

Appendix 11.3

Release Time for Union Activities

Staff covered by this policy

This appendix applies to all appointed SM staff represented by AFSCME, Local 1477.

A. Guidelines for release time

1. These guidelines are intended to assist with the application of Articles 1 and 2 of the Articles of Cooperation found in Appendix 11.2 of this manual and will serve as a resource for decision making by AFSCME, Local 1477 officers/stewards and departmental management when a union official is participating in:
 - a. Joint union/management meetings during normal work hours
 - b. Joint union/management meetings during non-work hours
 - c. Grievance investigation or preparation activities
 - d. Grievance meetings with management in one of the specified steps of the grievance procedure
 - e. Union meetings during work hours
 - f. Approved union-sponsored training programs
2. Prior to leaving the work area for union-related activities described in this appendix, union officers and stewards must:
 - a. Obtain supervisory approval to leave the work site
 - b. Complete the Release Time for Union Activities log indicating the purpose and anticipated length of the release time
 - c. Record time spent on union-related activities on a separate time card or with a separate code clearly identifying it as release time

B. Joint union/management meetings during normal work hours

1. These are Equal Representation Committee (ERC-type) meetings in Human Resources or within an individual department and annual negotiations under the Conditions for Cooperation.
2. Union officers or stewards will be released from their regular work shift without loss of pay to attend joint union/management meetings provided the time spent is kept at a minimum. The time paid will be limited to actual meeting time plus necessary time, if any, spent during scheduled working hours, in traveling between the employee's work location and the meeting location.
3. This is the same type of meeting as outlined in the previous section. When a joint meeting is scheduled during hours outside the regular work shift for a union officer or stewards, as frequently happens for second- and third-shift employees, the person shall either:
 - a. Receive the same amount of time to take off during that week
 - b. Have that workday adjusted to permit either a late arrival or early departure for the same amount of time

The policy on change in work schedules will not apply in these cases.

4. The President, Vice President, or Secretary-Treasurer of Local 1477 will have one hour each day to devote to union activities arising out of the Conditions for Cooperation. Additional time, up to a maximum per day of two hours, must be requested in advance and approved by the supervisor.

C. Grievance investigation or preparation activities

1. Employees and stewards shall be allowed reasonable opportunity for discussion of complaints or grievances subject to the approval of the supervisor of each as to the earliest practical time when they both can be spared from the job. Grievance-related meetings and activities will be scheduled at times that are least disruptive to operations and so that they do not interfere with essential work requirements.
 - a. If this release time is during the regular work shift of those involved, it will be with pay.
 - b. If the time is during the hours outside the regular work shift of a participant, the time is without pay.

For example, an officer who normally works the first shift will be on his own time when visiting a work location on the second shift to meet with a grievant. Likewise, a grievant who works the second shift, will be on his or her own time during visits to the campus in the daytime to meet with an officer to discuss a grievance.

D. Formal disciplinary and grievance meetings

Since grievance meetings in one of the specified steps of the grievance procedure are scheduled by management, the grievant and union official representing the grievant will be considered in pay status. If the meeting is during the hours outside the regular work shift of either the grievant or the official, they will receive either an equivalent amount of paid time off to be taken that week or will have the starting or ending time for that workday adjusted an equivalent amount of time.

The policy on change in work schedules will not apply in these circumstances.

E. Union meetings during work hours

Participating in union meetings during work time will be attended on the officers or stewards' own time. Time away from work will either be without pay or charged against accumulated vacation or sick time at the employee's choice and subject to departmental policies and practices concerning the scheduling of such time.

If mutually agreed and if scheduling permits without hardship to the unit, adjustments in hours of work can be arranged.

F. Union-sponsored training programs

If approved in advance by university administration and departmental management, union officers, stewards, and other approved union-represented employees will be allowed time away from work without loss of pay to participate in union-sponsored training programs. If such programs occur during hours outside the regular work shift of a participant, the time shall be without pay for that participant.

If mutually agreed and if scheduling permits without hardship to the unit, adjustments in hours of work can be arranged.