

PROCEDURES FOR DOCUMENTING INCIDENTAL USE OF OFFICIAL TIME

All use of Official Time by NTEU representatives must be documented and approved using the Request for Official Time form. Official Time includes situations in which union business is conducted in an unplanned or informal manner, such as telephone calls, electronic mail messages, and impromptu hallway discussions.

When supervisory approval of Official Time cannot be obtained in advance because of the informal or unplanned nature of the union business, the following procedures will be followed by all NTEU representatives within CDRH for documenting and obtaining approval for the use of Official Time:

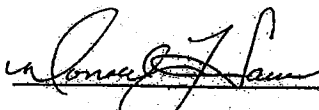
1. Each instance of unplanned/informal use of Official Time will be recorded by the representative during the course of the work week. The record shall include the date, time, duration, and Official Time category.
2. On the last day of the workweek (no later than Friday), the representative will prepare a Request for Official Time, indicating the total hours spent during the preceding week in each category. (It is not necessary to complete the verification section of the form.)
3. The representative's record of Official Time (described in 1) will be attached to the Request for Official Time.
4. The Request for Official Time will be signed by the representative and presented to the supervisor for approval and retention. A copy of the approved Request for Official Time will be provided to the NTEU representative.

These procedures apply to the use of Official Time that is unscheduled, of brief duration, and conducted in or near the representative's office. NTEU activities and meetings that are scheduled, are of substantial duration, and/or take place away from the representative's office still require prior supervisory approval. If a meeting is scheduled on short notice and the immediate supervisor is not available to approve use of Official Time, approval may be granted by the second or third line supervisor.

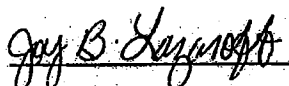
This agreement is for this specific CDRH matter only. It is not precedent-setting for contract negotiations.

FOR CDRH

FOR NTEU

 12/21/98

Associate Director for
Management & Systems Date

 12/21/98

Representative Date
NTEU Chapter 282