

AGREEMENT BETWEEN THE ADJUTANT GENERAL OF SOUTH CAROLINA AND THE
LABORERS INTERNATIONAL UNION OF NORTH AMERICA (LIUNA)

November 29, 2017

PREAMBLE

This agreement is executed between the South Carolina National Guard (SCNG), hereafter referred to as the "employer" or "Agency," by and through the Adjutant General (TAG) of South Carolina, and the Laborers International Union of North America (LIUNA), hereafter referred to as the "Union," and collectively referred to as the "Parties." The agreement is made for all non-supervisory and non-managerial employees of the SCNG, hereafter referred to as "technicians" or "employees."

This agreement identifies the mutual covenants of the Parties hereto, which are intended to:

- a. Safeguard the public interest.
- b. Contribute to the effective conduct of public business.
- c. Promote the efficient administration of the SCNG and the well-being of its employees.
- d. Provide for the highest degree of efficiency in the accomplishment of the mission of the SCNG.
- e. Establish a basic understanding of personnel policy, practice, procedure, and matters affecting conditions of employment within the discretion of the Adjutant General.
- f. Provide a means for discussion and adjustment to matters of mutual interest.
- g. Promote employee communications and knowledge of personnel policy and procedure.

Wherever language in the Agreement refers to specific duties or responsibilities of supervisors or management officials, it is intended only to provide a guide as to how a situation may be handled. It is agreed that the Employer retains the sole discretion to assign work to supervisors and management officials and to determine which supervisors or management officials will perform the supervisory or managerial functions discussed. All other terms used within this agreement shall have the meaning ascribed to them as per Federal Court Decisions, United States Code, Federal Labor Relations Authority Decisions, Code of Federal Regulations, Office of Personnel Management the Agency, National Guard Bureau (NGB) Technician Personnel Regulations (TPR), or Blacks' Law Dictionary. Whenever a dispute arises as to the meaning of a particular term, the Parties will attempt to reach agreement by referencing the sources cited above, in that specific order.

As a result, the Parties hereto agree within the intent, spirit, and meaning as follows:

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ARTICLE 1 – GENERAL PROVISIONS

Section 1.1 – Recognition and Included Positions

1. In accordance with (IAW) the Federal Labor Relations Authority (FLRA) Certification of Representative Case Number AT-RP-70036, dated August 26, 1997, LIUNA is the exclusive representative for all employees of the SCNG. Local 1776 is the entity charged with and recognized by LIUNA as the new agent for the purposes of collective bargaining negotiation and contract negotiation. Employees are defined as excepted service dual-status technicians and competitive service employees.

Section 1.2 – Excluded Positions

1. Excluded from the Bargaining Unit are all professional employees, supervisors, management officials, personalists, and employees described in 5 USC § 7112(b)(2), (3), (4), (6), and (7).

2. The Parties agree that as a result of reductions, reorganizations, reclassifications, and changes to the Agency's mission, it may become necessary to modify the bargaining unit status of an employee's position that is not normally covered by one of the categories listed in Paragraph 1 (above). The agency will notify the Union when it determines to change a given position's bargaining unit status. The notice will be given prior to effecting that change. If the parties are unable to resolve a dispute over whether a given position is included or excluded from the bargaining unit, the matter will be referred to the FLRA IAW law, regulation and this agreement.

3. The parties understand that the movement of an individual employee from a position that is included in the bargaining unit to a position excluded from the bargaining unit is not subject to this provision.

ARTICLE 2 – MICELLANEOUS PROVISIONS

Section 2.1 – List of Employees

1. Upon request, but not more than once per quarter, the Agency shall provide to the Union a list of bargaining unit employees showing the name, tenure, pay plan, series, grade, step, position title, position description number, assigned organization, assigned duty station location, and immediate supervisor name.
2. Upon request, but not more than once per quarter, the Agency shall provide to the Union a list of non-bargaining unit employees showing the name, tenure, pay plan, series, grade, step, position title, position description number, assigned organization, assigned duty station location, and immediate supervisor name.
3. Upon request, but not more than once per quarter, the Agency will provide the Union with a copy of the current employee manning document showing the encumbered positions authorized for a specific installation or facility for both the Army and Air National Guard.
4. The Union will secure all lists provided under this Section from unauthorized access.

Section 2.2 – Distribution of Contract

1. The contract will be made available via the SCNG public access internet site.
2. The Union will make the contract available on their public web site, and will also provide a printed, or other type of media, copy of the contract if an employee should require it.

Section 2.3 – Other Provisions

1. All timelines are calculated in calendar days, and may be adjusted by request and mutual agreement between the parties.

ARTICLE 3 – DURATION AND CHANGES TO THE AGREEMENT

Section 3.1 – Effective Date

1. Providing that the Defense Civilian Personnel Advisory Service (DCPAS) approves the body of this agreement, the effective date of the contract shall be thirty-one (31) days after execution by the parties hereto. Both dates (execution and approval) will be made a part of the agreement prior to distribution.

Section 3.2 – Agency Approval

1. DCPAS shall approve the agreement within thirty (30) days from the date the agreement is executed by the parties, provided the agreement is IAW the provisions of applicable law, rule, or regulation.
2. If DCPAS neither approves nor disapproves the agreement within the thirty (30) day period, the contract between the Adjutant General of South Carolina and LIUNA becomes effective on the thirty-first (31st) day after the signature of both parties, except for those Articles not in compliance with the law or existing regulation.
3. In the event that a particular article, or section of an article, is not approved by DCPAS, the remainder of the agreement shall take effect as provided by law. The article or section of articles, not approved by DCPAS may be later incorporated into the contract after negotiations or appropriate remedies are reached by the parties and only after subsequent approval by DCPAS.
4. The Adjutant General and the State Representative of LIUNA will hold an official signing ceremony within thirty (30) days of approval, unless a later date is mutually agreed upon.

Section 3.3 – Agreement Duration

1. This agreement will remain in full force and be effective for three (3) years from the date of approval by DCPAS, or, under the provisions of 5 USC §7114, (c) (3) whichever comes first.

Section 3.4 – Agreement Amendments/Supplements

1. This agreement may be subject to amendments or supplements during the agreement duration under one of the following procedures:
 - a. Either party may initiate negotiations annually after service of notice, no later than sixty (60) days prior to the anniversary date of this agreement.
 - b. At any time, by mutual consent, for the purpose of amending or providing supplements to this agreement.
2. A request for an amendment or supplement to this agreement by one party shall be submitted in writing to the other party, setting forth the proposed change and justification.
3. Representatives of the Agency and the Union will meet within thirty (30) days of the written

proposal, to commence negotiations on a proposal(s) submitted IAW this section, unless a later date is mutually agreed upon.

4. Approval of an amendment or supplement to the agreement will be accomplished in the same manner provided for approval of the basic agreement as specified in Section 3.2 of this Article.

Section 3.5 – Renewal of Agreement

1. Barring any changes, proposed changes, or pending negotiations related to the provisions of Section 3.6 of this Article, the contract will be automatically renewed for a period of one (1) year to take effect immediately following the expiration of the current three (3) year period and will be renewed for one (1) year each year thereafter.

