

# Is it a Negotiation Item or Program Inefficiency?

Do you have an item you would like to submit but just not sure where it should be submitted?  
Here are some things to consider to help you decide:

## NEGOTIATION ITEMS

Your concern should be submitted as a **Negotiation Item** if any of the following apply. To help you decide ask yourself these questions:

- ✓ Are you looking for a change in FSA policy?
- ✓ Are you concerned that established FSA policy is not being followed?
- ✓ Are you concerned about changes made in established policy? (COC Elections)
- ✓ Does it involve individuals?
- ✓ Does it involve a group of individuals?
- ✓ Does it concern Position Classification or Grades?
- ✓ Does it pertain to FSA policy on holidays, leave, travel, credit hours?
- ✓ Is your concern about personnel issues such as:
  - ✓ Adequate training,
  - ✓ Inaccurate position descriptions,
  - ✓ Value of performance evaluations?
  - ✓ Concerns about staffing and budget?
- ✓ Do you question if Workload is being credited for work that is being done, or have a concern that workload is not being credited where the work is being done?

## PROGRAM INEFFICIENCIES

Your concern should be submitted as **Program Inefficiency** to the Programs Committee if any of the following apply. To help you decide ask yourself these questions:

- ✓ Do you have a specific question about a program or a suggestion for improving the processing of a program?
- ✓ Is it concerning one of the FSA programs?
  - ✓ Conservation - Price Support
  - ✓ Peanut Program - Tobacco Program
  - ✓ SCIMS - ADP/IRM - Etc.
- ✓ Do you have a constructive suggestion to improve the efficiency of one of the new web-based applications for a program?
- ✓ Are you offering a better way to process paperwork?
- ✓ Have you exhausted all other avenues for information, but still need clarification of program rules or regulations?
- ✓ Is it an issue with conflicting handbook policy? (2 handbooks/2policies/1 Issue)
- ✓ Do you have a specific question about a program function that is not in the handbook, such as, "Where in Workload and/or Work Measurement do I count field visits for emergency programs?"