

THOMAS J. BLUM
VICE PRESIDENT, LABOR RELATIONS (A)



October 19, 2022

OFFICERS

SUBJECT: National Center for Employee Development—Per Diem Change for
American Postal Workers Union-Represented Bargaining Unit Employees

As a part of the 2021-2024 National Agreement with the American Postal Workers Union, AFL-CIO (APWU), effective November 7, 2022, APWU-represented bargaining unit employees attending training at the National Center for Employee Development (NCED) will receive the full per diem rate of \$59 per day.

Bargaining unit employees who are designated as frequent travelers by the facility manager are encouraged to get an individual government travel card for official travel (reference Handbook F-15, Section 3-2.2). Those bargaining unit employees who do not have an individually billed travel card may request an advance of money to pay for travel, in accordance with Handbook F-15, *Travel and Relocation*, Section 4-2, *Getting Advances*.

Please note, there are some APWU-represented bargaining unit employees who may already be attending training at the NCED when the change is implemented. Prior to November 7, meals will continue to be included with their lodging and employees are expected to claim those meals as provided when submitting the eTravel expense report. Beginning November 7, meals will not be included with lodging and employees should not report that meals were provided when submitting the eTravel expense report.

If there are any questions, please contact Shannon Richardson, Director, Contract Administration (APWU) at (202) 268-5842.

Thank you for your attention to this matter.

A handwritten signature in blue ink, appearing to read "Thomas J. Blum".

Thomas J. Blum
Acting Vice President, Labor Relations

cc: Shannon Richardson

WELCOME TO NCED!

Please read this important information pertaining to your stay

***NEW* DINING:**

Part of the 2021-2024 National Agreement with the American Postal Workers Union (APWU), provides for full per diem for students attending training at NCED. Effective November 7, 2022, the following will apply to the food service at the NCED housing facility:

There are several dining options available. All locations accept cash, credit/debit, and apple pay. For fastest service, credit/debit or apple pay options are encouraged. For current hours of operation, please visit our website at <https://cc.nced.com/dining.html>

- **3 Squares Eatery**, Hotel Building – **Important to Note:** All patrons must pay prior to entering 3 Squares Eatery (not at the exit). *Buffet style, all you care to eat, dine in restaurant open every day:*
 - Breakfast - \$16.00 (tax included)
 - Lunch - \$20.00 (tax included)
 - Dinner - \$28.00 (tax included)
- **GP 405**, Hotel Building – *Bar and Lounge. Dine in, a la carte service. Dinner service only.*
- **Gift Shop**, Hotel Building – *Starbucks coffee, grab and go snacks, sandwiches, salads, and beverages. Open every day, breakfast, lunch, and dinner.*
- **Pony Express**, Main Learning Center – *Grab and Go marketplace featuring salads, sandwiches, snacks, pastries, frozen items, bottled beverages, and coffee. Open Monday – Friday, breakfast and lunch only.*
- Vending machines with snacks and beverages are also located throughout the property.

Food Delivery

- Food delivery services are not permitted to deliver directly to your guest room. When placing an order, instruct the driver to call you when they arrive on property, and you must meet the driver in the hotel lobby to retrieve your food. Drivers should not leave your delivery with the front desk.
- Outside food deliveries cannot be consumed in 3 Squares Eatery or GP 405 dining areas.

CONNECTING TO WIFI:

- Open **Connect to a Network** by clicking the Network Icon. From the list of available networks, select “NCED Guest Wi-Fi”, then select connect, no security key or password is required.
- Open browser, click on the box “I agree to terms and conditions”.
- Click NEXT

HOUSEKEEPING SERVICES:

Your guest room will be serviced every Wednesday and Friday (except for next day departures). For daily trash removal, please secure and place the trash bag outside of your guest room by 8:00am, housekeeping services will properly dispose of the bag. Should you require additional amenities or services, please contact the front desk by pressing 0 from your guest room phone. Our staff will be happy to assist you. Please note, our staff will not be entering your guest room unless specifically requested (except for emergency situations).

GUEST LAUNDRY:

Coin operated (quarters only) washers and dryers are in guest laundry rooms on all floors. The cost to wash is \$.75 and \$.50 for 30-minute drying. For your convenience, laundry detergent and fabric softener are available for purchase in the hotel lobby Gift Shop. Change machines are in guest laundry rooms and the hotel lobby near the ATM.

CHECK OUT PROCESS:

Please call the front desk when you are ready to check out, to be checked out via phone. All guest room keys expire at 11:00 am unless late check out is requested. Any incidental charges during your stay will be billed to the credit card on file and a receipt will be emailed to you.

CAMPUS BUILDINGS

The Main Learning Center (MLC), Preston Building and Franklin Building will be locked daily from 11pm until 6am. If access is required to any building during this time, please call 11 and we will be happy to assist you.

HOTEL PHONE NUMBER:

For assistance, please call 405-447-9000 available 24/7.

MAIL AND PACKAGES:

Please have mail and packages sent to your attention at the address below:

NCED Conference Center & Hotel

ATTN: Your First & Last Name

2801 E. State HWY 9

Norman, OK 73071

If mail and packages are received, we will leave a guest room phone message for you. Items may be picked up from the front desk in the hotel lobby.

NON-SMOKING ROOMS:

NCED is committed to providing guests and employees with a smoke-free guest room environment. The room recovery fee for guests who do not comply is \$250.00 per room/per night. This fee is assessed to cover the extensive cost of restoring guest rooms to a smoke-free condition. Smoking is permitted in designated outdoor spaces only.

ALCOHOL AND FOOD POLICY:

Aramark is the exclusive provider of food and beverage services at NCED. To maintain food and beverage safety and in compliance with policies, licenses, permits and insurance, Aramark will provide and serve all food or beverages consumed by guests in public areas of the hotel (including outdoor areas such as the courtyards and pool).

LOST AND FOUND:

Please contact Loss Prevention by pressing 11 from your guest room phone to report or inquire about a misplaced item.

ATM:

An ATM is in the hotel lobby.

