

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

**INSTALLATION MANAGEMENT COMMAND
JOINT BASE LEWIS-MCCHORD-
YAKIMA TRAINING CENTER,
YAKIMA, WASHINGTON**

AND

**INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS,
DISTRICT LODGE 160, LOCAL LODGE 282**

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PREAMBLE

Pursuant to Chapter 71, title 5 U.S. Code, labor-management relations, et al, as it pertains to improving the delivery of government services, the following articles constitute the express and complete agreement by and between Installation Management Command (IMCOM), Joint Base Lewis-McChord (JBLM)-Yakima Training Center (YTC), Yakima, Washington, hereinafter referred to as "Management" and the International Association of Machinists and Aerospace Workers, District Lodge 160, Local Lodge 282, hereinafter referred to as "Union."

ARTICLE 1

RECOGNITION AND UNIT DETERMINATION

SECTION 1. Management recognizes that the Union is the exclusive representative of all employees in the unit defined in Section 2, below. The Union recognizes its responsibility of representing the interests of all bargaining unit members in matters affecting general working conditions.

SECTION 2. This agreement is applicable to all U.S. Department of the Army, Installation Management Command (IMCOM), Wage Grade and General Schedule employees at the Sub-Installation of Yakima Training Center (YTC), Yakima, Washington.

All professional employees; management officials, supervisors, and employees described in 5 USC § 7112(b) (2), (3), (4), (6) and (7); and any employees represented by other bargaining units are excluded.

ARTICLE 2

PROVISIONS OF LAW AND REGULATION

SECTION 1. In the administration of all matters covered by the agreement, the parties and employees are governed by existing and future Federal laws and Government-wide rules or regulations. The parties are also governed by published Department of Defense (DOD), Department of the Army (DA), and IMCOM regulations in existence at the time the agreement was approved; and by all subsequent published DOD, DA, and IMCOM rules or regulations for which there is a compelling need as determined under the regulations prescribed by the Federal Labor Relations Authority (FLRA).

SECTION 2. In the event either party contemplates filing an unfair labor practice charge with the FLRA, the party will first advise the other party of the issue and the factors and circumstances surrounding the issue. The parties will meet prior to the filing of an unfair labor practice charge and attempt to resolve the issue within a reasonable amount of time, and agree that the meeting will occur no later than 15 calendar days from the date of notification of intent to file.

SECTION 3. When a future statute, government-wide regulation, DOD, DA, and IMCOM Rule or Regulation for which there is a compelling need is issued that is in conflict with the provisions of this agreement, Management will notify the Union of the change. Management will provide this notification to the Union at least 15 calendar days prior to implementation. After notification, the Union shall have fifteen (15) calendar days to request bargaining on the impact and implementation of the change.

ARTICLE 3

MATTERS APPROPRIATE FOR DISCUSSION AND NEGOTIATION

SECTION 1. It is agreed and understood that matters appropriate for discussion and negotiation between the parties are personnel policies, practices, programs, and matters affecting working conditions which are within the discretion of Management. This does not include policies, practices, and matters relating to political activities prohibited under 5 U.S.C. Chapter 73, Subchapter III; the classification of any position; or the extent such matters are provided for by Federal statute.

SECTION 2. In the event that Management proposes greater than de minimus changes in working conditions the following will apply:

A. Upon receipt of the notification of a proposed change in conditions of employment, the Union shall have 10 calendar days to request bargaining over the change when required, or over procedures which Management officials will observe in the exercise of their authority under 5 USC § 7106, or appropriate arrangements for employees adversely affected by the exercise of their authority under 5 USC § 7106.

B. The Union will provide its written proposals within 7 days of management's receipt of the union's request to bargain, and the parties will meet within 7 days after the receipt of proposals.

C. If, during negotiations on Management's proposed change, the parties reach that point in negotiations at which the parties are unable to reach agreement, Management will give written notice to the Union that it considers bargaining at an impasse and that it intends to implement the proposed change. The Union will then have 10 calendar days to request assistance from the Federal Mediation and Conciliation Service (FMCS) or the Federal Service Impasse Panel (FSIP) with notification to Management. If the Union fails to request assistance in accordance

with the published regulations of the FMCS or the FSIP, within 10 calendar days from receipt of Management's written notice of impasse, the agency is free to implement the change.

ARTICLE 4

MISCELLANEOUS PROVISIONS

SECTION 1. Computation of Time. Unless otherwise provided, when computing the number of days allowed for any purpose under this agreement the first day counted is the day after the event from which the time period begins to run. If the date that would ordinarily be the last day for time period being calculated falls on a Saturday, Sunday, or Federal holiday, the period calculated will include the next regular business day after that date.

SECTION 2. Definitions

A. Unless otherwise identified by the term "hard copy," in this agreement the terms "written" or "in writing" will encompass both hard copy written documents and electronic mail (e-mail).

B. Hard copy is information reduced to typeset on printed paper and which can be read without using a special device such as a computer. Hard copy does not include handwritten documents.

C. Unless otherwise specified to the contrary in this agreement, the term "days" shall mean calendar days.

SECTION 3. Fitness and Health Program

Management acknowledges the importance of maintaining a physically fit civilian workforce. Management also agrees to work with the Union representatives to support programs, in accordance with applicable Army regulation and policy that are designed to improve the physical fitness and well being of all civilian employees.

ARTICLE 5

MANAGEMENT RIGHTS

A. Nothing in this agreement shall affect the authority of any Management official to:

(1) Determine the mission, budget, organization, number of employees, and internal security practices of the agency; and

(2) In accordance with applicable laws—

(A) To hire, assign, direct, layoff, and retain employees in the agency, or to suspend, remove, reduce in grade or pay, or take other disciplinary action against such employees;

(B) To assign work, to make determinations with respect to contracting out, and to determine the personnel by which agency operations shall be conducted;

(C) With respect to filling positions, to make selections for appointments from—

(i) Among properly ranked and certified candidates for promotion; or

(ii) Any other appropriate source; and

(D) To take whatever actions may be necessary to carry out the agency mission during emergencies.

B. Nothing in this section shall preclude the agency and the labor organization from negotiating:

(1) at the election of the agency, on the numbers, types, and grades of employees or positions assigned to any organizational subdivision, work project, or tour of duty, or on the technology, methods, and means of performing work;

(2) procedures which management officials of the agency will observe in exercising any authority under this section;

(3) appropriate arrangements for employees adversely affected by the exercise of any authority under this section by such management officials.

ARTICLE 6

EMPLOYEE RIGHTS

SECTION 1. The parties agree to mutually establish and maintain an environment that promotes good workmanship, protects human dignity, assures equal treatment of employees, and maintains high standards of employee performance.

