USE OF OFFICIAL TIME FOR REPRESENTATIONAL FUNCTIONS

SUBMIT TO: HRO-LRS

NAME OF SUPERVISOR *(Last, First, Middle Initial)*	OFFICE SYMBOL	DUTY PHONE	PAY PERIOD ENDING

INSTRUCTIONS

Submit form to Civilian Personnel Office, Attention Labor Relations Office, at the end of each pay period when an employee has spent official 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 Representative or Time-Out/Time-In Column is optional. For assistance contact Servicing Civilian Personnel Office.

Code — Category 1 – 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 OSHA Inspections
BG FLRA Proceedings/Includes ULPs
BH Union Representative Training in Labor Relations

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 representation, and formal and Weingartern-type meetings under 5USC7114 (a)(2)(A) and (B).

Code — Category III – Grievances and Appeals

BK Agency Grievance Procedures
BL Negotiated Grievance Procedure
BM Arbitrations
BN MSPB Procedures
BO EEO Complaints
BP Other Complaints/Not ULPs

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

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

DISAPPROVED REQUESTS WILL BE RECORDED ON BACKOF SHEET**. RETURN SHEETS TO HRO-LRS BY COB 15 APRIL AND 15 OCTOBER EACH YEAR**