

HUMAN RESOURCES MEMORANDUM 01-014		DATE ISSUED: 3/19/2001
SUBJECT: Reporting Time in PAL-State Release Time and Union Release Time		REFERENCE: None
TO: Personnel Liaisons and Attendance Clerks		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

This is to advise you that, effective April 1, 2001, a new alias will be available in PAL to capture State Paid Release Time (Alias Name **SPRT**) for job stewards and other employees who are involved in employee/employer related activities covered under the Ralph C. Dills Act and provided for in the MOUs. The Department of Personnel Administration has requested that departments provide this information and it will help the State track this data to determine the time and costs associated with the release time and workload/staffing issues.

It is important to remember that employees have the right to release time as provided in the MOU, if requested in advance and approved based on operational needs. *Such time [or PAL data] shall not be used to counsel an employee regarding their attendance or performance.* Nor should release time be unreasonably denied.

Attached is information regarding release time and the right to representation. Generally, **State Paid Release Time (SPRT)** activities include the following:

- Employees representing themselves to file grievances, defend themselves in adverse action issues, or attend meetings with management that are related to employee/employee issues that are covered in the MOU
- Job stewards representing other rank and file employees in accordance with MOU provisions and within their designated area of representation

Also, the previously named **Union Time (UT) alias has been renamed Union Paid Release Time (UPRT)**. Union Paid Release Time is that time in which the union requests the services of a represented employee (usually a Job Steward) to work as a business agent for the Union and the Union submits paperwork, *in advance*, to the Labor Relations Office. This will request approval for time off for the employee and authorize payment by the Union. Generally, **Union Paid Release Time (UPRT)** includes any union related activities that are not covered under State Paid Release Time such as:

- Attending Union rallies
- Preparing for bargaining
- Assisting in Union membership drives
- Participating in other Union initiated and union business related activities

If you are supervising employees who are on either State Paid or Union Paid Release time please direct them to post time in PAL, effective April 1, 2001 as follows:

Alias Name	Alias Description	Project	Task	Exp. Type
UPRT	Union Paid Release Time	Leave	UT01	STD - Str/Time Day
SPRT	State Paid Release Time	Leace	UT01	STD - Str/Time Day

For those employees who have been posting time to UT (Union Time), this alias has been disabled and they should now be posting such time to one of the above.

Also attached are the names and phone numbers of Labor Relations Staff and their respective office assignments. If you have any questions regarding this please contact the appropriate staff or myself at (916) 324-4594.

Please share this information with appropriate staff. Thanks you in advance for your attention to this matter.

JINNY MUNRO, Manager
Program Improvement and Labor Relations

JM:KM

cc: Debra Bouler
Lynn Catania
Kim Waits
Personnel Analysts
Program Improvement/Labor Relations Staff

EMPLOYEE RIGHT TO REPRESENTATION

Contract Violations

Type of Representation	Right to Rep.	Time Off	W/O Loss of Pay	Cross Unit Lines	Cross Dept. Lines
Exclusive Rep (Job Steward)	Yes	Yes	Yes	CSEA-Yes Others-No	NO
Other Employee Organizations*	No	No	No	No	No
Personal Advisor (No Employee Org. Relationship)	Yes	No	No	Yes	Yes
Legal Counsel	Yes	No	No	Yes	Yes
Employee Represent Themselves*	Yes	Yes	Yes	N.A.	N.A.

State Personnel Board

Type of Representation	Right to Rep.	Time Off	W/O Loss of Pay	Cross Unit Lines	Cross Dept. Lines	Skelly Hearing	Adverse Action Appeal
Exclusive Rep (Job Steward)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Other Employee Organizations*	Yes	No	No	Yes	Yes	Yes	Yes
Personal Advisor (No Employee Org. Relationship)	Yes	No	No	Yes	Yes	Yes	Yes
Legal Counsel	Yes	No	No	Yes	Yes	Yes	Yes
Employee Represent Themselves*	Yes	Yes	Yes	N.A.	N.A.	Yes	Yes

*If an investigatory hearing is held, the Exclusive Representative should be notified and the employee has a right to have a representative present.