Section 3.6 – Negotiating a New Agreement

1. Should either party wish to change the agreement prior to automatic renewal provisions in Section 3.5 of this Article, the following shall apply:

a. Negotiations for a new agreement will commence no earlier than one hundred and five days (105) nor later than sixty (60) days prior to the termination of the current agreement.

b. Sixty (60) days prior to the start of negotiations of a new agreement, representatives of the Agency and representatives of the Laborers' International Union of North America will meet to initiate a memorandum of understanding (MOU) establishing the ground rules for conduct of negotiations.

Section 3.7 – Termination of Agreement

1. This Agreement may also be terminated by mutual consent of both parties, or at any time it is determined and established by the FLRA that the Union is no longer entitled to Exclusive Recognition.

ARTICLE 4 – MANAGEMENT RIGHTS

Section 4.1 – Regulations

1. In the administration of all matters covered by this Agreement, all Parties are governed by existing or future law, by existing Government-wide regulations, by current Agency policies and regulations that do not conflict with this Agreement, and by subsequently published Agency policies and regulations required by law that are non-negotiable or that may be necessary due to emergencies IAW Section 4.2.

Section 4.2 – Retained Rights

1. The Agency retains the right, IAW 5 USC, §7106(a) to determine the mission, budget, organization, number of employees, internal security practices of the Agency, and IAW 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:
 - (1) Among properly ranked and certified candidates for promotion; or
 - (2) Any other appropriate source; and
- d. To take whatever actions may be necessary to carry out the agency mission during emergencies.

2. Nothing in this Section shall preclude the Parties from negotiating:

- a. At the election of the Agency, 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;
- b. The procedures that Agency officials will observe when exercising any authority granted to the Agency under this Section; or
- c. The appropriate arrangements for employees adversely affected by the exercise of any authority granted to the Agency under this Section.

Section 4.3 – Emergency Considerations

1. When an emergency requires changes to conditions of employment for a period of more than seventy-two (72) hours, the Agency shall provide the Union, to the best of their ability and based on the information available, with the following:

- a. An explanation as to the nature of the emergency requirement;
- b. A list of the conditions of employment that may be temporarily modified;
- c. A list of individual employees which may be affected; and,
- d. An estimate of how long the changes are expected to remain in place before reverting to pre-emergency operations.
- e. Changes to conditions of employment shall be subject to negotiation IAW Section 6.2.

2. The information required in Paragraph 1 may initially be conveyed verbally, however a written (formal letter or email message) notice shall be furnished to the Union, and will be conveyed as soon as the emergency situation permits, but not later than twenty-four (24) hours after changes have been implemented.

ARTICLE 5 – EMPLOYEE RIGHTS

Section 5.1 – Awareness

1. The Parties will ensure that:

- a. Employees are fully aware that the provisions of this contract prevail in the workplace.
- b. This contract receives the widest possible dissemination IAW Section 2.2.

Section 5.2 – Access to Personnel Files

1. Employees normally have access to their personnel information via MyBiz, and will be allowed a reasonable amount of time during their duty day to access the MyBiz portal, as needed. When an employee is unable to access the MyBiz portal at their normal work site, the employee will be afforded opportunities to utilize alternate accommodations.

2. An employee's Work Folder (as maintained by their supervisor) will be made available to them for review upon request. A reasonable amount of time may be granted to the employee so that he/she can review the contents of their Work Folder, to include their Position Description and other documents present; however, an employee's request to review their Work Folder cannot interfere with the accomplishment of assigned duties.

Section 5.3 – Right to Privacy and Work Area Searches

1. An employee is accountable not only for the performance of their official duties, but also for compliance with the Standards of Conduct for Federal Employees. The Agency affirms the right of an employee to conduct his or her private life within the constraint of Federal law and Agency regulations.

2. The Parties recognize the employee's right to voluntarily invest their money, donate to charity, or participate in activities, meetings or undertakings not related to their employment.

3. Any employer-directed inspection of personal property or equipment shall be conducted IAW applicable government-wide regulations, as well as any Agency directives in place at the time this agreement goes into effect. Searches of government or personal property, including but not limited to, work areas such as offices, desks, tool boxes, or file cabinets shall be conducted in a reasonable manner under all the circumstances, and in the presence of the employee, to the extent that the employee's presence does not compromise the integrity of the investigation or interferes with the Agency's right to determine its own internal security practices.

4. If it has been determined that the presence of the employee does not compromise the integrity of the investigation, but the employee is unable to be present, a Union representative will be requested to be present. The supplying of a representative by the Union shall not unduly delay the search or impede the purpose for which the search is conducted. It should also not compromise the integrity of the investigation or interfere with the Agency's right to determine its own internal security practices.

5. When a search of the work area is conducted as a result of surreptitious activity, such as a bomb threat or a terrorist attack, the Agency is not required to give the employees notification of an impending search.

Section 5.4 – Representation

1. An employee has the right to be represented by the Union at any formal meeting as defined by applicable law and regulations concerning any grievance, personnel policy or practices or other general condition of employment. This right does not extend to informal discussions between an employee and the Agency. The Union is the sole exclusive representative of bargaining unit employees concerning workplace matters.

2. The Parties agree to ensure employees are aware and understand their Weingarten Rights and their right to have and retain representation. Employees have a right to a Union representative:

a. During any examination of an employee in the unit by a representative of the Agency in connection with an investigation if:

i. The employee reasonably believes that the examination may result in disciplinary action against the employee; and

ii. the employee requests representation.

3. Further, the Parties agree to the following:

a. The Agency will inform all employees of their right to Union representation (Weingarten Right) IAW 5 USC §7114(a)(2)(B):

(1) At their respective new hire orientation;

(2) On an annual basis IAW 5 USC 7114(a)(3) electronically to the employee's official email address, or reviewed on an annual basis during their annual performance feedback session.

(3) Prior to questioning during an Agency-initiated investigation. While not mandatory, it is recommended that the Agency representative use Appendix A to record an employee's decision to invoke or not invoke their Weingarten Right.

4. An employee who requests to have representation must do so in writing and must include the representative's name and contact information. Furthermore, an employee may request that all communication concerning a specific representational matter (i.e., investigation or adverse action) be made with or furnished through their representative. When this choice is made, the Agency proceeds under the premise that all communication with the representative reaches the employee.

Section 5.5 - Right to Organize and Discuss Matters of Concern

1. IAW 5 USC §7102, each employee shall have the right to form, join or assist the Union, or to refrain from any such activity, freely and without fear of penalty or reprisal.
2. Nothing in this agreement shall require an employee to become or remain a member of the Union, or to pay money to the Union except pursuant to a voluntary written authorization for the payment of dues through payroll deductions IAW 5 USC §7115.
3. An employee shall not be disciplined nor otherwise discriminated against based on having filed a formal grievance, complaint, or for giving testimony under Title VII CSRA 1978.
4. No employee shall be precluded, regardless of whether or not he or she is a member of the Union, from bringing matters of personal concern to the attention of appropriate officials under applicable law, rule, regulation, or published policy; or from choosing his or her own representative for an appellate or grievance action based on law, regulation, or this agreement.

