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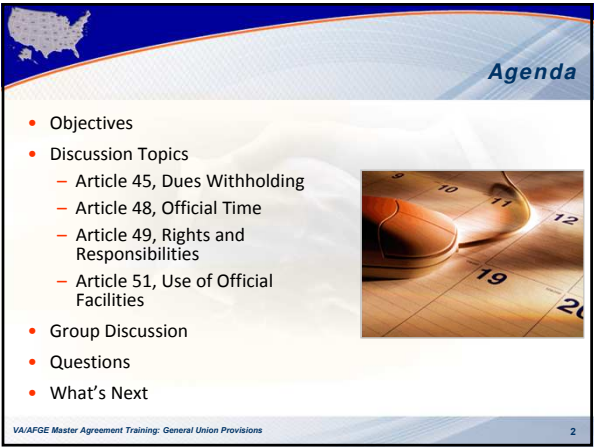
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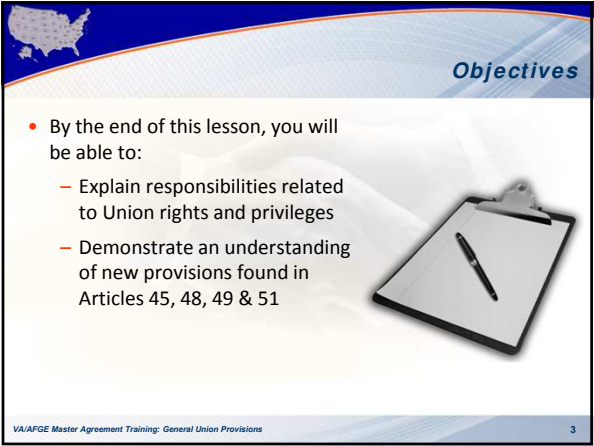
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### Article 45 – Dues Withholding

- The purpose of this article is to explain payroll deductions of dues for AFGE bargaining unit employees.



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### Article 45, Section 6 Revocation for Bargaining Unit Employees

- \*\*\*“The local union is the authorized party that may provide an SF-1188, and must provide it to a union member upon request. The SF-1188 is also available on the OPM website.”\*\*\***

Article 45, Section 6A

- To be timely, the SF-1188 must be submitted to the local union **\*\*during the 10 calendar days ending on the anniversary date of his/her original allotment.\*\***
- Local union representatives **\*\*will be on official time while receiving and processing the SF-1188.\*\***

Article 45, Section 6B

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### Article 45, Section 7 Continuation of Dues



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**Article 45, Section 8**  
**Position Determination**

- If an employee is on dues withholding...  
  
...and there's a dispute as to whether his position is in or out of the bargaining unit...  
  
...does the employee stay on dues withholding?

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**Article 48 – Official Time**

- \*\*\*"As provided in 5 USC 7131, official time shall be granted as specified in law and in any additional amount the Department and the Union agree to be reasonable, necessary, and in the public interest. Official time shall be granted for activities as specified in law and in amounts specified by this Agreement or otherwise negotiated."\*\*\*

Article 48, Section 1B

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**Article 48**  
**Uses for Official Time**

- Official time shall be used for:
  - Handling grievances and other complaints
  - Handling other representational functions
  - Engaging in appropriate lobbying functions



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### Article 48, Section 2 Designated Union Officials/ Representatives

- Union is provided an allotment of time to perform official duties:
  - Subject matter experts, administrative support during negotiations, national grievances, labor-management collaboration, special projects, department initiatives, etc...
- Hours can also be passed on to individuals not on 100% official time
  - Delegated through National President's office
- Given in one-hour increments
- Additional hours can be obtained per request to the Department

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### Article 48, Section 2 Designated Union Officials/ Representatives



- Two members each from the VA Mid-Term Bargaining Committee and the VBA Mid-Term Bargaining Committee will be on 100% official time.
  - VACO LMR will work with local facilities to obtain the time needed for three other members of each committee.

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### Article 48, Section 2 Designated Union Officials/ Representatives



- The Union will provide the Department with a list of National Union Officers, District Representatives, National Representatives, and National Safety and Health Representatives.
- The Union will also provide timely notice of any change in National Union Representatives.

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### Article 48, Section 5 Travel to Other Locations

**Representational Activity Categories:**

- Negotiation of term collective bargaining agreements
- Negotiating changes to conditions of employment
- Dispute resolution
- General labor-management relations

- A: Check out procedures for when representational activity requires travel outside the duty station
- B: Authorizes access to transportation for official business and permits personal transportation expense reimbursement

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### Article 48, Section 6 Other Activities



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### Article 48, Section 9 Allegations of Abuse

- “Alleged abuses of official time shall be brought to the attention of **an appropriate Union official** and to an appropriate Department official on a timely basis by supervisors and Department officials. The Department official will then discuss the matter with the Local or NVAC president as appropriate.”

Article 48, Section 9



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**Article 48, Section 10**  
**Local**

- Each local union receives an allotment of official time equal to 4.25 hours times the number of bargaining unit employees:

$$4.25 \times (\text{\# of bargaining unit employees}) = \text{amount of official time}$$

- At a minimum, each VHA and VBA local union gets half a year's worth of hours.
- At a minimum, each NCA local union gets a quarter year's worth of hours.

