

**Guidance on Coding Official Time
For Representational Functions by Union Officials or Other
Bargaining Unit Employees who Perform Representational
Functions in USDA**
(6/24/02, rev. 8/12/02)

The attached guidance is intended to clarify instructions contained in Title 1, Chapter 7, Section 1 of the NFC Payroll/Personnel Manual, Time and Attendance Procedures, Time and Attendance Instructions for transaction codes (TC) 35, 36, 37, and 38, regarding the coding of official time used for representational functions authorized in the Federal Labor Statute or in a collective bargaining agreement. The accurate coding of official time is necessary in order to ascertain program costs, comply with OPM and other reporting requirements, and provide both USDA managers periodic feedback on program activity levels. This guidance is not an exhaustive listing of examples for when official time might be authorized, but rather an attempt to provide Labor Relations Practitioners and Supervisors with illustrative listing of representational functions to ensure consistent application of agency time and attendance regulations.

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For Representational Functions by Union Officials or Other
Bargaining Unit Employees who Perform Representational
Functions in USDA**
(6/24/02, rev. 8/7/02)

Transaction Codes and Applicable Representation Functions			
TC 35 Union/Term Contract Negotiations (includes re- opening & renegotiation of term agreement articles) (Interest-based or traditional)	TC 36 Union/Mid Term Negotiations (Interest-based or traditional)	TC 37 Union/Ongoing LMR Act (Functions not covered under TC 35, 36, & 38)	TC 38 Union/Grievance Appeal Representation
<ul style="list-style-type: none"> • Ground rules negotiations 	<ul style="list-style-type: none"> • Ground rules negotiations 	<ul style="list-style-type: none"> • Partnership & labor-mgmt committee meetings or task forces 	<ul style="list-style-type: none"> • Grievance or arbitration proceedings
<ul style="list-style-type: none"> • Negotiations 	<ul style="list-style-type: none"> • Negotiations 	<ul style="list-style-type: none"> • Attendance at formal discussions 	<ul style="list-style-type: none"> • ULP proceedings
<ul style="list-style-type: none"> • Mediation with FMCS 	<ul style="list-style-type: none"> • Mediation with FMCS 	<ul style="list-style-type: none"> • Attendance at Weingarten meetings 	<ul style="list-style-type: none"> • Other dispute resolution processes where rep. functions are performed, including: • Adverse actions • EEO complaints • ADR • Other appellant processes
<ul style="list-style-type: none"> • Impasse proceedings 	<ul style="list-style-type: none"> • Impasse proceedings 	<ul style="list-style-type: none"> • Attendance at Union sponsored training 	
<ul style="list-style-type: none"> • Negotiability proceedings 	<ul style="list-style-type: none"> • Negotiability proceedings 	<ul style="list-style-type: none"> • Union representative on agency teams or task forces 	
		<ul style="list-style-type: none"> • Representation proceedings 	
<p>Note: For each of the representation functions listed, include preparation time and any travel time as authorized under terms of the agency's collective bargaining agreement or practice.</p>			