Section 5.6 - Employee Treatment

1. All SCNG employees deserve to be treated with common courtesy and consideration.
2. Employee discipline should be conducted privately in a manner that provides confidentiality and allows for professional feedback to the employee. No employee shall be asked or directed to make a public statement or disclosure regarding any matter which concerns personal discipline.

Section 5.7 - Workplace Violence Prevention Program

1. Supervisors will review the Agency's Workplace Violence Prevention Program policy with employees on an annual basis (e.g., during their annual performance feedback sessions or other training or information setting).

ARTICLE 6 – UNION RIGHTS

Section 6.1 – Recognition and Representation

1. The Union is the exclusive representative of all employees and has a right to be represented in negotiations, formal discussions, and meetings between employees and the Agency that concern conditions of employment, grievances, personnel policies and practices, or any other matter affecting general working conditions. This may include Agency sponsored Committees/Meetings dealing with the above subjects.
2. The Union's right to be represented does not extend to informal discussions between an employee and the Agency.
3. Although not required, the Parties may engage in a Pre-Decisional capacity concerning conditions of employment or working conditions of bargaining unit employees.
4. The Agency shall recognize all Officers and Representatives designated by the Union, to include National Representatives. Upon request, the Union will provide the Agency, in writing, a list of all current Officers and Representatives, to include Stewards.
5. The Union's primary point of contact for all matters is the designated State Representative, or any other representative appointed by the Union.
6. The Agency shall not interfere in internal Union business. Internal Union business shall be conducted during non-duty hours, or while an employee is in a non-duty status.
7. The Agency agrees that there will be no restraint, interference, coercion or discrimination against Union representatives as a result of performing their authorized duties under the Statute, and that no employee will be reassigned as a result of participating in protected activity.
8. To the extent that it does not interfere with Management's Rights, the Union, in consonance with its right to represent, may propose new policy, changes in policy, or resolutions to issues, involving conditions of employment or working conditions.

Section 6.2 – Changes Affecting Conditions of Employment

1. The Agency agrees to meet with the Union prior to implementing, modifying, or cancelling any personnel policy or procedure that affects employee conditions of employment.
2. The Union will be provided a written notice of proposed changes thirty (30) days prior to the desired date of implementation, except in cases where a change to conditions of employment is necessitated in order to ensure the safety and welfare of personnel or property, or when the Agency, in good faith, cannot provide timely notification under this Section. The notice shall be the Agency's finalized plan-of-action, and shall include the following:
 - a. Whether the proposal will be a new policy or practice, or if it is a change to an established policy or practice.

- b. Justification for the proposal (why is it necessary).
 - c. What the anticipated impact will be on employees, and the Parties.
3. The Union will have fifteen (15) days from receipt of the Agency's notice to submit a request to negotiate (if the subject is negotiable), or to bargaining on the impact and implementation thereof. Once the Union submits a timely request under this Section, the proposed change cannot be implemented until negotiations and/or bargaining have been completed IAW Section 6.3.
4. When the Agency is unable to provide timely notice IAW Paragraph 2 (above), the Parties will meet, prior to implementation of the changes, to determine how to modify the requirements of this Section, and to explore an alternate arrangement which will satisfy the Agency's need to expedite implementation of their change while at the same time honoring the Union's right to negotiate and/or bargain the proposed changes to conditions of employment.

Section 6.3 – Negotiation/Bargaining Procedures

1. The following procedures shall be utilized when either Party requests to negotiate or bargain a matter affecting conditions of employment:
- a. Each party is responsible for determining the make-up of their negotiating team. The number of employees for whom official time is authorized shall be equal to the number of individuals designated as representing the Agency in any capacity during negotiations. This includes observers, runners, facilitators, and any other persons present in or during the negotiation sessions (in any capacity) on behalf of the Agency.
 - b. Each Party will determine the organization of its negotiating team and ensure that all negotiators are empowered to negotiate pursuant to 5 USC § 7114(b)(2).
 - c. The names of each team member will be exchanged by the Parties in writing no later than forty-eight (48) hours prior to the beginning of negotiations. Any changes regarding team membership will be submitted to the other party prior to the next negotiation session.
 - d. Union representatives will be on official time during all negotiations/bargaining sessions.
 - e. Once negotiation/bargaining sessions are completed, the Parties will sign and date the agreement to indicate execution, and (if applicable) will submit the agreement to DCPAS for Agency Head approval IAW Section 3.2.
 - f. Negotiations Impasse: When the parties cannot agree on a negotiable matter and an impasse has been reached, the item shall be set aside. After all negotiable items on which agreement can be reached have been disposed of, the Parties will again attempt to resolve any impasse. Either or both parties may seek the services of the Federal Mediation and Conciliation Service (FMCS). When the services of mediation do not resolve the impasse, either party may seek the services of the Federal Service Impasses Panel (FSIP).

Any proposals referred to the FSIP shall be deemed a provision of the executed agreement upon receipt of an FSIP decision ordering adoption of the proposal.

g. Negotiability Question: At the time an item is declared non-negotiable by the employer, the Union may submit to the employer a request for their position on the non-negotiable item along with the employer's rationale. The Union may then accept the employer's declaration of non-negotiability, or file an appeal with the FLRA. The rules and regulations of the FLRA will govern procedures for the filing of the appeal.

Section 6.4 – Past Practice (Established Practice)

1. A Past Practice is a longstanding frequent practice that is accepted and known by the Parties, that is not specifically included in this Agreement, and that does not contradict Federal law. This Agreement, Agency regulations, and Federal law take precedence over Past Practice and tradition when there is a contradiction.

2. Neither Party may unilaterally terminate an established Past Practice without providing notice and an opportunity to bargain IAW Section 6.2, except that if a Past Practice exists that is shown to be illegal or contrary to regulations, the Agency may terminate the practice without agreement from the Union on the substance of that decision; however, the termination may give rise to a duty to bargain over the impact subsequent to implementation.

Section 6.5 – Unfair Labor Practices (ULP)

1. The Parties agree that prior to submitting an Unfair Labor Practice (ULP) charge to the Federal Labor Relations Authority (FLRA), the charging Party will notify the other and request a meeting in an attempt to resolve a suspected ULP. The meeting will be an informal attempt to resolve the matter(s) in dispute.

2. If after fifteen (15) days from the initial notice a solution agreeable to both parties has not been reached, the charging party will then be allowed to file a formal ULP charge.

Section 6.6 - Steward Program

1. The appointment and management of Union Stewards is an internal Union matter.

2. Stewards shall be allowed a reasonable amount of Official Time IAW Section 6.7.

3. It is agreed that Stewards will carry out their duties in a way that does not interfere with the Agency's ability to accomplish the mission.

