

HUMAN RESOURCES MEMORANDUM 07-023A		DATE ISSUED: 08/02/2007
SUBJECT: MONTHLY BILLING FOR UNION PAID RELEASE TIME		REFERENCE: None
TO: Office, Branch, and Division Chiefs Personnel Analysts and Personnel Liaisons		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Introduction

As you may be aware, the Labor Relations Office receives Union Paid Release Time Leave requests from the Service Employees International Union (SEIU), and the International Union of Operating Engineers (IUOE) then contacts the employee's supervisor at the appropriate Office/Branch/Division to receive approval to release the employee. Requests can be denied if the notice for the request is untimely or for operational reasons. If the request is approved by Labor Relations Office (LRO) and the leave is granted by the supervisor the Office of Fiscal Services (OFS) will need information on a monthly basis in order to process the request for timely billing and reimbursement.

It has come to our attention that billings are not consistently being submitted to the OFS on a monthly basis. Consequently, the OFS cannot bill the SEIU or IUOE for reimbursement of employee time spent on Union Leave.

SEIU and IUOE Memorandum of Understanding (MOU)

The MOU provision states, in part, "The Union agrees to reimburse the affected department(s) for the full amount of the affected employee's salary, plus an additional amount equal to 35 percent (35%) of the affected employee's salary, for all the time the employee is off on a Union leave."

Branch/Office/Division

Each Branch/Office/Division shall submit the Billing Transmittal Form (SRF#1012/AFS-205) to the OFS monthly based on the data received from the Union Paid Release Time approvals faxed over from the LRO.

LRO Union Paid Release Time Request Process

1. The SEIU faxes or mails the request form to the LRO prior to the requested leave date(s); (Note: The MOU provides that Union Leave shall be requested 14 calendar days prior to the date of leave.)
2. The LRO confirms approval of the leave request, via email, from the respective Office/Branch/Division employee's supervisor;
3. The request form is reviewed, approved or denied by Jinny Munro, Labor Relations Manager (or designee) then is faxed back to the SEIU or IUOE and to the Office/Branch/Division.

Office/Branch/Division Union Paid Release Time Billing

Billing for union release time should be submitted to the OFS on a monthly basis. To verify time released and complete the Billing Transmittal Form (SRF#1012/AFS-205), refer to the approved Union Paid Release Time approvals faxed to you from the LRO. The Billing Transmittal Form can

be downloaded and printed by copying the following link <http://inside.dgs.ca.gov/ofs/Home.aspx> to your internet browser. Any corrections to invoices must be made in accordance to OFS policies.

Complete and submit the billing form to the OFS, Accounts Receivables. Accounts Receivables will attach the Union Paid Release Time approved request and bill the SEIU for the amount due. You must provide detailed information regarding the union paid release time. Include the dates, hourly rate of pay and attach the faxed copy of the actual approved "Union Paid Release Time" request from LRO for each employee and date the employee was off on Union Paid Release Time. Incomplete forms will be returned for correction. If you have any questions on how to complete the billing form, please contact the Office of Fiscal Services.

Project Accounting and Leave (PAL) System Union Leave Postings

Once the employee has participated in the Union activity for which the request was submitted, the PAL must be updated to reflect the time off. Union Paid Release Time leave should be reported on the employee's timesheet no later than the end of the pay period in which the leave was taken by using the Union Paid Release Time (UPRT) alias. Using the UPRT alias will ensure that the employee's time has been properly documented and provide for accurate reimbursement purposes.

Questions

Thank you for your assistance in assuring the Department of General Services is reimbursed for time spent by employees on Union Leave. Questions relating to Union Leave requests should be referred to your assigned Labor Relations staff.

Deborah Vaughn, Chief
Office of Human Resources

Attachments:
Billing Transmittal Form
DGS Union Release Leave Time Report