

NTEU/FDA OFFICIAL TIME FORM

1. Name of Union Representative: _____ 2. FDA Operating Division: _____ 3. Section/Unit: _____

4. Nature of Business: (See category descriptions on reverse side. Check all that apply.)

- A. Negotiations
- B. Dispute Resolution
- C. General Labor-Management Relations

5. Operating Division to which business relates: _____

6. Union Representative: Complete chart and have your supervisor initial in advance.

Date	Est. Start Time	Est. End Time	Est. Total Time	Act. Start Time	Act. End Time	Act Total Time	Union Rep. Initials	Supervisor Initials ¹

¹ Requests for Official Time will be granted unless they substantially hinder the accomplishment of essential Agency work that cannot be otherwise accommodated. A supervisor who disapproves a request will, at the request of the Union representative, provide a written explanation of the action and will set the time when the Union representative may expect to have official time.

Official Time Definitions

- A. **Negotiations:** Includes time used by Union representatives for, or in preparation for:
1. negotiations over the basic Agreement;
 2. negotiations over the supplementation or augmentation of the Agreement or under a reopener provision in the Agreement; and
 3. negotiations occurring during the term of that Agreement (mid-term bargaining). This category includes both interest based and position based negotiations.
- B. **Dispute Resolution:** Official time granted for employee representation functions in connection with such things as grievances, arbitrations, adverse actions, alternative dispute resolution (ADR) and other labor relations complaint and appellate processes. This category may also include Union counseling of employees on problems, phone calls, e-mails, and meetings with management concerning employee complaints problems that are pre-grievance or pre-complaint, but not part of any formal ADR process.
- C. **General Labor-Management Relations:** Official time authorized for representational functions in connection with all other activities not covered by the categories of Negotiations and Dispute Resolution. This category might include labor-management committees, partnership activities where the Union is represented, consultation, pre-decisional meetings, walk-around time for OSHA inspections, labor-relations training for Union representatives, and formal and Weingarten-type meetings under 5 USC 7114(a)(2)(A) and (8).