4. Stewards will be available for call back if needed, and shall report to their supervisor immediately upon return.

Section 6.7 – Official Time and Travel of Union Representatives

1. Union Representatives shall be permitted a reasonable amount of Official Time in order to effectively represent employees IAW this Agreement. Reasonable time for representational

activities (e.g., discussions, meetings, investigations, negotiations, and bargaining sessions) shall be that amount of time determined by both Parties to effectively deal with workplace matters such as:

- a. conditions of employment and/or employee working conditions;
- b. an employee grievance or complaint;
- c. representation of employees during a Weingarten investigation or during the course of an adverse action;
- d. to review and/or evaluate a proposed policy change and formulate a recommendation;
- e. to negotiate or bargaining a new proposal or change;
- f. to attend Agency and/or Union-sponsored training which is beneficial to both Parties, normally not to exceed 40 hours per individual per calendar year.

2. This list above is not all-inclusive, and Official Time may be requested and granted for other situations not listed as long as the purpose and/or justification falls within the parameters of 5 USC §7131.

3. Union Representatives, in coordination with the Labor Relations office, shall request Official Time through their appropriate supervisor. The request should state their destination, estimated time of return, and the nature of Union business. If the request cannot be accommodated due to mission requirements, the representative will be informed of the earliest possible time when they will be able to leave his/her work site. Union Representatives will be available for call back due to mission requirements.

4. Requests for prolonged absences (longer than 24 hours) will be made by using an official memorandum on Union letterhead. Absences of short duration (less than 24 hours) may be requested using the attached form in Appendix B. Use of email is acceptable.

5. Travel costs for Union Representatives will be the responsibility of the Union. However, a civilian employee who serves as a labor organization representative and travels to attend labor-management meetings that are certified to be in the Government's primary interest may be eligible for travel allowances IAW Department of Defense (DoD) Joint Travel Regulations (JTR).

6. Whenever an employee meets with the Union concerning a representational matter, and that meeting takes place during duty hours, reasonable notification shall first be provided by the Union representative to the employee's immediate supervisor prior to the employee ceasing performance of assigned duties. If the employee cannot be released at that time due to mission requirements, the Union representative will be informed of the earliest possible time when the employee will be available. Supervisor may inquire of the Union representative as to the subject of the meeting to ensure that it complies with Section 6.7(1), as long as disclosure does not violate the Union's confidentially obligations to the employee. No notice is required when representational activities take place during non-work periods (i.e., before and after regular duty

hours, during breaks, or during the lunch period).

7. Paragraphs 1 – 5 notwithstanding, the Union’s designated State Representative shall be granted additional Official Time for the purposes of discharging his/her representational duties IAW 5 USC Chapter 71 and this Agreement.

Section 6.8 – Access to Facilities

1. Subject to normal security limitations, Union Representatives will be granted access to Agency facilities in conjunction with their representational activities, provided the access in question is for a lawful purpose and does not interfere with the Agency’s mission. The Union’s reasonable request to access Agency facilities shall not be unreasonably delayed or denied.

2. Access in conjunction with a membership drive shall be coordinated with the Labor Relations office, and shall be limited to non-work areas such as a lunch/break room or other non-work areas where employees usually gather during periods of rest. In facilities that do not have a lunch/break room the Union will be allowed temporary use of a conference room or other work area in order to support an authorized membership drive, provided this does not violate any applicable laws or regulations.

ARTICLE 7 - VOLUNTARY ALLOTMENT OF UNION DUES

Section 7.1 - Arrangements for Dues Deductions

1. Dues deduction will be accomplished IAW 5 USC §7115.
2. Employees eligible for bargaining unit membership may elect to pay Union dues by having the Agency deduct a pre-specified amount of monies from the employee's regular paycheck. This will be accomplished by filling-out form *SF 1187 Request for Payroll Deduction for Labor Organization Dues* form and forwarding the completed form to the Union. The Union will certify the amount of dues while completing the appropriate portions of the form and then forward the form to the Agency.
3. Allotments will become effective on the first full pay period commencing after receipt of the applicable form by the employee Payroll Office. The Agency will be responsible for recouping dues not collected as a result of an administrative delay, error, or early cancellation unless that delay, error, or early cancellation is caused by reasons beyond the Agency's control. When the Union alleges that a delay, error, or early cancellation has occurred, they will notify the HRO in writing with supporting documentation. If the Agency determines that a delay, error, or early cancellation did occur, and it was not caused by reasons beyond their control, then the Agency will recoup the amount in question. A dispute arising out of this section shall be submitted through the negotiated grievance procedure.
4. An allotment shall terminate when the employee leaves the unit as a result of any type of separation, transfer, reassignment, promotion or other action which would exclude the employee from the bargaining unit; upon loss of exclusive recognition by the Union; when the agreement providing for dues withholding is suspended or terminated by an appropriate authority outside DoD, or when the employee has been suspended or expelled from the Union. Employees can make arrangements with the Union for other methods of payment (i.e., personal check, debit, or allotment through MyPay).
5. An employee may voluntarily revoke his/her allotment for the payment of dues by submitting an *SF 1188 Cancellation of Payroll Deduction for Labor Organization Dues* form directly to the Union. Once the Union verifies that the employee has met the minimum membership requirements, the form will be forwarded to the Agency. By statute, dues allotments must be made for no less than one year.
6. Employees shall have the option of dues revocation on their first-year Union membership anniversary. After the first anniversary, dues may only be revoked in intervals of one-year, beginning on or after the first anniversary date of the allotment.
7. Dues withholding arrangements as set forth in this Article will continue if this Agreement is not renegotiated by its termination date because of impasse, third party proceedings involving a negotiability dispute, or unit representation.

ARTICLE 8 - HOURS OF WORK AND COMPENSATION

Section 8.1 - Workweek and Work Schedules

1. The Agency shall establish a basic administrative workweek IAW 5 CFR §610.111, and agrees to establish work schedules IAW 5 USC Chapter 61 – Subchapter II, 5 CFR Part 610 – Subchapter D, and this Agreement. The Adjutant General is the final approval authority for the Agency's work schedule.
2. The Agency has the right to establish each employee's workweek to ensure cost effective and timely compliance with operational requirements. Subject to these requirements, the Agency in establishing an employee's work schedule shall take into consideration any personal hardship made known to the Agency by an employee, and shall make every reasonable effort to provide each employee a work schedule fourteen (14) calendar days in advance of its effective date. Unless the mission requires otherwise, it is agreed that work schedules shall remain in effect for at least two pay periods.
3. Any non-emergency changes to the work schedule policy, regardless of whether all or a portion of the bargaining unit is affected, must be negotiated with the Union prior to implementation. Work schedule changes due to emergencies will be IAW Section 4.2.
4. The Parties agree to establish Labor-Management Teams tasked with monitoring work schedule practices and making recommendations to the Agency in regard to continuing, adjusting, or modifying the Agency's work schedule. The teams shall convene annually, or at more frequent intervals when mutually agreed upon. The following will be observed:
 - a. Each team should be composed of an equal number of representatives. A minimum of four (4) members, two (2) from each Party, is recommended. Each Party is responsible for determining the makeup of their team.
 - b. Separate teams will be established for the following functional areas:
 - (1) One team for the Air National Guard, with representatives from each functional area (i.e., operations, maintenance, all other areas).
 - (2) One team for the Army National Guard with representatives from each functional area (i.e., aviation, surface maintenance, all other areas).
 - c. The teams will use the following criteria when making work schedule policy recommendations to the Agency:
 - (1) Agency mission requirements
 - (2) Establish core duty hours (if applicable)
 - (3) Work Schedule Option(s) (i.e., single work schedule or combinations thereof, such as 4/10, 5/4/9, and/or 5/8) that allows the Agency to meet mission requirements

(4) Employee work schedule preferences

(5) Accommodation for individuals experiencing personal hardships

d. The provisions of any existing work schedule policy shall remain in effect until a new policy is approved by the Adjutant General.

