USE OF OFFICIAL TIME FOR REPRESENTATIONAL FUNCTIONS

Name of Supervisor	Duty Phone Number	Period Ending (Month)

INSTRUCTIONS

Submit form to HRO, ATTN: Labor Relations Specialist, at the end of each month when an employee has spent official duty time for any of the categories listed below. Give amount of time spent under each category by code and record time in increments of 15 minutes. Use of Employee/Union Represented or Time-Out Time-In Columns is optional. For assistance contact Human Resources Office (HRO)/Labor Relations Specialist (LRS)

Code — **Category I – Negotiations**

BA — Basic Negotiations/Renegotiations/Reopener (Time spent by union representatives who are employees of the activity in the negotiation of a contract with the activity.) Such time includes time spent renegotiating an existing agreement.

BC — Midterm/All Other Negotiations (Time spent by union representatives who are employees of the activity negotiating with management during the life of an agreement.) *(Covers all negotiations other than those covered by BA above.)*

Code — **Category II – Ongoing Labor Management Relations**

BD — Labor-Management Committees
BE — Consultation
BF — Safety Meetings/Inspections
BG — FLRA Proceedings/Includes ULPS
BH — Union Representative Training in Labor Relations
BJ — Formal/Weingarten Type Meetings

Official time granted for representational functions in connection with all labor-management committees *(general and specific)*, consultation, walk-around time for OSHA Inspections, FLRA proceedings, labor relations training for union representatives, and formal and Weingarten-type meetings under 5 USC 7114(a)(2)(A) and (B).

Code — **Category III – Grievances and Appeals**

BK — Agency Grievance Procedures
BL — Negotiated Grievance Procedures
BM — Arbitrations
BN — Appeals
BO — EEO Complaints
BP — Other Complaints/Not ULPS

Official time for employee representation functions in connection with grievances, arbitrations, adverse actions, EEO complaints, and other complaints and appellate processes.

DATE	NAME OF REPRESENTATIVE	EMPLOYEE/UNION REPRESENTED *(If applicable)*	TIME-OUT *(If applicable)*	TIME-IN *(If applicable)*	CATEGORY I		CATEGORY II		CATEGORY III		TOTAL TIME USED
					CODE	TIME	CODE	TIME	CODE	TIME	
TOTAL CATEGORY TIME USED											