



EMPLOYEE RELATIONS BULLETIN

February 5, 1990

To: Department Management Representatives

Subject: UNION ACTIVITY ON CITY TIME: EMPLOYEE REPRESENTATIVES

On October 13, 1989 this Office published a bulletin (attached) to remind management employees that the on-the-clock representational activity of employee representatives, i.e. shop stewards or grievance representatives, is limited to that which is specifically provided in the various Memoranda of Understanding.

Ideally, this bulletin should not have caused any department to alter its practices in this area because we would expect that all managers are guided by pertinent contractual provisions in their relationship with represented employees. However, if the October 13 bulletin resulted in a change in your actual practices regarding the on-the-clock activities of employee representatives, said change should be reversed. Your practices regarding the activities of employee representatives should be the same after October 13, 1989 as they were prior to that date.

We will be meeting with City unions on this issue as MOUs come open for renegotiation or, perhaps, in coalition with all unions at once.

MM:jg
Attachment

JG0034



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October 13, 1989

To: Department Management Representatives

Subject: UNION ACTIVITY ON CITY TIME: EMPLOYEE REPRESENTATIVES

It has come to our attention that some employee representatives ("shop stewards") in certain civilian units are asserting the right to have City time to represent their fellow members in employee relations matters other than the presentation of grievances. Further, we have reason to believe that, in at least one department, this practice has been mistakenly allowed by some supervisors.

Management employees at all levels are hereby reminded that, to date, the only representation activity which employee representatives may conduct on City time is the presentation of grievances, and that this can only be done in accordance with the limitations spelled out in the various MOU's. Please be sure that your department is not inadvertently allowing the expansion of union activity on City time, particularly when it is contrary to negotiated agreements.

While it is true that an employee is entitled to the representative of his/her choice in any employee relations matter, if said representative is also a City employee, the representative is only entitled to City time for the actual presentation of a grievance. All other representation activity by employee representatives must be conducted on the representative's own time.

As a matter of course, the investigation, preparation or other processing of a grievance, as well as representation in other employee relations matters typically is the responsibility of a professional business agent from the affected union.

MM:jg