

Official Time Definitions

- A. **Negotiations:** Includes time used by Union representatives for, or in preparation for:
1. negotiations over the basic Agreement;
 2. negotiations over the supplementation or augmentation of the Agreement or under a reopener provision in the Agreement; and
 3. negotiations occurring during the term of that Agreement (mid-term bargaining). This category includes both interest based and position based negotiations.
- B. **Dispute Resolution:** Official time granted for employee representation functions in connection with such things as grievances, arbitrations, adverse actions, alternative dispute resolution (ADR) and other labor relations complaint and appellate processes. This category may also include Union counseling of employees on problems, phone calls, e-mails, and meetings with management concerning employee complaints problems that are pre-grievance or pre-complaint, but not part of any formal ADR process.
- C. **General Labor-Management Relations:** Official time authorized for representational functions in connection with all other activities not covered by the categories of Negotiations and Dispute Resolution. This category might include labor-management committees, partnership activities where the Union is represented, consultation, pre-decisional meetings, walk-around time for OSHA inspections, labor-relations training for Union representatives, and formal and Weingarten-type meetings under 5 USC 7114(a)(2)(A) and (8).