rosanna Rodriguez, Buildings Management Specialist, Fresno Territory REFM, at 456-5096.

Employee Activities Committee is sponsoring a photo contest In Full Bloom

All employees are invited to participate in the 2010 Fresno IRS Campus Photo Contest which begins March 22, 2010. You may enter up to two photos you feel best fit our theme **In Full Bloom**...the possibilities are endless. First, second, and third place winners will be chosen as well as honorable mentions. Winning photos will be enlarged, framed and permanently displayed in one of our Campus buildings. Winners will receive 59 minutes of admin time and a certificate.

Contest Rules:

- Contest is open to all Fresno IRS Campus employees from all locations.
- Entries must be received no later than April 16.
- Winners will be announced in the Fres-bits on May 10.
- All photos must be accompanied by the entry form below and digital file. (Please note that negatives will not be allowed.)
- You may enter no more than two (2) photographs.
- Your name, stop number, building, and phone # must be written clearly on the back of each photo if you submit actual prints.
- Digital photos and entry form should be e-mailed to Glenna.Ryan@irs.gov
- If you wish to submit prints also, entry form & prints can be mailed to Glenna Ryan at Stop 78101.
- Photos must be taken by contestant.
- Prints no larger than 5x7 may be submitted in color or black and white.
- Photos that do not meet the criteria will not be considered.
- Photographs will be returned to contestants after the display period ends.
- The contest committee assumes no responsibility for lost or damaged photos or digital file.
- Submission of your photos with a completed entry form grants permission to reproduce the photos at the discretion of the photo contest committee.
- Late, mutilated, or Polaroid photos are not eligible.
- Winners will be determined by a panel of judges, based on pictorial composition, originality, interest of subject matter, visual appeal, and consistency with the contest theme.
- Decisions of the judges are final.



In Full Bloom Photo Contest Entry Form

Name: _____ Organization: _____
Stop #: _____ Building: _____ Shift: _____
Phone #: _____

Title: Photo #1: _____ Photo #2: _____

Please print your name, stop #, building name, and phone # on the back of each photo. Mail entry form and photos to:

In Full Bloom Photo Contest Attn: **Glenna Ryan**, Stop 78101

I hereby grant permission to the Employee Activities Committee to use my photograph(s) in printed publications, or in any other manner, including its web site, without further consideration. I release the EAC from any expectation of confidentiality.

Signature: _____
Required to enter contest

ASPIRE's is holding a fundraiser and information fair

ASPIRE is holding a fundraiser and information fair where you can find out about the ASPIRE organization and take part in their fundraiser sale of beautiful Pashmina Scarves in a variety of colors and patterns starting at \$15. There will be a drawing for three \$10 gift cards, one for each building, ask a ASPIRE member how. (All winners will be notified via e-mail or phone by March 26th)

ASPIRE's Activities and Goals for 2010:

- Community activism - Food Drive, Blood Drive and VITA (Contact Chantha Sor for details)
- Career Mentoring Program
- Member picnic
- General Assembly Meeting

Where & When:

Tower Building

Tuesday March 16th (5th floor-Room 502)

10:30 am – 12:30 pm

4:00pm – 6:00 pm

Butler Building

Wednesday March 17th (Cafeteria entrance in front of the Golden One Credit Union)

11:30 am – 12:00 pm

4:00pm – 6:00 pm

Compliance Building

Thursday March 18th (1st Floor lobby)

11:00 am – 12:00 pm

4:00pm – 6:00 pm

ASPIRE (Asian Pacific Islander Internal Revenue Employees) is an equal opportunity employee organization dedicated to improving relationships within the IRS Asian/Pacific Islander community.



Example of beautiful Pashmina Scarves in a variety of colors and patterns starting at \$15.