SECTION 2. Each employee shall have the right to form, join, or assist any labor organization, or to refrain from any such activity, freely and without fear of penalty or reprisal and each employee shall be protected in the exercise of such rights. Except as otherwise provided, such rights include the right:

A. To act for International Association of Machinists and Aerospace Workers, Local 282, in the capacity of a representative and the right, in that capacity, to present the views of the

International Association of Machinists and Aerospace Workers to heads of agencies, and other officials of the Executive Branch of Government, the Congress, or other appropriate authorities.

B. To engage in collective bargaining with respect to conditions of employment through representatives chosen by employees.

SECTION 3. The employee has the right to be represented by the Union at:

A. Any formal discussion between one or more representatives of Management and the employee(s) concerning any grievance or any personnel policy, practice, or other general condition of employment; or

B. Any examination of the employee by a representative of Management in connection with an investigation if the employee reasonably believes that the examination may result in disciplinary action against the employee and the employee requests representation. The employee shall be provided annual notification of this right. On the spot corrections are not disciplinary and not subject to union representation.

SECTION 4. An employee may be represented by an attorney or other representative, other than the International Association of Machinist and Aerospace Workers, of the employee's own choosing, in any grievance or appeal action not under the negotiated grievance procedure. The employee may exercise grievance or appellate rights which are established by law, rule, or regulation. In cases where Management reasonably believes the representative of an employee would conflict with the official or collateral duties of the representative, Management may, after giving the representative an opportunity to respond, disqualify the representative.

SECTION 5. This agreement does not prevent an employee, regardless of employee organization membership, from bringing matters of personal concern to the attention of appropriate Management officials in accordance with applicable laws, regulations, or policies.

SECTION 6. An employee is accountable for the performance of official duties and compliance with standards of conduct for DA employees as provided for by law and regulation while on duty or off duty. While off duty, employees have the right to engage in outside activities of their own choosing without being required to report to Management on such activities, except where required by laws, regulations, or policies. In no circumstance does this section limit Management's right to pursue an adverse or disciplinary action against an employee, should an employee engage in misconduct while off duty and there is a nexus between the employee's misconduct and the efficiency of the service.

ARTICLE 7

UNION RIGHTS

SECTION 1. Management recognizes the Union is the exclusive representative of all bargaining unit employees in the unit in negotiations and joint meetings with Management in regard to all matters affecting the conditions of employment.

The Union, may propose new policies, changes in policies, or resolutions to problems. The initial point of contact shall normally be the JBLM YTC Commander or designee.

SECTION 2. Management agrees to supply the Union a list of bargaining unit members and the major organization where they work, when the Union requests the list in writing.

The Union may provide copies of a brief information paper about the Union that Management agrees to insert in the welcome packet of new bargaining unit employees so long as the content of the information paper is mutually agreed to by both parties.

ARTICLE 8

UNION REPRESENTATION

SECTION 1. Management agrees to recognize a Chief Steward and two additional Stewards (hereafter referred to as Union representatives) duly authorized by the Union as the representatives of employees on appropriate matters. The Union will furnish Management with a list, by name, of the organizational element and telephone number of all officers and stewards of the Union. The list will be furnished at the request of Management or whenever a new appointment is made. Management will not recognize stewards until official notification is received.

A. The Union authorizes the Business Representative, Chief Steward or Alternate Chief Steward as its only agents with authority to conclude settlements regarding local implementation of the provisions of this agreement.

B. The Union Representative (Chief Steward, Alternate Chief Steward, and Steward) shall represent the Union and the employees in meetings with Management to discuss appropriate matters of mutual interest. They may receive and investigate, but not solicit complaints or grievances, on government time.

C. District and national representatives of the Union shall be authorized to visit the activity to carry out the functions that come within the scope of their responsibility. The Union will request consultations and visits with Management at least 14 calendar days in advance and during

regular duty hours. The Union agrees that no internal union business will be conducted with employee representatives or employee during duty time. The representative is solely responsible for following standard procedures to gain access and permission to enter onto the installation.

D. Designated representatives who are not current Federal employees will be authorized to visit the activity to conduct official representational duties such as meeting with an employee or Management over a grievance, etc., during duty time. Access to the installation is subject to the internal controls of the employer. The representative must schedule an appointment with the Management official with whom they are meeting prior to the visit.

SECTION 2. Management will provide the Union's contact information on the JBLM YTC website and in the JBLM YTC Telephone Book. Management will maintain a digital "read only" copy of this agreement on the JBLM YTC Public Shared Drive.

SECTION 3. Requests for Information

Management will provide the Union, within a reasonable time and to the extent not prohibited by law, data that Management normally maintains in the regular course of business that is reasonably available and necessary for a full and proper discussion, understanding, and negotiation of subjects within the scope of collective bargaining. Information that constitutes guidance, advice, counsel, or training provided for management officials or supervisors in relation to collective bargaining is not subject to release under this section.

The Union will request the information in writing or by email sent to the Director of the Civilian Personnel Advisory Center. The Union's request for information will specifically identify why it needs the information, what information the Union is requesting and the time frame for which the information pertains. The request will also include a statement of the uses to which the Union will put the information and the connection between those uses and the Union's representational responsibilities under the Statute. Management should normally provide the requested information within 14 calendar days of receipt of the request. If there is a delay in obtaining the information, Management will inform the Union of the expected date the information shall become available.

If Management denies the request for information, it must give specific reasons for the denial. Union representatives will maintain the confidentiality of personal data made available to them under this provision.

When a request for information is made during the reply period of a decision to a disciplinary action or when a grievance has been filed, the time limits will be suspended until a receipt of reply.

SECTION 4. Labor-Management Forum

A Labor-Management Forum meeting between the Union representatives and the JBLM YTC Commander or designee shall be held within 90 days after this Agreement is approved.

Subsequent meetings between the Union and JBLM YTC Commander or designee shall be held on an agreed upon schedule. The purpose of Forum meetings is to improve the delivery of government services by establishing cooperative and productive labor-management relations. These meetings will be a forum to discuss workplace challenges and problems with the goal of attempting to craft solutions jointly. Official time is authorized for the Union representatives to attend Forum meetings. Minutes for these meetings will be kept by a party mutually agreed upon, and signed off by the meeting chair and a designated union representative.

SECTION 5. Official Time

When a Union representative needs to conduct representational duties, he or she will obtain permission from his or her supervisor. Permission will be granted unless the supervisor cannot spare the Union representative because of mission related reasons. When the supervisor cannot release the representative, the supervisor will arrange to release the representative within 5 days of the originally requested time.

