

APPENDIX A - EMPLOYER'S FINAL OFFER
CASE NO. 99 FSIP 54

ARTICLE 6
REPRESENTATIONAL DUTIES

1. The Employer agrees to recognize the Union President, Vice-President, Secretary, Treasurer and one Chief Steward as officers of the Union. In addition, the Employer agrees to recognize six shop stewards. The Union agrees to provide the Employer with a list of the names, duty locations, telephone number and the area that the stewards are authorized to represent. Stewards designated for each major organization will normally serve as the initial point of contact for management as well as employees in all matters. The Union agrees that all steward vacancies will be filled as soon as possible. The Union will maintain a current list of all union officers and stewards and will provide the Employer an updated copy as changes occur. Attachment I, Request for Use of Official Time, will be used to document all official time used under this agreement.

2. Subject to the provisions of this agreement, designated Union officers and stewards will be allowed an amount of official time, which is reasonably necessary in the public interest, to assist an employee in the preparation and presentation of a grievance or appeal when selected by the employee as his representative. Whenever it is necessary for such an officer or steward to leave his/her work area to represent an employee, he/she shall request permission from his/her immediate supervisor as much in advance as possible. Such request shall include information as where he/she is going, how he/she can be contacted, the specific nature of the business to be transacted, and when he/she expects to return to his/her work station. If the official time is approved but must be rescheduled, the supervisor will inform

the official/steward of an alternate suitable time. Official time will be approved and scheduled to the extent consistent with the workload requirements of the duty section. Upon return to the work area, the officer or steward will report to his/her supervisor to allow the amount of time used to be noted. When it is necessary for a union officer or steward to visit an employee or another union officer or steward, in their work area, the officer or steward will secure permission from the supervisor of the officer/steward/employee who is receiving the visit before entering the work area. Union officers and stewards will limit their absence for representational duties to the minimum amount of time necessary to carry out the Union's responsibilities.

3. Official time granted under this article will be used for the following duties:

a. When representing a member of the bargaining unit who is grieving any matter arising from the employee's employment, subject to the negotiated grievance procedures, the parties are entitled to a reasonable amount of official time to assist or act in the preparation and presentation of a grievance.

b. During negotiations or when serving on joint Employer/Union committees.

c. To respond or make recommendations to requests from supervisors, management or agency officials.

d. Attending other official meetings when approved in advance by the Employer.

4. Up to 90 hours of official time will be allotted to the Union per year to be used by Union officers and stewards for Union sponsored training concerning representational duties.

Administrative excusal for this purpose will cover only such portions of the training session, which meet the foregoing criteria. The Union agrees to submit written requests for the use of official time at least 4 weeks before the training is scheduled. The request will be submitted to the Civilian Personnel Officer and include the name of the Union representative

attending, the dates of the training, number of official hours requested, the agenda and type of training. The Employer will review the training agenda, determine if the training is an appropriate use of official time and notify the Union in writing within 5 workdays of its approval/disapproval. The Union officer or steward will request use of official time for the training session from his/her immediate supervisor as outlined in paragraphs 1 and 2 of this article.

5. National representatives of the Union having a requirement to visit the facility will be granted access in accordance with existing procedures for visitor passes. The visit will be arranged through the Civilian Personnel Officer or his/her designated representative. The Union representative will contact the employee's supervisor prior to contacting the employee.

ARTICLE 19
DUES WITHHOLDING

7. An employee can voluntarily revoke his/her allotment for payment of dues at any time by submitting SF-1188, 'Dues Revocation Form' or other written notification. Such written notification should be signed, dated, and submitted to the Financial Service Office. The revocation will then be forwarded to the Defense Finance and Accounting Service (DFAS), in a timely manner, with a copy provided to the Union and Civilian Personnel. Such revocation will become effective the first full pay period following October 1, unless the employee would not have completed one (1) full year of deduction at that time. In such case, termination will not become effective until the first full pay period following the one year anniversary date.

ARTICLE 21 OFFICIAL FACILITIES

1. The Union will be afforded a portion of each official civilian bulletin board and their locations are as recorded at the Civilian Personnel Office and will not be less than one for each division. Material presented on the civilian bulletin boards will be approved by the Employer or his designated representative. Location of union authorized space on the civilian bulletin board will be designated by the Employer and shall wherever possible be a space 16 " by 20."
2. The Employer will, within the limit of base resources, provide the Union, upon request, a meeting room to conduct Union meetings. The location, and size of any visual aids to direct persons to the office the Union intends to use must be determined by the Employer. A Union Representative is entitled to reasonable privacy in the immediate work area of an employee with whom he/she is having discussions authorized by the terms of this agreement.
3. On-base office space will be provided to the Union for their use, subject to availability, at \$100.00 per month and reimbursement for utilities. The office space provided to the Union will be included in the maintenance contract and also included in any renovation contracts consistent with other offices located in the same building. The Union may request replacement furniture prior to surpluses being shipped to Defense Reutilization and Marketing Office (DRMO). Facility modifications made at Union expense will be contingent upon Employer's approval.

4. The Union may request the use of base facilities. The approval of such a request will be in accordance with appropriate regulations and governing guidelines and established policies of the Wing Commander.
5. The Union will not use government supplies, equipment, vehicles, or property for Union business unless specifically authorized to do so in writing.