Section 8.2 - Reporting for Duty

1. Employees have a responsibility to report to work ready, willing, able, and in proper attire, promptly at the beginning of their scheduled work period. Employees must be in their assigned duty uniform at all times during their work shift.

2. Except in the case of an emergency, employees will notify their immediate supervisor as soon as possible, but not later than two (2) hours after beginning of the work shift, of the reason that prevented them, or will prevent them, from reporting to work on time. If the employee is incapacitated and/or physically unable to initiate contact, then the Agency may accept tardiness or absence notice from an employee's next of kin.

3. When an employee cannot establish positive verbal contact with their first level supervisor, then employees should attempt to make contact with their next level of supervision, and continue to do so, until an Agency representative is reached, in order to provide notice. Co-workers cannot be used to relay information concerning tardiness or absence.

4. Tardiness and absence notices, regardless of the circumstances, should be provided verbally by the employee directly to an Agency official. However, employees may use other modes of acceptable communication, such as voice mail, email, and/or text messaging, as a secondary method of attempting to provide notice, or when all efforts to verbally contact the Agency representative have been reasonably exhausted by the employee.

5. Tardiness and absences from duty of less than one (1) hour may be excused when the reasons are justified to the supervisor. Justifiable reasons are events which are beyond the employee's control such as abnormal traffic congestion or any other type of event that cannot be reasonably predicted by an employee.

6. Unexcused tardiness or absence of any duration shall be charged as absence without leave (AWOL). Supervisors will notify employees, in writing, of their determination that a tardiness or absence has been deemed unexcused.

7. Employees will not be permitted or be required to work during any period for which leave is charged. However, the Agency may cancel approved leave in order to meet mission requirements.

Section 8.3- Lunch Periods and Breaks

1. Employees are authorized a thirty (30) minute consecutive and uninterrupted, non-paid, lunch period every workday. A lunch period is a time during which an employee is entirely free from

work responsibilities. During this time the employee is considered to be off-duty.

2. When Agency mission requirements do not allow an employee a full thirty (30) minute consecutive and uninterrupted lunch period, the employee will be compensated for his/her missed lunch period with thirty (30) minutes of Compensatory Time.
3. Fifteen (15) minute rest periods or breaks, during the first half and the second half (i.e., before and after lunch) of an employee's shift, will be granted. Rest breaks will not be taken in conjunction with the lunch period, or at the beginning or end of the work day.
4. At the discretion of a supervisor, an employee may be authorized additional rest periods of a short duration when such periods are deemed beneficial and/or necessary. Additional rest periods are appropriate in the following situations:
 - a. To provide relief from extreme temperature, hazardous work, confined or restricted spaces, or from work that requires continual and/or considerable physical exertion.
 - b. To reduce the potential for accidents due to fatigue.

Section 8.4 – Overtime Work

1. The Parties, in consonance with applicable laws and regulations, agree that occasionally the Agency will need employees to work in excess of their regular work hours (overtime) in order to meet mission requirements. Employees will be compensated for overtime work IAW applicable laws and regulations, regardless of whether the work is performed on a voluntary basis, or as directed (involuntary) by the Agency in order to support the Agency's mission.
2. Overtime work is any activity that an employee is required to accomplish or participate in, including mandatory meetings or events scheduled and/or hosted by the Agency or its representatives, which require an employee to be present at the worksite prior to the beginning of their regular duty day, or require an employee to remain at the worksite after their regular duty day ends. When an employee identifies a situation that may require overtime, the employee may request that overtime be granted, however, the decision to require overtime work is solely at the discretion of the Agency.
3. Requiring employees to arrive at the worksite prior to start of their shift in order to make ready for work, or causing employees to remain at the worksite beyond the end of their shift in order for them to accomplish work-related personal or shop clean-up and tool turn-in is considered compensable overtime work. These types of activities are considered part of the work process and should be accomplished during regular duty hours.
4. Overtime requirements will be announced as far in advance as possible to allow employees the opportunity to make suitable arrangements in order to perform the overtime work.
5. The Agency will make every effort to direct or assign employees overtime on an equal basis, and shall take into consideration the nature of the work, the need for special skills, the priority of productive or support effort, and the numbers of employees required. In no case will overtime work be directed or assigned to any employee as a reward or punishment.

6. The Agency should make every effort to seek qualified volunteers prior to mandating that an employee perform overtime work. In the event there are insufficient qualified employee volunteers willing to perform overtime work, the Agency has the authority to direct an employee to work overtime to meet the Agency's mission requirements.

7. Except during periods of emergency IAW Section 4.2, the Agency shall provide affected employees not less than thirty-six (36) hours' notice to schedule involuntary overtime time.

8. Supervisors will also take into consideration any personal hardships that overtime work may cause the affected employee(s) and will make a reasonable effort to accommodate said hardships. These include issues such as child care, school, transportation to and from the workplace (especially if an employee participates in car-pooling), and distance from the employee's home of record to the worksite.

9. Employees scheduled to work overtime will be notified of any cancellation of the overtime requirement by the end of the preceding workday, if possible. Employees scheduled to work overtime on any non-duty day will be notified of any cancellation as soon as it is known but not later than 1200 hours on the preceding duty day, if possible.

10. It is agreed that when overtime follows a regular work shift, the supervisors may, at his or her discretion, grant additional rest periods of a short duration when such periods are deemed beneficial and/or necessary, and at the employee's request, a thirty (30) minute non-paid meal break to begin no later than two (2) hours after the overtime period begins.

Section 8.5 – Call Back

1. Call Back is the act or an instance of requesting that an off-duty employee report to work and perform his/her duties on a day when work was not scheduled, or after his/her regular work day is over.

2. Unscheduled call back work entitles an employee to at least two (2) hours of compensatory time.

Section 8.6 – Stand-By and On-Call Duty Compensation

1. In order to deal with situations occurring after regular duty hours, employees may be placed on either a stand-by or on-call duty status. Initial notice may be made verbally; however, a formal written order should follow that explains in detail the stand-by or on-call requirement.

