

COMMONWEALTH OF KENTUCKY
DEPARTMENT OF MILITARY AFFAIRS
FRANKFORT, KENTUCKY 40601-6168
Ky Technician Personnel Regulation
711-1
1 September 1992

Civilian Personnel

OFFICIAL TIME

Federal Personnel Manual 711 dated 24 June 1986; FPM letter 711-161, 31 July 1981; 5 USC Section 7131, contains the requirements for official time. This regulation outlines the requirements for official time reporting within the Kentucky National Guard.

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1-1. PURPOSE: The purpose of this regulation is to establish procedures for management to use when recording official time for representational functions for both management and bargaining employees.

1-2. DEFINITIONS: a. Representational Functions - those authorized activities undertaken by employees on behalf of other employees pursuant to such employee's rights to representation under statute, regulation, executive order, or the terms of a collective bargaining agreement.

b. Official Time - all time granted an employee by the agency to perform representational functions, as defined above, when the employee would otherwise be in a duty status without charge to leave or loss of pay, and shall be considered hours of work.

1-3. EXAMPLES OF OFFICIAL TIME USAGE: Following is a partial list of situations where official time for representational functions may be utilized under appropriate statute, regulation, executive order or the terms of a collective bargaining agreement. (You will note that adjacent to each example category a symbol indicating for who it applies; Management (M), Bargaining Employee (BE).)

a. Performance rating appeals, (M) (BE).

b. Grievances under TPR 700 (KYNGR 690-771/KYANGR 40-771), (M) (BE);

c. Adverse action appeals under TPR 752, (M) (BE);

d. Allegations of discrimination under the following (M) (BE):

(1) Public Law 92-261,

(2) Public Law 93-259,

(3) Executive Order 11478.

e. Labor-management meetings/consultations (Quarterly/Monthly), (M) (BE);

f. Grievances under the negotiated procedures, (M) (BE);

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- g. Negotiations with management, (M) (BE);
- h. Third party hearings under Public Law, (M) (BE);
- (1) Federal Mediation and Conciliation Service,
- (2) Federal Service Impasses Panel,

1. EEO complaints, (M);

]. Wage surveys, (M) (BE);

k. Safety Committee, (M);

l. Environmental Differential Pay Committee, (M) (BE);

m. Safety Inspections/Test, (M) (BE);

n. Consultations, (M) (BE);

o. FLRA Representation Proceedings, (M) (BE);

p. FLRA ULP Proceedings, (M) (BE);

q. Union sponsored Training, (BE);

r. Labor Relations Training, (M);

s. Contract Briefing/Training, (M) (BE);

t. Formal Meetings, (M) (BE);

u. Informal Meetings, (M) (BE);

v. Weingarten Meetings, (M) (BE);

w. Preparation for Meetings, (M);

x. Investigations/Preparation Time by Contract/Regulation,

(M);

y. Other - (Specify), (M) (BE).

The amount and nature of official time authorized for representational functions, as well as the procedures and impact of any new or revised system of record keeping are subject to consultation or negotiation, as appropriate, pursuant to Public Law 95-454.

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1-4. RECORDING OF OFFICIAL TIME FOR REPRESENTATIONAL FUNCTIONS:
 Supervisors will utilize AGO KY Form 12-17 (Annex A) to record
 official time for representational functions for any union
 official/representative involved. Management personnel will
 utilize AGO KY Form 12-17-1 (Annex B) to record all time dealing
 with union representational functions. Send Time sheets to SPMO
 ATTN: LRS, 1 April and 1 October each year for the preceding 6
 months. Instructions on the forms are considered self
 explanatory.

The proponent of this regulation is KG-SPMO. Users are invited
 to send comments and suggested improvements on DA Form 2028
 (Recommended changes to Publications) to the Department of
 Military Affairs, ATTN: KG-SPMO, 220 Hawkeegan Drive, Suite 2
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