

# Master Labor Agreement

Between



The United States Marine Corps  
and the  
American Federation  
of  
Government Employees

18 August 2010

Article 7: Official Time and Steward System

Section 1. Administration. The equitable allocation and approval of official time, as defined in Article 2, to perform representational duties shall be administered in accordance with the Statute and this MLA. Recognizing that the appropriate use of official time benefits both the Employer and the Union, the parties agree to the following amounts of official time as reasonable, necessary, and in the public interest.

Section 2. The Council and/or Local Union shall designate Local officers and stewards of the Council and/or Local Union, respectively. These designated officers and stewards shall be recognized as employee representatives. Unless official time has been authorized in accordance with the Statute, or this MLA, and approved according to the procedures of this Article, representational activity shall be performed on the non-duty time of the employees involved.

Section 3. Council Officers. Council representatives, if a member of the bargaining unit and otherwise in a duty status, will be entitled to a reasonable amount of official time. The Council President, Vice President and Secretary/Treasurer will be entitled to a reasonable amount of official time.

Section 4. Local Officers and Representatives

a. The Employer will authorize and approve a total of six (6) bargaining unit employees 100% official time to be designated by the Council. The following locals are designated to receive one of the above mentioned 100% designations:

Local 2317	Local 1482
Local 1951	Local 2065
Local 1881	Local 2018

b. Locals not otherwise authorized or approved a 100% official time allocation under Section 4 (a) above, the Employer will authorize and approve each Local President a reasonable amount of official time to perform representational duties, unless the usage of official time is otherwise authorized under sections 7131(a) or 7131(d) of the Statute.

Section 5. The entitlement of official time as provided in this Article is subject to the following conditions:

- a. Be a bargaining unit employee of the Marine Corps within the consolidated unit.
- b. The benefit of 100% official time may not be delegated except as described in this section.
- c. The official time must not be used for a purpose prohibited by section 7131(b) of the Statute, such as soliciting membership, campaigning for union office, or collecting union dues.

d. In addition to other authorized usages of official time under the Statute, those employees authorized 100% official time are authorized official time to attend the AFGE Annual Legislative Conference. Additional usage of official time for similar representational activities may be granted at the local level, if mutually agreeable. The parties understand that lobbying is not authorized on official time.

e. Employees authorized 100% official time under section 4.a. of this Article who will be absent from the duty station for any reason for a period of five (5) workdays or more may designate in writing a union representative to act with full authority in their absence. The designated member shall be afforded 100% official time in accordance with Section 4 of this Article, to perform union representational duties. The designee may be assigned for the entire period of absence. The Local Union will provide five (5) days notice, except in emergency situations, to the Head of Labor and Employee Relations, or their designee, at the local Activity.

f. Local Union representatives and Council officials on 100% official time will complete the form contained at Appendix A the end of each pay period and forward to the Labor Relations Advisor at their local Human Resources Office.

g. On scheduled workdays, Local Union representatives on 100% official time will be on duty during the core hours of 9 a.m. to 3 p.m, and must be available during their normal working hours, outside of the hours of 9 a.m. to 3 p.m., if operational needs arise.

h. For purposes of this Agreement, the employee authorized 100% official time will adhere to the language contained in Article 15. Absence and leave will be reported to the Satellite Office Manager or their designee, who will act in a supervisory role for such purposes. The employee additionally must report to the Satellite Manager or their designee any meetings which take the employee away from the duty station.

Section 6. Only one (1) employee may be on official time to represent the Council, a Local Union or employee(s) in the performance of a representational function at any given time except when:

a. More than one (1) representative has been expressly provided by this MLA or invited by management to attend a meeting; or

b. A grievance is being elevated from one step of the grievance procedure to another and it is necessary for the representatives from the two steps to transfer and briefly discuss the grievance file; and

c. A steward who has been appointed for less than one (1) year and lacks the expertise to perform the representation, in that case, the Local Union President may assign another representative to act as an observer, and the time spent by the steward who lacks the expertise will count toward the Council's block of official training time.

Section 7. Union representatives (except those approved for 100% official time) must seek and obtain advance approval of their immediate Supervisor before engaging in a representational duty on official time. If the immediate Supervisor is not available, the representative must obtain

approval from the next level of supervision that is available. The parties recognize and understand that recording use of official time is in the interest of both parties.

a. The representative will advise the Supervisor of the amount of official time needed, where the representative may be reached, and indicate the reason for which official time is being requested. The representative is not required to divulge evidence going to the merits of the matter for which official time is being requested, but must provide enough information to permit his or her Supervisor to ascertain that the requested official time is reasonable and appropriate under this MLA.

1. Union representatives who utilize official time to perform any representational duties shall document such time on Appendix E. The representative shall then submit Appendix E to their immediate supervisor.

2. Supervisors shall record such time in the appropriate time system and forward Appendix E to the Labor Relations Officer. The Supervisor shall also provide a signed copy of the Appendix E to the union representative.

b. The employee must obtain approval of his or her Supervisor before meeting with a Union representative during work time. The Local Union representative must assure that such arrangements have been made before the representative leaves his or her job site. Upon entering a work area other than his or her own to meet with an employee, the representative (regardless of his or her official time status) shall advise the immediate Supervisor of the employee to be contacted of his or her presence, the identity of the employee to be contacted, and the estimated duration of the meeting. The Local Union representative and the employee will inform their immediate Supervisors of their estimated time of return to work. If the Local Union representative and/or employee will be delayed beyond the estimated time of return, each will contact their respective Supervisor to request additional time.

c. To minimize the amount of official time used and employee absences from assigned duties, contacts between an employee and his or her representative during working time will normally take place at or near the vicinity of the employee's work place. The employee's Supervisor will arrange a suitable place for the employee and the representative to meet.

d. The Supervisor will grant such requests for official time if operational considerations permit and the requested official time is reasonable and appropriate. If the decision of the Supervisor is unacceptable and a mutually agreeable time for granting the request is not reached, the Local Union may refer the matter to the Activity's labor relations representative. The Union representative will be given time to inform any bargaining unit employee about any delay in granting such requests.

e. The representative (unless on 100 percent official time) will return to duty promptly after completing his or her representational duties advise his or her immediate Supervisor of his or her return, and secure his or her Supervisor's signature on Appendix A before submission of such document at the end of the pay period.

f. Prior to speaking with any Supervisor/management official, on behalf of a bargaining unit employee, the Union representative will provide a copy of the signed representative release form to the Supervisor (Appendix D).

Section 8. Each Activity will recognize a reasonable number of Local stewards and make official time, in the amount and circumstances described elsewhere in this Agreement, available to the Local stewards it recognizes.

Section 9. Within thirty (30) days after the effective date of this Agreement, each Local Union will provide the appropriate Labor Relations specialist for that Activity with a current list of recognized officers and stewards. The Local Union will notify the Activity's labor relations specialist, in writing, in advance of the effective date of any changes in the list of designated representatives.

Section 10. Except as specifically provided by this MLA, representatives of the Council and Local Unions will not be accorded travel and per diem expenses associated with their representational duties, except as otherwise provided in this MLA.

Section 11. Training

a. Official time for training for union representatives may be negotiated in accordance with Article 4 of this MLA.

a. Training for union officials on 100% official time will not count against the training time negotiated for other union representatives.