When the representational duties involve meeting with a supervisor other than his or her own supervisor, the union representative will obtain assurance that the supervisor or management official is available before seeking permission to leave his or her assigned work area. When a union representative has the need to meet with an employee on duty, he or she will determine that the employee is available and obtain permission from the employee's supervisor to meet for their discussion. When the employee cannot be immediately made available for the discussion with the union representative, the supervisor will arrange for the employee to be granted sufficient time off for the discussion as soon as practicable, but normally not more than five working days from the request.

Union representatives will tell the supervisor the category and/or subcategory that are being requested in which to record official time as required by office of Personnel Management regulations. The Union representative and the employee will report to their supervisors upon return to the worksite. The Union representative will submit a completed HJB Form 1121 to the supervisor. Management agrees that there will be no restraint, interference, coercion, or discrimination against stewards because of the performance of these duties.

SECTION 6. Management will allow the Union up to an aggregate of 40 hours per calendar year of official time for training relating to matters of mutual concern to Management and the Union when that training is reasonable, necessary, and in the public interest. When requesting official time for training, the Union representative will present a detailed agenda to the JBLM YTC Commander or designee within a reasonable time, but not less than 30 days, prior to the start date of the training so long as the use does not exceed the aggregate of 40 hours per year of official time for training, the supervisor will approve the use of official time for the training.

SECTION 7. Designated union representatives will be permitted to wear identifying name plates so long as they are small, neat, inconspicuous, and non-provocative to include name and official capacity and any other union insignia. However, bargaining unit members required to wear uniforms may not wear insignia that is not specifically authorized in applicable regulations

during the execution of their duties. Union representatives may display name plates and union insignia while performing representational duties so long as doing so does not violate safety regulations.

A. The Union is responsible for ensuring that insignia are in good taste, small, neat, inconspicuous, and not provocative or inflammatory. Further, buttons will not be so large as to distract attention of employees or other personnel from the purpose and mission of the installation or its organizations. Management may restrict wearing of insignia when this provision is violated.

B. Management may restrict wearing of union insignia in certain areas for proper cause. For example, the wearing of union insignia or other paraphernalia is prohibited when it interferes with safety equipment in such a manner that would cause the equipment to malfunction or in any manner interferes with proper attachment.

SECTION 8. Union representatives shall be allowed the use of facsimiles, copy machines, email, and phones when used for representational duties. The items will not be used to conduct internal Union business.

ARTICLE 9

DUES WITHHOLDING

SECTION 1. Management shall deduct Union dues from the employee's pay each payroll period when the Union and the employee have met the following conditions:

A. The employee is a member in good standing of the Union, or has signed up for membership in the Union,

B. The employee has voluntarily authorized such a deduction on Standard Form 1187 supplied by the Union and obtained from the Union representative, and

C. The Union, through the Business Representative, has completed and signed Section A of the Standard Form 1187.

SECTION 2. The Union is responsible for procuring the prescribed allotment form (Standard Form 1187); distributing the forms to members; certifying as to the amount of its dues; delivering completed forms to Management; and educating its members on the program for allotment for payment of dues, its voluntary nature, the uses and availability of the prescribed allotment forms, and the procedures for revocation of allotments.

SECTION 3. Deduction of dues for eligible employees shall begin within a reasonable time (usually not more than one pay period) after Management receives the properly completed Standard Form 1187, in accordance with established procedures.

SECTION 4. Management will terminate an employee's voluntary allotment for payment of Union dues with the start of the first pay period following the pay period in which any of the following occur:

- A. Loss of exclusive recognition by the Union;
- B. Management receives notice from the Union that the Union has suspended or expelled the employee. The Union shall promptly forward such notice to Management;
- C. The agreement between the agency and the exclusive representative involved ceases to be applicable to the employee;
- D. When required by law.

SECTION 5. An employee may terminate their Union deductions for Union dues by submitting a completed Standard Form 1188 to Management. A termination of allotment under this section shall be effective with the first full pay period following the anniversary of the employee's voluntary election of dues withholding, provided Management receives the Standard Form 1188 within two pay periods prior to that date. Upon receipt, Management will provide a copy of the Standard Form 1188 to the Union.

SECTION 6. The Union shall notify Management in writing of the dues amounts stated in a biweekly pay period basis. The amount of the Union dues to be deducted each biweekly pay period shall remain as originally certified until a change in the amount of such dues is certified by the authorized official, and such certification is transmitted to Management thirty (30) calendar days prior to the effective date of such change. Only one change in the Union dues amount will be made in any period of twelve consecutive months.

SECTION 7. The Union will designate, in writing, an officer to receive the Defense Finance and Accounting Office (DFAS) remittance and listing of names of dues paying members and amount of dues withheld. The Union will furnish Management, in hard copy, the name and address of this individual and any changes thereto.

ARTICLE 10

HOURS OF WORK AND BASIC WORKWEEK

SECTION 1. Management will normally provide at least a 14 calendar day notice of any change in tour of duty unless Management determines the organization would be seriously handicapped in carrying out its functions or that costs would be substantially increased.

SECTION 2. Work Schedules

A. Except in those areas with 24-hour operations, or when Management determines that workload or other factors dictate otherwise, Management will schedule the basic 40-hour workweek on five (5) consecutive eight (8) hour days.

B. Rotating Shifts. This consists of those regularly scheduled tours which periodically require service on different shifts. This tour of duty will normally be established for employees whose jobs are directly related to service type functions which must be performed more than five days a week and cannot be performed during the normal work hours or days.

C. Rotating shift schedules will be posted on appropriate bulletin boards as soon as the schedule is established and approved by Management, but should be no less than fourteen days prior to the start of the new rotation.

D. Insofar as practicable, Management will equitably distribute temporary changes in tours of duty among available employees of the organization who are qualified to perform the work and is a regular and recurring part of their duties.

SECTION 3. On Call Procedures

“On-call” rosters have been established for the DPW Operations and Maintenance Section to ensure personnel are available to respond to emergencies that occur after normal duty hours. Employees designated as “on-call” must remain capable of responding to after hour calls within fifteen minutes of notification and arrive at the work site within two hours. When “on-call,” employees are required to carry a government provided cellular phone at all times during the on-call rotation, including duty hours.

Management will compensate employees who are required to return to work in accordance with applicable regulations and the overtime provisions outlined in Article 11 (Overtime).

SECTION 4. Employees will normally be given a 15-minute rest period for every four hours of work. Rest periods normally should be taken at or near the mid-point between the start of the employee’s workday and the employee’s meal period and at the midpoint between the employee’s meal period and the end of the tour of duty. Management will make every effort to plan work to permit such rest periods. Variations in the workload will be taken into

consideration when scheduling the rest period. Rest periods may not, under any circumstances, be continuous to the lunch period; and they may not be granted immediately after the beginning of the workday or immediately prior to the close of the workday and are not cumulative.

