

Appropriate Use of State Time for Union Purposes

AFSCME

- Time representing an employee in an investigation, pursuant to Article 16, Section 2.
- Time to process grievances pursuant to Article 17, Section 2.
 - Grievance processing can mean research ahead of a grievance hearing, a pre meet, and a debrief meeting.
 - It is not reasonable for stewards to use this time to do site visits.
- Pursuant to Article 25, designated union representatives shall be allowed reasonable time which does not unduly interfere with their normal duties.

MAPE

- Pursuant to Article 7, Section 6, stewards are allowed reasonable time to post official Association notices on bulletin boards, distribute newsletters and transmit communications. As a general rule, travel time can be included if travel time doesn't exceed 30 minutes. *See* Article 9, Section 2, (C)(5) for additional details.
- Time representing an employee in an investigation, pursuant to Article 8, Section 2.
- Time to process grievances pursuant to Article 9, Section 2, C. Reasonable time includes travel time up to 30 minutes.

MMA

- Pursuant to Article 4, Section 2 stewards are allowed reasonable time to share official Association notices, transmit communications to the employer for contract administration, and distribute newsletters.
- Time representing employees in investigations, pursuant to Article 6, Section 4.

MLEA

- Article 32 – Donation of Vacation allows for MLEA represented employees to donate 8 hours of vacation to their Association Representative. Time to process grievances and conduct union business would fall under this category.

MGEC

- Pursuant to Article 4, Section 1 of the CBA, representatives are able to have reasonable time that does not interfere with normal duties to enforce the contract, post notices and announcements and transmit communications.
- Time representing employees in investigations, pursuant to Article 14, Section 3.
- Reasonable time to process grievances pursuant to Article 15, Section 3.

MNA

- Time to investigate and process grievances, pursuant to Article 16, Section 4.
- Pursuant to Article 25, reasonable time shall be given for orientation purposes.

SRSEA

- Pursuant to Article 3, Section 5, with advance notice, approval shall be given to the Association to transact official business.
- Time to represent employees in an investigation pursuant to Article 16, Section 2.

Note – SRSEA also has some different union leave options available.

LELS Unit 17

- Time representing an employee in an investigation, pursuant to Article 16, Section 2.
- Time to process grievances pursuant to Article 17, Section 2.
 - Grievance processing can mean research ahead of a grievance hearing, a pre meet, and a debrief meeting.
 - It is not reasonable for stewards to use this time to do site visits.
- Pursuant to Article 25, designated union representatives shall be allowed reasonable time which does not unduly interfere with their normal duties.

LELS Units 18 and 19

- The union designates one representative from each represented agency, pursuant to Article 9, Section 4 of the CBA allows for up to 8 hours of vacation to be donated to union representatives per year to allow for union work. Time to process grievances and conduct union work would fall under this category.

Examples

- You are hearing a 2nd step grievance for an AFSCME employee who was disciplined. The union representative comes to the grievance meeting with three additional stewards, stating that he is training new stewards. Is it acceptable to have four stewards on state time at the grievance hearing?
 - No. The AFSCME agreement allows for up to three representatives for a Step 2 grievance in Article 17 of the CBA.
- You're investigating a MAPE employee for serious misconduct. The grievant has brought a MAPE staff person. Is this okay?
- Yes, this is fine. MAPE staff people are paid by MAPE, not state agencies.
- An AFSCME steward has notified their supervisor that they are planning to go to a site visit at another building on state time, and states that this is a reasonable use of time under Article 25. Is this true?
 - No. Reasonable time under Article 25 is for things like updating the union bulletin board or talking to a member about a question they may have. It is not to spend several hours at a site.

Helpful Hints

- **Check the CBA!** This includes the supplemental agreement for your agency. There can be differences in supplemental agreements when it comes to what time is allowable and eligible for paid leave. Further, this is meant to assist you, but not a substitution for reviewing the contract.
- In general, processing grievances and sharing normal union business information is a reasonable use of time. Site visits are not considered a reasonable use of time.
- Most CBAs have a designated number of individuals that can be released on state time for grievances. Overpayments can result if additional representatives participate and put in time as regular paid hours. The number of participants can vary depending on the step or specific circumstances; be sure to carefully review the CBA to ensure you are not permitting additional participants to attend and be paid.