2. IAW 5 CFR 551.431, the Agency may establish routine prohibitions regarding alcohol consumption, and may restrict the use of specific prescription or over the counter drugs, in order to ensure an employee maintains the ability to perform work, however the mere fact that one of these restrictions has been imposed does not necessarily imply that an employee is in either a Stand-By or On-Call Status. Restrictions on alcohol consumption, use of certain medications, or other restrictions necessary to ensure that the employee will be able to perform his/her duties and responsibilities may not result in a finding that the employee is in a Stand-by status. The Agency will specifically identify which status the employee is in for purposes of compensation.

3. Stand-By Duty. An employee is considered on duty and time spent on standby shall be considered hours of work if, for work related reasons, the employee is restricted to a designated post of duty and is assigned to be in a state of readiness to perform work with limitations on the employee's activities so substantial that the employee cannot use the time effectively for his/her own purpose. The Parties agree that compensatory time shall be used in standby situations.

a. The Agency shall make every reasonable effort to provide an employee advance notice specifying the beginning and ending period that the employee is on a standby status.

b. The Agency agrees that when an employee is placed in a standby status, compensatory time shall be granted for the standby period provided the following are apparent:

(1) The employee is restricted to his/her living quarters or another designated post of duty;

(2) Has his/her activities substantially limited; and

(3) Is required to remain in a state of readiness to perform work.

c. The Agency shall notify an employee who is on standby status of its cancellation as soon as possible.

d. Employees will be given compensatory time in equal amounts spent by them in irregular or overtime work.

4. On-Call Duty. An employee will be considered off duty and time spent in an on-call status shall not be considered hours of work if:

a. The employee is allowed to leave a telephone number or to carry an electronic device for the purpose of being contacted, even though the employee is required to remain within a reasonable call-back radius; or

b. The employee is allowed to make arrangements such that any work which may arise during the on-call period will be performed by another person.

c. Once an employee responds to a call and required to work (call back), he shall be granted compensatory time from the moment the work begins. The employee shall be minimally compensated IAW Section 8.5.

Section 8.7 – Other Pays

Night Shift Differential, Night Pay Differential, Sunday and Holiday Premium pay will be computed IAW 5 CFR §532 and §550, and NGB TPR 630.

ARTICLE 9 - LEAVE

Section 9.1 - General Provisions

1. An employee's request to take earned leave will normally be granted as requested unless the supervisor determines that the employee's presence is required to meet mission requirements.
2. Employees are encouraged to apply for leave as far in advance as possible; however, there is no set requirement on how far in advance a request must be submitted in order for it to be approved.
3. Approval or denial of employee leave requests are based solely on the Agency's mission requirements at the time the request is submitted. If an employee has sufficient leave to cover the period of absence, and their absence will not negatively impact the Agency's mission then the supervisor shall approve the request.
4. An employee may cancel previously requested leave at any time.
5. All leave requests (paid and unpaid) shall be submitted using OPM Form 71, or its equivalent.
6. Leave entitlements not specifically addressed in this contract will be done IAW applicable law, rule, and regulation.

Section 9.2 - Annual Leave

1. Supervisors will approve or disapprove properly submitted requests for non-emergency annual leave as soon as possible. If a request is disapproved, the reason will be documented on the OPM Form 71, or its equivalent, and the employee will be notified immediately. The supervisor will work with the affected employee to reschedule the disapproved leave as necessary.
2. Annual leave requests for emergency reasons will be considered on a case-by-case basis, and may be granted even if the employee's absence will have a negative impact on the Agency's mission. Employees will notify their supervisor as soon as possible of the emergency situation stating the reason for the request and the time they desire to be absent from work.
3. When two or more employee's from the same work section request the same period of leave and mission requirements prevent approval of all requests, approval will be granted on a first come first served basis. However, supervisors shall consider the prior leave requests and approvals of the employees affected to ensure fair execution of the annual leave program.
4. Employees may exhaust all of their annual leave balance during one continuous period of absence and for any reason, insofar as mission requirements permit. Supervisors cannot require that employees maintain a minimum annual leave balance. Supervisors also cannot require that employees provide a reason or justification for non-emergency annual leave in order to approve their request.
5. Supervisors or employees may request the carry-over of use/lose leave if the mission dictates that leave cannot be used before the first pay period of the new calendar year; however, approval

is not an entitlement. Request will be processed IAW the applicable regulation.

6. Once approved, annual leave should not be cancelled unless the employee's presence is necessary to meet mission requirements. Prior to cancellation, the supervisor shall consider any personal or financial hardship to the employee to include the potential loss of deposits or payments made to vacation providers and retailers including hotels, airlines, cruise ships, etc. The supervisor shall provide justification for any cancellation decision, and will work with the employee to mitigate any personal or financial hardship caused, to include delaying the employee's return if such a delay will not have a significant impact on the Agency's ability to accomplish the mission.

7. Employee requests for advanced annual leave shall be made in writing through their supervisor to the HRO. The request will include the number of hours applied for and proper justification. The maximum amount of annual leave that can be advanced is limited to the amount of annual leave an employee would accrue for the remainder of the leave year, or for the time remaining before an employee separates. Advance annual leave is not an entitlement. Employees will be required to repay the amount of advance leave for which he or she is indebted in the event they separate from Federal service prior to accruing the amount of leave advanced.

Section 9.3 - Sick Leave

1. Employees shall earn and be granted sick leave, or advanced sick leave, IAW applicable law, rule, and regulation.

2. The Agency may require a medical certificate to support use of sick leave for three (3) days or more, or for a lesser period when the agency determines it necessary. When requested, an employee must provide administratively acceptable evidence or medical certification within fifteen (15) days of the Agency's request. If the employee is unable to provide evidence, despite the employee's diligent, good faith efforts, he or she must provide it within a reasonable period of time, but no later than thirty (30) calendar days after the Agency makes the request. If the employee fails to provide the required evidence within the specified time period, he or she is not entitled to use sick leave.

3. The Agency may accept an employee's signed statement certifying that the period of absence is chargeable to sick leave when it is unreasonable to require a medical certificate.

Circumstances under which an employee's signed statement is acceptable in lieu of a medical certificate are:

a. Inability to secure an appointment with a medical professional during the period of incapacitation.

b. Remoteness of the medical facility.

c. Temporary illnesses if the nature of illness would not necessarily require the services of a medical professional (e.g., common cold or other instances of temporary non-emergency conditions).

d. If acquiring a medical certification would cause a financial hardship.

4. If there is a reasonable suspicion that sick leave is being abused, the Agency reserves the right to require a medical certificate for sick leave of any duration. However, in such cases, the Agency shall counsel and advise the employee, in writing, of their suspicion that sick leave is being abused and that a medical certificate will be required to support any future approval of sick leave regardless of duration. This notice will contain the reasons the employee is required to furnish a medical certificate, and shall provide the employee an opportunity to provide rebuttal evidence to dispute the charge of sick leave abuse. Supervisors will review the sick leave record of those employees suspected of sick leave abuse every six (6) months to determine if this requirement should continue. The employee will be advised, in writing, of the supervisor's determination.