SECTION 5. Management has the right to assign employees work through the lunch period. If the assignment of work is required during the normal lunch period, the employee will be compensated in accordance with applicable regulations. When the assignment of work is not required during the lunch period, the employee will be in a non-pay status, free from duty and not required to remain at or near the work area.

Full time employees shall be granted, on a non paid basis, a meal period scheduled at or near the midpoint of the tour of duty of at least one half (1/2) hour or up to one (1) hour. Management may consider a 1 hour lunch period for those areas whose mission is not adversely affected.

Employees who are prevented from working due to interruptions or suspension of normal work operations may be assigned to other reasonable work or comprehensive training programs.

ARTICLE 11

OVERTIME

SECTION 1.

A. Management agrees, upon request, to relieve an employee from an overtime assignment provided another qualified employee, as determined by Management, is available for the assignment. If Management is unable to find a replacement, the employee will work the overtime.

B. In the assignment of overtime, Management agrees to provide the employee with 72 hours advance notice of the possibility overtime work may be required. Confirmation of the instructions to report for overtime will be given as soon as possible thereafter. The Union recognizes that in some cases, such as breakdown of equipment, requirements imposed at the last minute by higher headquarters, or in emergency situations, little or no advance notice may be possible. In such cases, the provisions of paragraph A above apply regardless of the length of advance notice given.

C. In case of emergency, as determined by Management, where employees are not informed of overtime assignments prior to the start of the regular shift and are required to work more than four hours beyond the end of the regular shift, an opportunity to obtain food and a scheduled non-compensable meal period to consume it at the worksite will be provided. If the nature of the work is such that it cannot be stopped or interrupted, Management may allow food consumption to be on a work status basis. Scheduled non-compensable meal periods referred to in this Section shall be free from all duty obligations except for immediate and compelling emergencies

which arise during the scheduled meal period. Under these circumstances employees shall be in a work status immediately upon resuming work.

SECTION 2. Where Management requires an employee to remain at their duty station beyond the end of their tour of duty and they are performing assigned work, Management will pay overtime in 15-minute increments.

SECTION 3. When an employee declines to work overtime, cannot be reached by Management for callback overtime, or when an employee fails to respond to an emergency overtime call, Management will count it the same as overtime worked when determining "fair and equitable distribution" of overtime.

ARTICLE 12

LEAVE AND ABSENCE

SECTION 1. Sick Leave

A. The Union agrees to support Management in its efforts to eliminate unwarranted or improper use of sick leave. Sick leave will be granted to employees when management determines they are incapacitated for the performance of their duties for sickness, injury, or other reasons as provided by sick leave regulations. When an employee is incapacitated for duty because of illness, he or she is personally responsible for requesting leave from his or her supervisor by telephone prior to the beginning of each of his or her scheduled work shifts.

B. Employees are encouraged to make the above request as soon as possible, but the request must be made not later than two (2) hours prior to the beginning of the shift for police, guards, and range operations personnel; and not later than one (1) hour prior to the beginning of the shift for the remaining covered employees. If the employee does not speak directly with their supervisor, the employee must leave a contact number for the supervisor to return the call. Each functional work area will establish a procedure identifying the point of contact. Immediately upon return to duty, employees will submit an OPM 71, *Request for Leave or Approved Absence* to their immediate supervisor.

C. If the supervisor believes there is evidence to indicate abuse of sick leave or other valid reason, the employee will be advised that medical documentation is required for any absence for which sick leave is requested, regardless of duration.

SECTION 2. In the event of prolonged illness or disabling injury, when an employee's accrual of sick leave has been exhausted and the employee requests advanced sick leave, Management agrees to process the request in accordance with applicable regulations.

A. During long-term absences, employees shall discuss their expected return to duty date with their supervisor on a weekly basis unless the supervisor determines a longer period between discussions is acceptable.

B. When employees provide Management with acceptable medical documentation that they are limited to light duty or restricted duty by a healthcare provider, Management will make an effort to assign work that is within the limitations described in the provided medical documentation, where practicable and in accordance with applicable regulations.

SECTION 3. Annual Leave

Annual leave will be administered in accordance with current laws and regulations and as further stipulated below.

A. Management agrees, to the maximum extent possible, to allow employees to schedule at least two consecutive weeks in each year for vacation purposes. Management will attempt, consistent with the workload, to approve employee requests for appropriate periods of annual leave for vacations. When Management finds it necessary to deny requests for leave or cancel previously approved leave, Management will provide a written explanation to the affected employee in writing.

B. Annual leave will be scheduled according to the needs of Management. It is the employee's responsibility to obtain approval of leave in advance of the absence. Employees will submit annual leave requests to their immediate supervisor on OPM 71, *Request for Leave or Approved Absence*. Employees should not assume that a request for leave will always result in approval of leave.

C. An employee requiring emergency annual leave shall be responsible for personally requesting the leave from his or her supervisor prior to the beginning of the employee's work shift. If the employee does not speak directly with their supervisor, the employee must leave a contact number for the supervisor to return the call. Leave will not be approved until the supervisor makes contact with the employee requesting the leave.

ARTICLE 13

COUNSELING, DISCIPLINARY, & ADVERSE ACTIONS

SECTION 1. Counseling

A. It may be necessary to call to an employee's attention certain matters or issues that may be interfering with successful job performance or employee conduct. Whenever possible, counseling sessions will be done in private to set the proper tone and as a method to focus attention upon the issues at hand. Counseling of an employee is usually a matter between a

supervisor and an employee; however, if more than one Management representative is present or if the counseling session becomes investigative in nature, the employee may request the presence of a Union representative.

B. The Employee will be permitted, upon request, to review or be given a copy of supporting documentation regarding unacceptable performance or conduct when the employee is counseled regarding the issue. For purposes of this provision, “supporting documentation” does not include copies of JBLM, IMCOM, DA, DOD, or government-wide regulations, pamphlets, policies, instructions, rules, or statutes and laws that can be obtained or accessed by computer. Where a written statement of counseling is issued to the employee, signing the counseling is acknowledgment of receipt and does not mean that the employee agrees with the content of the document.

SECTION 2. Disciplinary Actions

A. Unless punitive, the objectives of discipline are to correct and improve employee behavior and to promote the efficiency of the service. All disciplinary actions will be taken for just cause and in accordance with applicable laws, regulations, and this contract.

B. Disciplinary actions should be taken in as timely a manner as possible in order to optimize the effectiveness of the corrective action taken. If an employee has been informed by Management that disciplinary action is being considered and it is later determined that no action will be taken, the employee will be notified.

