UNION RELEASE TIME POLICY

POLICY NUMBER: **500-07**	EFFECTIVE DATE: 1/6/2008	APPOINTING AUTHORITY APPROVAL:
REPLACES POLICY DATED: 12/1/2005	AUTHORITY: Articles 3, 25 and 43 of the OCSEA Collective Bargaining Agreement	

I. PURPOSE

The Ohio Department of Administrative Services (DAS) and the Ohio Civil Service Employees Association (OCSEA) recognize the role and benefits of union stewards and representatives in regard to contract implementation and administration as well as successful labor-management relations. There may be DAS employees covered under another bargaining unit agreement; in those cases, that contract will take precedent. This policy provides the guidelines for the various roles, responsibilities, and activities of union stewards and representatives and the leave available to them; i.e., paid or unpaid.

II. POLICY

A. Management has the right to require prior approval before union stewards and representatives may leave the work site or make themselves unavailable for DAS work. Stewards shall not leave their work area to investigate, file or process grievances without first notifying and making mutual arrangements with their supervisor or designee as well as the supervisor of any work unit to be visited.

B. Management has the right to track the usage of leave from the work site by union stewards and representatives as outlined in this policy. The Union Leave Log, (Attachment A) developed through joint labor-management processes, shall be used to assist the parties in complying with contractual provisions.

C. Union stewards and chapter officers shall be allowed a reasonable amount of time away from their regular duties to administer the contract at their work facility and only within DAS. Union release time shall not extend beyond an employee's regular work day. Stewards and employees will not be released to prepare for arbitration during work hours. Union leave may be disapproved based on critical operational needs.

III. PROCEDURE

A. For purpose of this policy, union leave is defined as any time a steward or representative is unavailable to perform DAS (state) work for more than 10 minutes; (e.g. off-site meetings, on-site meetings, time when the steward remains at his or her desk using e-mail, making phone calls, talking with employees, completing paperwork, etc.)

B. Upon becoming aware of a need for union leave, the union steward shall complete the Union Leave Log Form. No steward will be granted union leave without completing the union leave log, including supervisory approval, prior to the utilization of such time.

1. On the Union Leave Log Form, the union steward includes general comments about the purpose of the release time, as well as the time and location of the meeting. The steward shall enter the time the leave commences.
2. The completed Union Leave Log is submitted to the union steward's immediate supervisor or designee.
3. The supervisor or designee shall approve or disapprove the Log and return it to the employee. If the union leave is disapproved by the supervisor for operational needs, the reason is specified on the form.
4. Upon returning to state work, the steward shall enter the return time on the Union Leave Log Form.

C. The supervisor is responsible to inform the union steward or union representative of the supervisor's designee and the process to be followed if the supervisor and designee are not available.

D. If it becomes necessary to extend union leave beyond what was approved, the union steward shall inform the supervisor or designee and amend the Union Leave Log. If the time varies considerably from the original request, the supervisor will reassess the leave request.

E. The steward and his or her supervisor may agree on regularly scheduled time during the work schedule when union work may be performed.

F. At the end of each pay period, the steward shall submit his or her completed Log to the supervisor for review. The supervisor will review the Log, comparing it with the Timesheet entries and work with the steward to reconcile any issues. The supervisor will forward the Log to the Office of Employee Services (OES), Labor Relations Section, and retain a copy for the division or work unit file. The Office of Employee Services shall submit all Logs to the Office of Collective Bargaining.

IV. LOGGABLE/NON-LOGGABLE ACTIVITIES

A. Loggable leave time includes contract administration functions such as grievance meetings, mediation, arbitration, investigatory interviews, pre-disciplinary meetings, meeting with employees to discuss potential grievance issues, etc. The timesheet should be coded appropriately as 1721 UT.

B. Non-loggable leave includes union activities covered by Article/Section 3.10 and Article 43, for example, union business functions including area wide meetings, state conventions or conferences, executive board meetings, core planning meetings or other union committees as requested and approved through the Office of Collective Bargaining (OCB). The timesheet should be

coded appropriately as 1720 LESSU. When release for activity is approved through the OCB, the steward, and the supervisor will be notified through OES. Other non-loggable time includes joint activities such as Labor-Management, Health and Safety, Joint Health Care Committee, Benefits Trust, Workforce Development, Quality Committees, etc. The timesheet should be coded appropriately as 1722 JUT.

C. Completion of Request for Leave Form (ADM 4258) is required for non-loggable Unpaid Union Time, 1720.

V. TIMESHEET SYSTEM

A. The following codes should be used when completing the weekly paperless time report.

1. Code 1720 - Unpaid union time (LESSU) e.g. Union Executive Board
2. Code 1721 - Union time (UT) e.g. Investigatory, Pre-disciplinary or grievance meetings, grievance processing time.
3. Code 1722 - Joint union time (JUT) e.g. Benefit Trust, RWAC, JHCC, LM

B. The codes used should agree with what is entered on the Union Leave Log, the ADM 4258 and or the release notices from OCB.

C. The steward and the approving supervisor should ensure accuracy in use of codes.

VI. OTHER EMPLOYEES

A. With supervisory approval, employees may arrange a reasonable amount of time for meeting with union steward.

B. Employees may choose to confer with a union steward on work breaks, meal periods or before or after work hours.

C. Employees will not be released from state work to meet with a steward away from the employee's work area.

VII. REVISION HISTORY

Date	Description of Change
2/09/2005	Original Draft
12/01/2005	Initial Policy issued
1/06/2008	New appointing authority

Employee Name: _____ Union Leave Log Form Page ____ of ____ pages

Date (MM/DD/YY)	Comments	Out to Location	Time Out	Time In	Supv/Mgr Initials