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**Article 48, Section 10**  
**Local**

- Facility has 1,000 bargaining unit employees
- $1000 \times 4.25 = 4250$  total official time hours
- Possible allocations (2,080 hours = 1 FTE):
  - Two FTEs at 100% official time with 90 additional hours
    - $2080 \times 2 = 4160$ ;  $4250 - 4160 = 90$
  - Four FTEs at 50% official time with 90 additional hours
    - $1040 \times 4 = 4160$ ;  $4250 - 4160 = 90$
  - Or any other combination

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**Article 48, Section 10**  
**Local**

- Local unions above the 4.25 amount, no increase
- Local unions below the 4.25 amount, initial increase
- First calculation good for one year; re-calculated every six months beginning March 15, 2012
- For additional time negotiate locally or request case-by-case



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Group Activity



Knowledge Check

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Knowledge Check Activity

- Name at least three uses of Official Time:
- Describe a situation or activity where a union representative would use duty time rather than official time.

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Knowledge Check Activity

- Scenario: A facility has 2500 bargaining unit employees. At minimum, how many official time hours does the local union get?
  - A. 588
  - B. 10,625
  - C. 10,000

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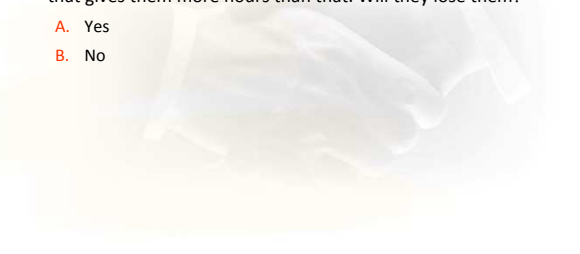
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### Knowledge Check Activity

- This same facility has a local supplemental agreement in place that gives them more hours than that. Will they lose them?  
A. Yes  
B. No



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### Article 49 – Rights and Responsibilities



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### Article 49, Section 2 Rights and Responsibilities of the Parties

- “In all matters relating to personnel policies, practices, and other conditions of employment, the parties will have due regard for the obligations imposed by 5 USC Chapter 71 and this Agreement, **\*\*and the maintenance of a cooperative labor-management working relationship.\*\***”\*\*



Article 49, Section 2A

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**Article 49, Section 4**  
**Notification of Changes**

- Section 4 brings significant change to the notification process.
- Memorandum of Clarification explains the intent.



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**Article 49, Section 4**  
**Notification of Changes**

Three ways to notify:

U.S. Mail

Personal Service

Electronic (e-mail/fax)

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**Article 49, Section 4**  
**Notification of Changes**

- If Department or Union uses e-mail for notifications, they will use e-signature.
- E-signature is the time frame for receipt.
  - E-mail notifications sent with e-signature are considered received five workdays after they are sent.



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### Article 49, Section 4

#### Notification of Changes

- The Department will provide training on:
  - Use of technology
  - Sending/receiving e-mail
  - Validating date send receipt
  - E-signature date
  - Read receipt
  - Saving/printing e-mails



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### Article 49, Section 4

#### Notification of Changes

- E-mail notification will begin only after the Union has completed training or has been offered/declined training.
- The parties will mutually agree upon the dates for training.
  - If they are unable to mutually agree, the Department will provide five dates for training during duty hours. The Union must choose one of those dates or it is deemed as declined.
  - If the Department sets the dates for training, it will consider Union availability.
- Union officials will be on official time during this training. This will not be charged to any allocation of official time.

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### Article 49, Section 4

#### Notification of Changes

- Electronic Signature as used in Section 4 **does not include** "upon receipt" at this time:
  - The Department does not have the capability for the recipient to sign by e-signature.
  - If the capability is developed, the parties will negotiate over its use.



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### Article 49, Section 4

#### Notification of Changes

- Union will be provided with the equipment needed to send and receive email.



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### Article 49, Section 11

#### Exit

- **\*\*A. The local union will be on the clearance check list in use at each facility for bargaining unit employees who are leaving employment at the facility. \*\***
- **\*\*B. All information from exit interviews shall be provided to the Union. This information will be provided on a quarterly basis nationally, and if aggregated on a local level (that is, ten or more employees' data is collected), the local union is also entitled to this specific information. \*\***
- **\*\*C. The Union will be provided a copy of Gains and Losses (G and L) for each pay period for bargaining unit employees." \*\***

Article 49, Section 11

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### Article 51

#### Use of Official Facilities

- The purpose of this article is to outline facilities, equipment and other items the Department has agreed to provide to the Union for carrying out its representational and partnership duties.



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### Article 51

#### Use of Official Facilities

- Office space
- Meeting space
- Telephones with long distance service, speaker phones, voicemail
- Fax machine
- Personal computers
- Color printer
- Access to e-mail, Internet, Intranet
- Remote access to LAN and Intranet
- Photocopier
- Maintenance and routine services
- Bulletin boards
- Interoffice and metered mail
- Access to transportation as space-available

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### Article 51, Section 1

#### Union Office Space

- “Each office shall be equipped with adequate telecommunication lines **\*\*equal to those used in the top-level administrative offices in the facility. The Department shall authorize and thereafter install or permit the installation of private data lines (high speed internet) and private phone lines.\*\***” \*\*



Article 51, Section 1B

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### Article 51, Section 4

#### Equipment and Technology

- Additional equipment may be negotiated locally.
- Union will be on same technology lifecycle as administrative offices.
- Department will provide training.
- Union may have links from LMR intranet and internet sites.



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### Article 51, Section 12 Access to Agreement



- This Agreement will be made available online on the VACO LMR website:  
<http://www.va.gov/lmr>

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### Group Discussion



Scenario Discussion

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### Scenario 1

- The Master Agreement states that the Department is responsible for providing the Union with office space and other technology items. What are some examples of items that must be provided by the Department?
- The local union decides they need an item not listed above, how do they go about obtaining it?

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Scenario 2

- The Hospital Director has decided to temporarily close an employee parking lot at the facility for resurfacing. Is it necessary to notify the union of this change?
- By what methods can the manager notify the union of the change in working conditions?

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Questions

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What's Next?

Grievance, Arbitration, and Bargaining



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