C. Management should discuss the incident with the employee; afford the employee an opportunity to explain the basis for his or her actions; and, if appropriate, advise the employee that disciplinary action is under consideration. When considering disciplinary action, Management is encouraged to obtain a written statement from the employee. If the employee has requested representation and a Union representative is present, the employee may consult with the Union representative during the discussion. The representative, however, may not answer for the employee.

D. A decision notice involving suspension will be delivered: in person; by regular mail with a certificate of mailing; or by electronic transmission after coordination with the employee.

E. If the Union wishes to have a copy of the material relied upon by Management to support a disciplinary action, it will submit a request to the agency in accordance with Article 8, Section 3.

F. Under this Article, Disciplinary Actions include letters of reprimand and suspensions of 14 calendar days or less. Where the disciplinary action is a suspension of 14 calendar days or less, employees will be given a written notice of the proposed action and will be given an opportunity to reply to the charge(s) orally, in writing, or both, followed by a written notice of decision. If a non-probationary career or career-conditional employee alleges that the charges are unfounded, that facts were misrepresented, or the penalty was too severe, the decision may be grieved in accordance with Article 14 of this contract.

SECTION 3. Adverse Actions

A. Adverse actions are defined as those that may be appealable under 5 CFR Part 1201.3. These include but are not limited to removal, reduction in grade or pay, suspension for more than 14 days, or furlough for 30 days or less for cause that will promote the efficiency of the service.

B. In adverse actions, employees will be given a notice of proposed action; an opportunity to reply to the charge(s) orally, in writing, or both; and a notice of decision. If, after a notice of decision is received, a non-probationary career or career-conditional employee feels that the charges are unfounded, the facts are misrepresented, or the penalty is too severe, the decision may be grieved in accordance with Article 14 of this contract. The notice of opportunity to reply does not apply to emergency furloughs pursuant to 5 C.F.R. § 752.404(d)(2).

C. In adverse actions, employees may elect to appeal the decision in accordance with Merit Systems Protection Board (MSPB) procedures. However, the employee may not seek review under both grievance and the MSPB procedures. For the purposes of this article, and pursuant to Section 7121 of Title 5, U.S. Code, an employee shall be deemed to have exercised this option at such time as he or she files a grievance under the grievance procedure or an appeal under the appellate procedure, whichever occurs first. A timely grievance is one filed within the time limits in Article 14 of this contract. A timely MSPB appeal is one filed not later than 30 calendar days after the effective date of the adverse action in accordance with applicable MSPB regulations and case law.

SECTION 4. Management may consider “Last Chance Agreements” (LCAs) when removal from the Federal service is proposed. LCAs are instruments designed to permit an employee subject to a removal action an opportunity to demonstrate that the employee can be successfully rehabilitated, e.g., that their performance or conduct can be improved to Management’s satisfaction, and that the removal action should be deferred. The agreements are tailored to the special circumstances involved in each case. They allow Management, at its discretion, to forego or delay a removal action in order to give an employee a last chance to demonstrate successful rehabilitation.

ARTICLE 14

GRIEVANCE PROCEDURES

SECTION 1. General

A. This Article establishes the exclusive procedure available to employees in the bargaining unit, the Union, and Management to grieve issues covered by the parties’ agreement. A “grievance” means a complaint (a) by any covered employee concerning any matter relating to the employment of Employee; (b) by the labor organization concerning any matter relating to the employment of any covered employee; or (c) by the employee labor organization or agency

concerning the effect or interpretation, or a claim of breach, of a collective bargaining agreement; or any claimed violation, misinterpretation, or misapplication of any law, rule, or regulation affecting conditions of employment.

B. Exclusions

The following issues are excluded from this grievance procedure:

- (1) The interpretation of any agency (e.g., IMCOM, DA, or DOD) regulation, provision(s) of law, or regulations of authorities outside the agency;
- (2) Non-selection for formal training opportunities or non-selection for promotion from a group of candidates;
- (3) Resignation, termination or removal of temporary employees, termination of temporary promotions, termination of probationary employees, termination of employees serving under excepted appointments, and failure to renew any term employee;
- (4) Non-adoption of a suggestion;
- (5) Failure to receive, or the amount of, a discretionary award for performance;
- (6) Notices of performance expectations; counselings, appraisal ratings; or placement of an employee on a Performance Improvement Plan (PIP);
- (7) Requirement to submit to a fitness for duty examination;
- (8) Any violation or disciplinary action relating to prohibited political activities or anything reasonably construed as a violation of the Hatch Act;
- (9) Any decision regarding entitlement to employment benefits, including but not limited to retirement, life insurance, or health insurance;
- (10) Suspension or removal for national security reasons;
- (11) Any examination, certification, or appointment;
- (12) The classification of any position which does not result in the reduction in grade or pay of an employee. Note: this exclusion means employees covered by retained grade and pay by a classification downgrading action may not grieve;
- (13) Findings of pecuniary liability for damage to government property as provided in AR 735-5, Policies and Procedures for Property Accountability;

(14) Any complaint of discrimination because of race, color, religion, sex, national origin, age, or physical or mental disability;

(15) Management's denial of a request to modify qualification requirements for Employees undergoing RIF;

(16) Any notice of proposed disciplinary or adverse action;

(17) Resignations.

C. Grievances often arise from misunderstandings or disputes, which can be settled promptly and satisfactorily at the lowest possible supervisory level. Settlement of grievances is encouraged at all steps of the grievance process and reasonable effort by all parties to settle grievances at the lowest possible level is encouraged. Efforts to settle grievances do not under any circumstances extend or waive the time limits at each step of the grievance process, unless the parties agree, in written hard copy, to extend or waive time limits. Failure of the Union to comply with the time limits for filing and advancing a grievance at each step of the grievance process shall render the grievance moot and non-grievable.

D. The filing of a grievance shall not reflect unfavorably on an employee's good standing, performance, loyalty, or desirability to the organization. The granting of relief or denial of a grievance by Management shall not reflect unfavorably on a manager's good standing, performance, loyalty or desirability to the organization.

E. At all steps of the grievance procedure, the grievance will be presented in writing (hard copy) on a completed form mutually agreed upon by the Union and Management. See Appendix B.

F. Reasonable time during working hours (i.e. official time) will be allowed for employees and Union representatives to discuss, prepare for, and present grievances, including attendance at meetings with Management officials. Procedures for reasonable time are outlined in Article 8, Section 5, Union Representation.

G. During the grievance process, all disputes of grievability will be treated as threshold issues. All disputes of grievability not resolved during the grievance process may be referred directly to arbitration in accordance with Article 15, or may be advanced through the grievance process solely on the issue of grievability.

H. It is the intent of the parties that the time limits contained herein be observed. The time limits in this Article may be extended only by mutual written agreement, reduced to hard copy writing, between the Union and Management. The decision by either party not to extend the time limits of the grievance procedure is not in itself grievable under any circumstances.