Section 9.4 - Compensatory Time (CT)

1. CT shall be earned and granted IAW applicable law, rule, and regulation.
2. CT should be used before Annual Leave unless the employee is in a use/lose leave status.
3. Additional guidance for CT (Overtime Work) is addressed in Article 8.4.

Section 9.5 - Leave without Pay (LWOP)

1. An employee's request for leave without pay may be granted, at the Agency's administrative discretion, as follows:
 - a. When serving as an officer, employee, or representative of the Union:
 - (1) An employee who has been duly elected or appointed as a Union Officer or Delegate, and whose duties may require and extended absence from their regular position, shall be granted annual leave and/or leave without pay upon request, not to exceed four (4) years, pursuant to a sixty (60) day written notice.
 - b. To deal with personal matters or emergencies.
2. Employees are entitled to LWOP for the following purposes:
 - a. The Family and Medical Leave Act of 1993 (FMLA), provides covered employees with an entitlement to a total of up to 12 weeks of unpaid leave (LWOP) during any 12-month period for certain family and medical needs. Military caregiver leave allows an eligible employee who is the spouse, son, daughter, parent, or 'next of kin' of a covered veteran with a serious injury or illness to take up to a total of 26 workweeks of LWOP during a 'single 12-month period' to provide care for the veteran.
 - b. The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) provides employees with an entitlement to LWOP when employment is interrupted by a period of service in the uniformed service.
 - c. Executive Order 5396, July 17, 1930, provides that disabled veterans are entitled to

LWOP for necessary medical treatment.

Section 9.6 - Excused Absences

1. Excused absences may be granted IAW applicable law, rule, and regulation.

The intent of an excused absence is to provide for authorized brief absences from duty without loss of pay and without charge to other paid leave. Supervisors should coordinate with the HRO to ensure proper coding of absences.

2. The Agency has the authority to grant or disapprove requests for excused absences.

3. Excused absence may be granted for the following reasons:

a. To undergo a mental or physical examination as a condition for continued employment or promotional opportunity in the National Guard.

(1) Dental Exams: Excused absence related to annual dental exams required by a dual-status technician's military service, when that exam cannot be otherwise accomplished during the technician's unit training assemblies (UTA's) or annual training (AT) period, will be limited to one (1) doctor's visit per year. The amount of excused absence granted shall be the amount of time needed to cover the medical appointment, plus the amount of time needed to cover travel to and from the employee's assigned duty station and the medical facility. There is no limitation on the amount of excused absence that may be granted under this section as long as the employee's medical appointment meets the criteria herein.

b. To vote or register in civic elections or in civic referendums which directly affect the town, ward/precinct, district, county, or state in which the employee's home-of-record is located.

(1) An employee may be excused from duty up to three (3) hours after the polls open, or to leave work three (3) hours before the polls close, whichever results in the lesser amount of time off.

c. To volunteer as blood or apheresis (i.e., plasma) donor, without compensation, to the American Red Cross, to military hospitals, or other blood banks, or in response to emergency calls for needy individuals or national catastrophes.

(1) Employees may be authorized a maximum of four (4) hours excused absence for blood donations.

(2) This excused absence is authorized once every sixty (60) days and is for the express purpose of donating blood or blood products and recuperation.

(3) Any leave granted must be utilized at the time of the donation and may not be taken at a later date.

d. To review their employee personnel records or fulfill administrative responsibilities in connection with transfers, separations, or retirements from the Agency.

(1) This excused absence will be approved by the Agency or designated representative (immediate supervisor).

(2) The time and date of the personnel action will be coordinated with HRO.

(3) Travel time will be authorized and excluded from the time allotted for the excused absence.

e. To administer, plan, train, and prepare military funeral honor details for the performance of funeral honors IAW DoDI 1300.15, Office of Secretary of Defense (OSD), Military Funeral Honors Policy Memorandum, and Memorandum for Record (MFR) NGB-ARM-O, Technicians Participating in Military Honors.

Section 9.7 – Hazardous Weather and Other Emergency Conditions

1. Unless notified otherwise, employees are to presume that their worksite will be operational each regular work day regardless of weather or other emergency conditions. Consistent with the Agency's Severe Weather Policy:

a. When hazardous weather or other emergency conditions (i.e., loss of power, water, or heat) are affecting, or are forecasted to affect, an employee's home of record or worksite, the Agency may approve an employee's request for leave so that they may take care of their personal affairs.

b. The Agency may place an employee in an administrative leave status when he/she is prevented from reporting to duty, or is dismissed by the Agency prior to the end of the duty day, because hazardous weather or other emergency conditions make it unsafe or impractical for the employee to either travel from their home to the worksite, remain at the worksite, or travel from the worksite to their home. Road closures enforced by local government agencies and other general warnings by local public officials for citizens to 'remain in place' are reliable indicators that conditions exist which may qualify an employee for administrative leave under this section.

i. If an employee requests leave under Paragraph 9.7(1)(a) prior to an administrative dismissal being authorized under Paragraph 9.7(2)(b) by the Agency, then they will be charged leave until the time set for dismissal.

ii. If an employee is already scheduled to be absent for the entire work shift on a day when administrative leave is approved under this section then the entire absence is charge to the appropriate leave status requested and they will not be eligible for administrative leave.

Section 9.8 – Funeral Leave (Title 5 U.S.C. Section 6326)

1. An employee is entitled up to three (3) workdays to make arrangements for, or to attend, the

funeral or memorial service for a qualifying family member, as defined by 5 CFR § 630.803, who died as a result of wounds, disease, or injury incurred while serving in a combat zone (IAW 26 USC § 112) as a member of the Armed Forces of the United States. The employee shall furnish justification for scheduling nonconsecutive days.

Section 9.9 – Leave in Conjunction with Military Duty

1. An employee who is also a member of the Reserve Component is authorized fifteen (15) days, or 120 hours, of military leave each fiscal year to cover periods of absence from work in order to perform military duty. However, employees are entitled to use any combination of military leave, annual leave, compensatory time, time-off awards, or leave without pay (LWOP) in conjunction with military duty performed during their regular duty hours. The following guidance applies:

a. Military duty includes training or duty such as active duty for operational support (ADOS), annual training (AT), and other Federal duty statuses approved by law. Normally, these duty periods are equal to one 24-hour period of duty, or one day.

b. Employees performing military duty during their regular workweek will be charged an amount of leave necessary to cover the portion of their civilian work shift affected by the active duty period.

c. Military leave may not be used to cover periods of state active duty (SAD). However, employees may use any other leave statuses mentioned in paragraph 1 (above) to cover their period of absence as a result of SAD, as well as law enforcement leave (LEL) as described in paragraph 3 (below).

