

# **APPENDIX 2**

## **NTEU HHS Official Time** **Form**



**Representational Function of Official Time (Activity):**  
**Nature of Business:**

A.	<p><b>Negotiations:</b></p> <p>Includes time used by union representative for, or in preparation for:</p> <ul style="list-style-type: none"> <li>All negotiations with the Employer occurring during the term of the CBA (including briefings).</li> <li>To prepare for, if necessary, and travel to any of the activities listed above.</li> </ul>
B.	<p><b>Dispute Resolution:</b></p> <ul style="list-style-type: none"> <li>Any statutory appeal proceeding or other forum in which the Union is representing an employee or the Union pursuant to its obligations under relevant contract provisions, regulations or law;</li> <li>Formal discussions between Employer representatives and employees concerning personnel policies, practices, matters affecting working conditions or any other matter covered by 5 U.S.C. § 7114(a)(2)(A);</li> <li>meetings to discuss or present unfair labor practices charges or unit clarification petitions;</li> <li>meetings to present appeals in connection with statutory or regulatory appeal procedures in which the Union is designated as the representative;</li> <li>oral reply meetings if the Union is representing the employee;</li> <li>any meeting for the purpose of presenting reconsideration replies in connection with the denial of within-grade increases;</li> <li>meetings with the Employer for the purpose of presenting an employee's request for review and/or reconsideration (grievance) of that employee's performance appraisal;</li> <li>grievance meetings and arbitration hearings;</li> <li>EEO complaint settlements, administrative and/or court hearings if a complaint is processed under the negotiated procedure;</li> <li>Discussions of possible grievances with an employee;</li> <li>Conferring with affected employees about matters for which remedial is available under the terms of this Agreement;</li> <li>To prepare for, if necessary, and travel to any of the activities listed above.</li> </ul>
C.	<p><b>General Labor-Management Relationship</b></p> <ul style="list-style-type: none"> <li>Attendance at an examination of an employee who reasonably believes he or she may be the subject of a disciplinary or adverse action and the employee has requested representation pursuant to 5 U.S.C. § 7114(a)(2)(B);</li> <li>meetings or committees on which the Union representatives are authorized membership pursuant to this Agreement;</li> <li>attendance and participation at any new employee orientation session outlined in Article 13;</li> <li>to attend OSHA meetings consistent with regulation;</li> <li>to conduct training or activities on labor relations issues for employees not to exceed four (4) hours quarterly (non-cumulative);</li> <li>to conduct training for employees as outlined in Article 13;</li> <li>to meet with members of Congress and their staffs on matters relating to bargaining unit conditions of employment;</li> <li>attendance at Employer-recognized activities to which the Union has been invited;</li> <li>to participate in jointly sponsored training primarily to further the interest of the government by improving labor-management relationships;</li> <li>Informal consultations between the Employer and the Union;</li> <li>Preparation of reports, forms, and documents required by law or regulation concerning the proper operation and administration of a labor organization; and</li> <li>To prepare for, if necessary, and travel to any of the activities listed above.</li> </ul>