I. Written requests for information will be processed in accordance with Article 8, Section 3 of this agreement.

J. Union representatives shall not be hindered in the performance of their duties of investigating, presenting, and adjusting grievances as provided for in this article.

K. At each step of the grievance procedure a written decision will be completed within ten (10) calendar days of receipt of the grievance or within ten (10) calendar days of the date of a meeting, if a meeting is held.

L. Should Management fail to comply with the time limits for rendering a decision at any step, the employee may advance the grievance to the next step.

SECTION 2. Employee Grievance Procedure

A. The employee must file the grievance with the appropriate official within ten (10) calendar days of the action, incident, event, receipt of a letter of reprimand, or notice of decision for any grievable disciplinary or adverse action being grieved, or within 10 calendar days of when the employee knew unless the employee can demonstrate that the employee was not aware of the matter or issue. Unless otherwise specified in this article, all employee grievances will be filed at Step 1 with the employee's first-line supervisor or designee.

(1) For grievances arising out of letters of reprimand the grievance will be filed at Step 2, usually the second level supervisor or designee, for initial consideration and action.

(2) For grievances regarding decisions of suspension, change to lower grade, removal, or negative determination of a reconsideration request of a within grade step increase, the grievance will be filed at Step 3.

B. If an employee of the bargaining unit desires to use the negotiated grievance procedure, the employee may represent themselves, be represented by the Union, or be represented by a person approved by the Union. Where the Union approves such representation, approval shall be provided by the Union to Management in writing (hard copy) prior to that person's ability to commence representational duties.

C. Failure of an employee to obtain a representative does not extend or waive the time frame for filing a grievance.

D. Where an employee has requested representation by the Union in the grievance process, and the Union has undertaken representation of the employee, Management will coordinate all grievance meetings through the Union representative, who is entitled to accompany the employee at all grievance meetings.

E. For multiple employees with the same issue, the Union will initiate a single group grievance. The names of the employees will be provided if known at the time of the filing. This notification does not preclude adding employees at a later date.

F. Except in the case of disciplinary actions, the Union and Management agree that individual identical grievances will be joined at Step 2 and processed as one grievance throughout the remainder of the procedure. The Union will select one of Employee's grievances for processing and the decision thereon will be binding on all others in the related grievances.

G. Steps:

Step 1: Employee or Designated Representative will present a completed hardcopy of the mutually agreed upon grievance form to the first-line supervisor or designee in accordance with the time frame specified in Section 2A of this article. The Step 1 grievance official will attempt to resolve the grievance. If not resolved, a meeting with the employee and his or her Designated Representative, if any, will be scheduled within ten (10) calendar days of receipt of the grievance. At the meeting, the employee and his or her Designated Representative, if any, shall make a full and detailed statement of facts relied upon, contractual provisions involved, and relief sought. The Step 1 grievance official's written response must be provided to employee or Designated Representative no later than ten (10) calendar days from the date of that meeting. The grievance official's written response will include a sentence identifying the name and title of the Step 2 grievance official.

Step 2: If the employee or Designated Representative elevates the grievance to the next step, the employee or Designated Representative must present a completed hardcopy of the mutually agreed upon grievance form to the Step 2 grievance official within ten (10) calendar days of employee or designated representative's receipt of the Step 1 decision. The Step 2 grievance official should meet with the employee and representative. The written response (hard copy) must be provided to the Employee or Designated Representative no later than ten (10) calendar days from the date of the meeting or, if there is no meeting, ten (10) calendar days from the date the grievance was received.

If a grievance is initially filed at Step 2 in accordance with Section 2A of this article, the employee or Designated Representative must present a completed hardcopy of the mutually agreed upon grievance form to the step 2 grievance official. The Step 2 grievance official will attempt to resolve the grievance. If not resolved a meeting with the employee and his or her Designated Representative, if any, will be scheduled within ten (10) calendar days of receipt of the grievance. At the meeting, employee and Designated Representative, if any, shall make a full and detailed statement of facts relied upon, contractual provisions involved, and relief sought. The Step 2 grievance official's written response (hard copy) must be provided to the Employee or Designated Representative no later than ten (10) calendar days from the date of the meeting. The grievance official's written response will include a sentence identifying the name and title of the designated Step 3 grievance official.

Step 3: If the Employee or Designated Representative elevates the grievance to the next step, the employee or Designated Representative must present a completed hardcopy of the mutually agreed upon grievance form to the Step 3 grievance official within ten (10) calendar days of the Employee or Designated Representative's receipt of the Step 2 decision. The Step 3 grievance official should meet with the employee and representative. The Step 3 grievance official's

written response (hard copy) must be provided to the Employee or Designated Representative no later than ten (10) calendar days from the date of the meeting or, if there is no meeting, ten (10) calendar days from the date the grievance was received.

If a grievance is initially filed at Step 3, in accordance with Section 2A of this article, the employee or Designated Representative must present a completed hardcopy of the mutually agreed upon grievance form to the Step 3 grievance official. The grievance official will attempt to resolve the grievance, but must meet with employee and/or Designated Representative within ten (10) calendar days of receipt of the grievance. At the meeting, the employee and Designated Representative, if any, shall make a full and detailed statement of facts relied upon, contractual provisions involved, and relief sought. The Step 3 grievance official's written response (hard copy) must be provided to the Employee or Designated Representative no later than ten (10) calendar days from the date of the meeting.

H. If a satisfactory settlement is reached at any step of employee grievance procedure, short of arbitration, the decision will be reduced to hard copy writing, stating the issue(s) involved, the conclusions reached, and the settlement agreed upon. The settlement will be signed by employee or his or her Designated Representative and Management.

I. If an employee leaves the bargaining unit before the steps of the grievance procedure are completed, and no pay issue is involved, the grievance will be terminated without final decision.

SECTION 3. Union Grievance Procedure

A. Grievances initiated by Union will be submitted to JBLM YTC Commander or designee within ten (10) calendar days of the incident giving rise to the issue, or if the Union is unaware of an issue or incident, within ten (10) calendar days of when the Union first became aware of the issue or incident.

B. The grievance must be submitted in writing (hard copy) on the agreed upon form at Appendix B. specify the article and section of the contract alleged to have been violated, and identify the corrective action sought. The JBLM YTC Commander or designee will sign and date the grievance to acknowledge receipt.

C. The JBLM YTC Commander or designee will provide a written decision (hard copy) within ten (10) calendar days after receipt of the grievance. The Union Business Representative or Designee will sign and date the written decision to acknowledge receipt.

