

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

NGOH-HRO

8 August 2011

MEMORANDUM FOR All Federal Technician Supervisors and Timekeepers

SUBJECT: Reporting of Official Time

1. It has been determined that official time is not being properly accounted for, in the timekeeping system, in the Ohio National Guard. Official time is defined as any time a bargaining unit employee is performing representational duties on behalf of AFGE 3970. This includes; contract negotiation, attending partnership meetings, processing grievances, as outlined in the collective bargaining agreement, representing AFGE's interests on committees, participating on hiring boards as an AFGE representative and assisting members in the disciplinary process.
2. Timekeepers must code these activities appropriately in the timekeeping system. The following codes will be reported in the ENV/HAZ field when hours reported pertain to hours the employee worked on union business. Official time shall not be charged for casual conversations regarding union business.

CODE VALUE

BA – Term negotiations
BB – Mid Term Negotiations
BD – Labor/Management
BK – Grievance and Appeals

3. Any questions, regarding this directive, may be forwarded to Kathy Gulla, Labor Relations Specialist at (614) 336-7475/DSN 346-7475.

FOR THE ADJUTANT GENERAL:


HOMER C. ROGERS JR.
COL, FA, OHARNG
Director of Human Resources

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Jeff Tanner, AFGE Chapter President