

OFFICIAL TIME REPORTING FORM

Pay Period _____

Duty Station _____

Name:				Social Security Number				
Date (mm/dd/yy)	Activity Code	Location	Beginning Time	Ending Time	A	Cumulative Time		
						B	C	D

TOTAL: _____

Union Official Signature: _____ Date Completed: _____ Supervisor Signature: _____

<p>A. T&A Code 35</p> <p>a. Term Negotiations</p> <hr/> <p>B. T&A Code 36</p> <p>a. Mid-Term Negotiations</p>	<p>C. T&A Code 37</p> <p>a. Attendance at meetings initiated by the Agency;</p> <p>b. Attendance at labor management meetings as defined in Article 8;</p> <p>c. Time in connection with statutory appeal procedures;</p> <p>d. Attendance at meetings of joint committees;</p> <p>e. Attendance at the recognized events or joint training;</p> <p>f. Attendance at the Health and Safety meetings and inspections;</p>	<p>D. T&A Code 38</p> <p>a. Attendance at oral replies to notices of proposed; disciplinary/adverse actions as the employee's designated representative;</p> <p>b. To prepare grievances;</p> <p>c. Witnesses preparation;</p> <p>d. To review documents not available during non-duty hours;</p> <p>e. To prepare a reply to a notice of proposed disciplinary/ adverse actions or unacceptable performance action as the designated representative.</p> <p>f. Arbitration preparation;</p> <p>g. To attend meetings for presenting reconsideration replies for denial of WGI's and/or to prepare reconsideration statements for WGI's' denials, as the designated representative;</p> <p>h. Attendance at meetings with the FLRA</p> <p>i. To participate in Authority investigation or hearing preparation as a Union representative;</p> <p>j. To appear before Congress, if subpoenaed;</p> <p>k. To attend training under PL 95-454</p> <p>l. To prepare for LMR meetings;</p> <p>m. To prepare financial and other reports required by DOL concerning the operation of the Union; 5 USC §7120(c)</p> <p>n. To attend regularly scheduled Union events;</p>
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