D. If a satisfactory settlement is reached the decision will be put into writing stating the issue involved, the conclusions reached, and the settlement agreed upon. The settlement will be signed by Management and the Union Business Representative or Designated Representative. If, as part of the Agreement, employee agrees to waive any rights, employee will also sign the Agreement. The agreed upon settlement is binding on both the Union and Management provided it does not conflict with applicable laws, rules, regulations, and provisions of this Agreement.

E. If, after receipt of the Management decision, the Union wishes to seek further review; the Union will invoke arbitration in accordance with Article 15, Arbitration, within ten (10) calendar days of the receipt of Management's decision.

SECTION 4. Management Grievance Procedure

A. Grievances initiated by Management will be submitted to the Union Business Representative within ten (10) calendar days of the incident giving rise to the issue, or if Management is unaware of an issue or incident, within ten (10) calendar days of when Management first became aware of the issue or incident.

B. The grievance must be submitted in writing (hard copy), specify the article and section of the contract alleged to have been violated, and identify the corrective action sought. The Union Business Representative will sign and date the grievance to acknowledge receipt.

C. The Union Business Representative or Designated Representative will provide a written decision (hard copy) within ten (10) calendar days after receipt of the grievance. The JBLM YTC Commander or designee will sign and date the written decision to acknowledge receipt.

D. If a satisfactory settlement is reached the decision will be put into writing (hard copy) agreed upon form at Appendix B stating the issue(s) involved, the conclusions reached and the settlement agreed upon. The settlement will be signed by Management and the Union Business Representative or Designated Representative. If, as part of the Agreement, employee agrees to waive any rights, Employee will also sign the Agreement. The agreed upon settlement is binding on both the Union and Management provided it does not conflict with applicable laws, rules, regulations, and provisions of this Agreement.

E. If after receipt of the Union decision, Management wishes to seek further review, Management will invoke arbitration in accordance with Article 15, Arbitration, within ten (10) calendar days of the receipt of the Union's decision.

ARTICLE 15

ARBITRATION

SECTION 1. Only the Union, in the case of employee or Union grievances, or Management, in the case of Management grievances, may invoke arbitration. Arbitration may be invoked only for a grievance that has been properly processed within the time limits specified, and only on the issues grieved.

SECTION 2. Service of the notice that arbitration is invoked is completed when in the case of a Union filing; the JBLM YTC Commander or designee acknowledges receipt of the notice in writing (hard copy), within ten (10) calendar days after receipt of a written answer of the Step 3

grievance. Service of the notice that arbitration is invoked is completed when in the case of a Management filing; the Union Business Representative (or designee) acknowledges receipt of the notice in writing (hard copy) on the agreed upon form at Appendix B, within ten (10) calendar days after receipt of a written answer of the Step 3 grievance. If notification is not received as above, the party's right to invoke arbitration is forfeited and may not be pursued.

SECTION 3. The parties may jointly request the FMCS provide non-binding mediation service. The costs of the services of the mediator, if any, shall be shared equally by the parties.

SECTION 4.

A. Within ten (10) calendar days after receipt of the notice that arbitration is invoked, the party invoking arbitration will request a list of seven (7) arbitrators from FMCS. A copy of the party's request to FMCS will be provided to the other party. The party invoking arbitration is responsible for paying the cost for the FMCS-requested list of arbitrators.

B. As an exception to this FMCS procedure, prior to a request being forwarded to FMCS, the parties may mutually agree within the ten (10) calendar day time period, in writing, to a particular arbitrator. However, if that arbitrator is not available to conduct the arbitration within sixty (60) calendar days of the parties' mutual request for arbitration, the party invoking arbitration must then follow the FMCS procedure above.

SECTION 5. The parties shall meet within ten (10) calendar days after the receipt of a list of arbitrators from the FMCS. If they cannot mutually agree upon one of the listed arbitrators, then Management and the Union will alternately strike one arbitrator's name from the list until one name remains. The remaining name shall be the selected arbitrator. The parties shall flip a coin to determine who strikes the first name.

SECTION 6. At the time the parties meet to select an arbitrator, they shall also discuss the issue(s) to be submitted to the arbitrator. If the parties are able to agree on the issue(s), they shall jointly submit the issue(s) in writing to the arbitrator. The parties will sign at the bottom of the document to indicate that this is the agreed upon issue(s). If the parties are unable to agree upon the issue(s), the parties agree to submit their identified issues individually to the arbitrator, with a courtesy copy to the other party, no later than fifteen (15) days before the date set for arbitration. Each party may then provide an additional response, based on issues raised by the other party's submission to the arbitrator, no later than seven (7) days before the date set for arbitration, with a courtesy copy to the other party.

SECTION 7. The fees and expenses of the arbitrator shall be borne by the substantially non-prevailing party, as determined by the arbitrator.

A. The arbitration hearing shall be held during regular core hours, Monday through Friday. All employee representatives who are currently in a pay status, employee, and employee witnesses shall be in a pay status without charge to annual leave for the period of time that their presence and participation is required at the arbitration proceedings. This is conditioned on the Union

providing Management enough advance notice of the identity of requested employee witnesses so that last minute schedule changes, leave cancellations, and overtime costs can be avoided.

B. Unless a different date is specified by the arbitrator, each party shall submit to the arbitrator and the other party, at least fifteen (15) days before the date set for arbitration, its proposed witness list, together with a summary of the expected testimony of each witness. Each party is entitled to call, upon approval of the arbitrator, rebuttal witnesses who were not previously named in each party's initial witness list, when such witness has material and relevant testimony to offer. The arbitrator is permitted to disapprove any proposed witness based on a party's failure to show materiality, relevance, or when the proposed testimony is unnecessarily cumulative or duplicative.

C. Any witness requested by a party who is reasonably available in person or by telephone, and whose presence is deemed relevant and necessary by the arbitrator, will be called unless there are circumstances that prohibit their presence. In that event, necessary testimony will be obtained by sworn affidavit, declaration, or deposition.

D. The parties may agree to submit an arbitration entirely on affidavits when the circumstances warrant, such as when facts are not materially in dispute, or such as when the initial issue of arbitrability does not require live testimony.

E. The issue of arbitrability will be a preliminary issue for the arbitrator to decide before proceeding to the underlying disputed issue.

SECTION 8. The Union, Management, or both may file exceptions to the arbitrator's award in accordance with applicable laws and regulations.

ARTICLE 16

SAFETY

SECTION 1. Management will exert reasonable effort to provide and maintain safe working conditions and industrial health protection for Employees and will comply with applicable federal laws, regulations, and Executive Orders relating to the safety and health of its employees. The Union will cooperate to that end and will encourage all employees to work in a safe manner and promptly report any unsafe condition to Management. Management will expeditiously initiate action to request funds to correct unsafe conditions if such funds were not budgeted and available locally.

