

UNION RELEASE TIME POLICY

POLICY NUMBER: 500-07	EFFECTIVE DATE: 1/04/2013	APPOINTING AUTHORITY APPROVAL: 
REPLACES POLICY DATED: 05/24/2010	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. Union stewards and chapter officers shall be allowed a reasonable amount of time away from their regular duties to attend various meetings for the purpose of administering the contract and the processing of grievances.

1. Union release time shall not extend beyond an employee's regular work day, except where practicable and at their supervisor's discretion, the steward may be able to flex time for attendance at pre-disciplinary meetings or investigative interviews which take place outside the steward's normal work hours.
2. Stewards and employees will not be released during work hours to prepare for arbitration.
3. Union leave may be disapproved based on critical operational needs.

B. Management has the right to require prior approval before union stewards and representatives may leave the work site or become unavailable for DAS work.

1. Stewards shall not leave their work area to investigate, file or process grievances without first notifying and making mutually acceptable arrangements with their supervisor or designee, (e.g. by email).
2. Prior to leaving their work area, stewards shall also notify the supervisor of any work unit to be visited.

C. Management has the right to track the usage of leave from the work site by union stewards and representatives as outlined in this policy.

- D. 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.)

III. PROCEDURE

- A. In accordance with Article 3.11, all time off work for Union business must be entered into the OAKS time/labor self-service "Request Leave" screen along with the appropriate time reason code (TRC).
1. A complete accounting of time for the pay period must be entered and approved before the end of each pay period.
 2. OAKS time/labor self-service "Request Leave" screen shall constitute the form or log specified in Article 3.11.
 3. Union officials need to inform their supervisor of the need for time to conduct Union business by any mutually accepted and practicable method.
- B. Union officials are responsible for maintaining an accurate rendering of union time in OAKS using the following time reason codes.
1. UNTLV
 - a. Union Time Leave code is used to record steward time under Section 3.02 and/or 25.07.
 - b. Code used to capture time and cost associated with administration of the collective bargaining agreement.
 - c. This is paid union time which does not affect the accrual of leaves.
 - d. This leave time should **not** be entered on the "DAS Employee Work Hours Record."
 2. UNJLV
 - a. Joint Union Time Leave code is used to record time associated with joint labor and management committees and other types of joint activities.
 - b. This leave time should **not** be entered on the "DAS Employee Work Hours Record."
 3. UNPDL
 - a. Union Non-Paid Leave code is used to record release time for Union functions under Section 3.10 "Union Leave."

- b. This leave time shall be entered as "Other" ("O") on the "DAS Employee Work Hours Record."
- C. Purpose for the time used in each case will be described by the Union official in the "Comments" window for each row used in the OAKS time/labor screen.
- D. 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.
- E. If it becomes necessary to extend union leave beyond what was approved, the union steward shall inform the supervisor or designee. If the time varies considerably from the original request, the supervisor will reassess the leave request.
- F. The steward and his or her supervisor may agree on regularly scheduled time during the work schedule when union work may be performed.

IV. 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.

V. REVISION HISTORY

Date	Description of Change
2/09/2005	Original Draft
12/01/2005	Initial Policy issued
1/06/2008	New appointing authority
5/24/2010	Use of OAKS time/labor screen and Time Reason Codes (TRC); elimination of Union Leave Log Form.
1/04/2013	New appointing authority