APPENDIX B - UNION'S FINAL OFFER
CASE NO. 99 FSIP 54

ARTICLE 6
REPRESENTATIONAL DUTIES
AND OFFICIAL TIME

General

1. In order to develop and maintain effective labor-management relations, the Employer agrees to recognize the Union President, Vice President, Secretary, Treasurer, one Chief Steward, and not to exceed seven stewards as appropriate users of duty hours for Union representational activities and labor-management relations functions.
2. The Union will provide the Employer a list of the officers, stewards/alternates and the organizational segment to which they are assigned.
3. National representatives of the Union having a requirement to visit the facility will be granted access in accordance with existing procedures for visitor passes. The visit will be pre-arranged through the Civilian Personnel Officer or his/her designated representative. The Union representative will contact the employee's supervisor prior to contacting the employee.

Use of Official Time

1. Officers and Stewards will be granted official time to perform duties considered appropriate by this Agreement. Such duties considered appropriate for use of official time include:
 - a. Handling grievances and other complaints;
 - b. Handling other representational and labor-management relations functions, and;
 - c. Appropriate lobbying functions.

The Union agrees that its officers and stewards will guard against the use of excessive time in performing these duties. Official time will not be used for the conduct of internal union business.

2. Official time in the following amounts is authorized for each of these Union officials:

Local Union President - the last 4 hrs of each day.

Chief Steward - the last 6 hrs of each day.

All other Officers and Stewards - Such time as is reasonable and necessary in accordance with the Release Procedures described below.

Time necessary for union representatives to attend management-initiated meetings, arbitrations, ULP investigations or hearings shall not be charged against the hours allotted above.

Release Procedures Applicable to "All other Officers and Stewards"

1. Unless otherwise arranged, union representatives will be required to request and arrange with appropriate management officials in advance for their usage of official time. If an exigency of business would not permit the union representative to use the official time when requested, another occasion will be determined, keeping in mind the interests of the union and employees as well as the needs of the employer.

2. Upon request, a Union representative or an employee shall be permitted to adjust his/her starting and quitting times so as to allow the Union representative to assist an employee on a different shift.

Union-Sponsored Training

Up to 150 hours of official time will be allotted to the Union per year to be used for Union sponsored training. The Union President shall submit written requests for the use of official time to the Labor Relations Officer at least 4 weeks before the training is scheduled. The request will include the name of the Union representative attending, the dates of the training, number of official hours requested, the agenda and type of training. The Labor Relations Officer will contact the appropriate line supervisor(s) to clear the release of the individual(s) requested to attend the training and will notify the Union in writing within 5 workdays of its approval/disapproval. The individual representatives slated to attend such training will not be required to obtain any further management approval for their attendance at such training.

Article 19

DUES WITHHOLDING

7. An Employee can initiate action to revoke his/her dues allotment at any time, by properly completing and submitting SF-1188 to the Union President or alternate Union Officer. Such revocation will not be effective until the first full pay period following one (1) year from the date the first deduction was made by the payroll office provided the request was received in a timely basis. Revocations beyond the first year will not be effective until the first full pay period following successive anniversary date provided the form is received prior to such anniversary date.

If the anniversary date is unable to be determined locally, the Local Union will request the information from the AFGE National Office. If the anniversary date cannot be determined by the AFGE National Office, the revocation request will become effective the first full pay period following October 1.

ARTICLE 21
OFFICIAL FACILITIES

1. The Union will be afforded one official bulletin board for each division. Material presented on the civilian bulletin boards will not be subject to approval by the Employer, however the union agrees that all such material will be clearly identified as Union issuances and shall not contain material that is scurrilous, libelous, or unlawful. Location of union bulletin board will normally be the same areas as the official civilian bulletin boards unless the union designates another location. The size of each union bulletin board shall be at least 24" X 30

2. The Employer will, within the limit of base resources, continue to provide the Union, upon request, a meeting room to conduct Union meetings. The location, size and visual aids to direct persons to the office will be determined by the Employer. A Union Representative is entitled to reasonable privacy in the immediate work area of an employee with whom he/she is having discussions authorized by the terms of this agreement.

3. The Employer will continue to provide the Union such office space as has previously been provided. If during the term of this agreement it becomes necessary for the employer to propose a change to the location of the union's office space, the union will be afforded advance notice and the Employer will negotiate upon request of the union prior to implementing any such change. The Union office will be renovated with the addition of new or used furniture, carpeting and painting to bring it up to levels commensurate with other administrative offices base wide. Union office space will also be provided with upkeep as regular contract maintenance performs base wide. Other

facilities, including telephone line, fax line, and computer capabilities will continue as previously provided.

4. The Union may request the use of base facilities. The approval of such a request will be in accordance with appropriate regulations and governing guidelines and established policies of the Base Commander.
5. When official facilities described in this Article are used, the Union is solely responsible for maintaining the facility in good order.

6. The Employer will provide the Union office with the following:

- (1) fax machine
- (2) personal computer with standard software, programs and capabilities compatible with the most current technology in use by other Agency departments (e.g., including but not limited to Powerpoint, spreadsheet programs, and all software upgrades required);
- (3) one laser printer; and
- (4) access to Internet services and e-mail and official time for training to use these programs.
- (5) photocopier.

The above listed items may be provided either new or used.

7. Consistent with postal regulations, the Union shall have use of Agency metered mail limited to representational matters. It is agreed that mass mailings are inappropriate under this section.

8. The Employer will furnish the Union office with a copy of all Air Force Civilian personnel regulations with any AMC, AFRES, and CAFB supplements and/or changes, FPM, CFR, Air Force Directives, Circulars and Handbooks, personnel manuals, classification and qualification standards.