SECTION 2. Each employee has a primary responsibility for his own safety and an obligation to know and observe safety rules and practices as a measure of protection for himself and others. Management will welcome, from any employee or from the Union, suggestions which offer

ways of improving safety conditions. Each employee will wear and utilize all necessary safety equipment required by their duties.

SECTION 3. In the course of performing their normally assigned work, Union representatives will try to identify unsafe practices, equipment, and conditions as well as environmental conditions in their immediate area which represent industrial health hazards. When unsafe or unhealthy conditions are detected by the Union representative, he will not only report the condition to the immediate supervisor, but also try to correct the problem, if possible. When such safety and industrial health matters are of general interest, the Union may present the problem to Management's safety committee or bring the matter to the attention of appropriate supervisor for mutual consideration by Management and the Union.

SECTION 4. The Union and Management will make every effort to prevent accidents of any nature. Should such accidents occur, however, a prime consideration will be the welfare and comfort of injured personnel.

SECTION 5. One Union representative will be on the JBLM YTC Safety Committee.

ARTICLE 17

PERSONNEL MOVEMENT IN REDUCTION IN FORCE (RIF) SITUATIONS

Management agrees to notify the Union of any necessity for a reduction in force (RIF) as far in advance as practicable and the reason(s) necessary. Management also agrees to inform the Union, upon request, of the affected competitive levels and the number of employees affected, when this information is available.

ARTICLE 18

DURATION OF AGREEMENT & SUPPLEMENTAL AGREEMENTS

SECTION 1. This agreement supersedes all prior agreements and past practices, and shall remain in effect for three (3) years. Thereafter, this agreement shall remain in effect from year-to-year unless either party notifies the other in writing, not more than 60 calendar days or less than 30 calendar days, before the expiration date of the agreement, of their desire to terminate or renegotiate this agreement.

SECTION 2. When either party asks to renegotiate the agreement, the provisions of this agreement shall be honored until a new agreement becomes effective, except for those provisions that are contrary to any law, regulation, or Executive Order.

SECTION 3. By mutual written consent of both parties, the parties may open this agreement for amendment or supplemental agreements. Any request for such amendment or supplemental agreements shall be in writing and must be accompanied by a summary of the amendments or supplement of the agreement proposed. Management and the Union will meet to negotiate the matter as expeditiously as possible but in no case later than sixty (6) calendar days from the date of receipt of the proposal. The parties will not consider any changes other than those proposed. Amendments or supplemental agreements shall be evidenced in writing, duly executed by both parties, and submitted for approval to the Department of Defense (DOD).

SECTION 4. When it becomes necessary for either Management or the Union to reopen or to amend the agreement or to enter into supplements to this agreement, and an impasse has been reached, the item or items shall be set aside. After all negotiable items for which agreement can be reached have been disposed of; the parties shall once more attempt to resolve any existing impasse items.

SECTION 5. If Management and the Union cannot agree, the parties shall jointly request mediation as provided by the FMCS. Costs of services provided by the FMCS, if any, will be shared equally by the parties.

In witness whereof the parties hereto have executed this agreement on 27 June 2014.

Approved by the Department of Defense on 27 July 2014.

FOR THE UNION:

FOR MANAGEMENT:

[REDACTED]
Business Representative, Lodge 282
International Association of Machinists
And Aerospace Workers

[REDACTED]
Deputy to the Garrison Commander
JBLM Yakima Training Center

[REDACTED]
Chief Steward, Lodge 282
International Association of Machinists
And Aerospace Workers

[REDACTED]
LTC, AR
JBLM Yakima Training Center

SUPERVISOR'S REPORT ON UNION REPRESENTATIVE'S USE OF OFFICIAL TIME

RCS Exempt - AR 335-15, para 5-2b(1)

INSTRUCTIONS

1. Supervisors will insure completion of this form each time a union representative uses official time to perform union representational duties or similar activities.
2. Upon completion of form, furnish to the appropriate timekeeper so information can be recorded on the time card.
3. Questions should be referred to Civilian Personnel Advisory Center (CPAC), Labor Relations Office, extension 967-4668 or for complete description visit https://ft.lewis.army.mil/cpac/sites/FL_Regs.htm.

NAME OF UNION OFFICIAL/REP	SIGNATURE	DATE SIGNED
DIVISION/BRANCH	DATE	
SECTION/UNIT	TIME SPENT AWAY FROM JOB	
	BEGINNING TIME	ENDING TIME

NATURE OF BUSINESS (Check as appropriate)

CATEGORY I - Contract Negotiations.

- A. Basic or renegotiations.
- B. Midterm negotiations: Applies to all those not covered in "A" above (i.e., proposed change in activity policy, supplemental agreements).

- CATEGORY II** - On-going Labor Management Relationship (time spent on labor management committees, consultation, unfair labor practice and representation proceedings, union sponsored training).

Specify:

CATEGORY III - Grievances and Appeals.

- A. Grievances and Arbitrations under the Collective Bargaining Agreement.
- B. All other grievance appeals (Administrative Grievance System, EEO, MSPB and any other complaint or appeal process).

- CATEGORY IV** - All other activities not listed above.

Specify:

SUPERVISOR AUTHORIZING OFFICIAL TIME

NAME	SIGNATURE	
ACTIVITY	PHONE	DATE SIGNED

YAKIMA TRAINING CENTER GRIEVANCE FORM

Grievance Type: Employee Union Management

Employee Name: _____
 Work Phone #: _____ Hours of Work: _____
 Job Title and Grade: _____ Duty Section: _____
 Supervisor: _____ Work Phone #: _____
 Representative Name: _____ Phone #: _____
 Representative Work Location: _____

Briefly describe the nature of the grievance to include the specific article and section of the CBA, regulation, or condition of employment allegedly violated. Use back of form for additional space.

Desired resolution to the grievance. Use back of form for additional space

 Signature of Employee Date

First Step	_____	_____	_____	_____
	1 st Level Supervisor Signature	Date Received	Discussion Date	Decision Date
	_____	_____	Grievance Resolved	
	Union Steward Signature	Date	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Second Step	_____	_____	_____	_____
	2 nd Level Supervisor Signature	Date Received	Discussion Date	Decision Date
	_____	_____	Grievance Resolved	
	Union Steward Signature	Date	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Third Step	_____	_____	_____	_____
	3 rd Level Supervisor Signature	Date Received	Discussion Date	Decision Date
	_____	_____	Grievance Resolved	
	Union Steward Signature	Date	Yes <input type="checkbox"/>	No <input type="checkbox"/>

AUTHORIZATION TO REPRESENT

I, _____, authorize International
(please print legibly)
Association of Machinists and Aerospace Workers, Local 160, to officially act as my
representative.

Signature

Date