2. The following guidance applies to dual-status technicians employed by the SCNG when using leave in conjunction with Inactive Duty Training (IDT) periods:

a. IDT is training or duty other than active duty. This includes Unit Training Assemblies (UTA), and MUTA (Army) periods, or their equivalent.

b. One IDT period is usually scheduled in 4-hour increments. Multiple IDT periods may be scheduled in one day. For example, a normal UTA is scheduled over the course of two non-work days (usually Saturday and Sunday), and is equal to four IDT periods. On occasion, Technicians may be required to perform IDT, such as a MUTA 5 or 6 during their regular workweek.

c. Technicians performing IDT during their regular workweek will only be charged the amount of leave necessary to cover the period of training. For example, a technician on a four-ten (4/10) Compressed Work Schedule, whose normal duty hours are 0700 – 1730 Tuesday thru Friday, and who performs two 4-hour IDT periods during the course of a regular ten-hour shift, will only be charged eight (8) hours of leave during that period. Once released from their IDT status, the technician is responsible for either returning to their technician work station, or will be responsible for covering the remainder of their technician duty day with an appropriate type and amount of approved leave.

d. Technicians whose IDT unit location is separate from their normal worksite will be

allowed to use an amount of leave necessary to cover both the period of training and any necessary travel to the training site. The amount of time allowed for travel is whatever amount of time is reasonably needed to arrive at the training site.

3. IAW 5 USC § 6323(b), and subject to Agency approval, an employee who is also member of the National Guard, and who has been called to duty in support of law enforcement, or to provide assistance to civil authorities in the protection of life, the prevention of injury, or the protection of property is entitled to 176 hours, or 22 days, of additional military leave each calendar year, otherwise known as law enforcement leave (LEL).

a. Employees are not authorized to retain both their military and civilian pay when using LEL.

b. The offset rule requires that an employee's civilian pay be reduced by an amount equal to the military pay (not including travel, transportation, or per diem allowance) received for military service while in an LEL status. In other words, full military pay is received, but the offset rules require a crediting of the military pay against civilian pay, thus, reducing the employee's civilian pay.

c. Civilian pay is not reduced for military pay received for service on non-workdays.

d. A copy of the employee's active duty orders and a certificate of attendance must be furnished to their civilian payroll office in conjunction with their time and attendance record for each period during which LEL is used.

e. Carryover of all or a portion of the 176 hours is not permitted.

4. IAW 5 USC § 6323(d), an employee who is also member of a Reserve Component is entitled to use forty-four (44) days of military leave, or 352 hours, without loss of, or reduction in pay, leave to which otherwise entitled, credit for time or service, or performance efficiency rating for days in which they are serving on active duty without pay. The active duty must be performed under Title 10 U.S.C. 12301(b) or 12301(d) for participation in operations outside the United States, its territories and possessions.

a. The leave is charged in units of whole hours on the same basis as annual and sick leave. Holidays and non-workdays are not charged.

b. Employees may also use annual leave, compensatory time, or leave without pay in conjunction with the 44-day leave.

c. The entitlement is on a calendar year basis. There is no entitlement to carry over any unused military leave from one year to the next.

d. While on 44-day military leave, employees receive their civilian pay for time they would otherwise be in a paid civilian duty status.

e. Members are entitled to military retirement points and medical coverage while on military duty in a non-pay status.

f. Employees must elect prior to deployment the period during which they will use the 44-day military leave and other appropriate leave.

g. Employees must initiate/request the use of the 44 workdays of ML and/or other appropriate leave by submitting a Request for Leave or Approved Absence (OPM Form 71) and a copy of their military duty order prior to deployment. Requesting leave is the responsibility of the employee and must be requested in advance of use – not retroactively.

5. The following guidance applies to dual-status technicians, only:

a. Readiness Management Periods (RMPs) IAW DoDI 1215.06:

(1) A military technician may not be placed in a leave status to perform duty in an RMP status. Additionally, a military technician may not perform duty in an RMP status to accomplish activities that are within the normal requirements and workload of the military technician's job description.

Section 9.10 – Court Leave

1. Employees are authorized court leave with pay when summoned in connection to serve as a juror; or as a witness in a nonofficial capacity on behalf of any party in connection with any judicial proceeding to which the Federal, State or local government is a party.

2. If an employee is on annual leave when called for jury duty or witness service, court leave shall be substituted. No charge shall be made to annual leave for the court service.

3. An employee who is under proper summons from a court to serve on a jury should be granted court leave for the entire period, regardless of the number of hours per day or days per week he/she actually serves on the jury during the period.

4. Jury service for which an employee is entitled to court leave does not include periods when the employee is excused or discharged by the court, either for an indefinite period, subject to call by the court or for a definite period in excess of one (1) day. Therefore, an employee may be required to return to duty or be charged annual leave if excused from jury service for one (1) day or even a substantial part of a day. The employee may not, however, be required to return to duty if it would cause a hardship.

5. When an employee is called for court service (as a witness or juror), the court order, subpoena, or summons, if one was issued, must be presented to the supervisor as far in advance as possible.

6. The employee cannot retain fees received for jury duty and witness service performed. The employee must submit fees received for jury or witness service by money order or personal check to the Agency. A certificate of attendance from the clerk of the court must also be submitted. The certificate shows inclusive dates of jury duty or witness service and amount of fees the court paid to the employee. The certificate of attendance, separately, should identify fees and allowances.

7. Fees received by the employee are collected while allowances are not collected. If the certificate of attendance does not identify allowances separately, all moneys are considered fees and shall be collected.

8. The employee may keep reimbursements for expenses received from the court, authority, or party that caused the employee to be summoned, and may keep fees that exceed the employee's compensation for the days of service. An employee serving on a jury in a state or local court who waives or refuses to accept jury fees is still liable to the U.S. Government for the fees he or she would have received.

ARTICLE 10 - DUAL STATUS TECHNICIAN REQUIREMENTS

Section 10.1 – Uniform Appearance

1. The Parties agree that performing duties as a dual status (DS) technician requires wear of the uniform appropriate for the member's grade. Technicians will adhere to appropriate appearance standards, customs, and courtesies of their respective service.
2. Employees are not required to wear the military uniform under the following situations:
 - a. During non-duty hours.
 - b. When on Official Time acting as a Union Representative.
 - c. While appearing as an aggrieved employee or Union witness before a third party proceeding.
3. The Agency recognizes their requirement to provide sufficient uniforms for eligible Technicians to accomplish their duties IAW military regulations. Eligible technicians will receive their normal issue of military apparel as required of their technician position through their membership in the South Carolina National Guard. Additionally, the Agency shall provide the following:
 - a. Uniforms will be provided 'ready-to-wear' to include emblems/patches, nametags/tapes, insignia, etc. as required by regulations.
 - b. All other clothing accessories such as undershirts and socks, ties, gloves, shoes/boots, hats, etc. as required by regulations.
 - c. Cold and foul weather gear as provided in Section 11.3(5).
 - d. Items shall be replaced on a fair wear and tear basis.
4. When an employee has difficulty or is unable to obtain the required military apparel through the Agency's supply system, the employee will notify their supervisor to request a remedy. If the supervisor cannot get the affected employee the required uniforms, the supervisor will go through the supervisory chain of command to correct the uniform deficiency. If the supervisory chain is unable to resolve the uniform issue, the employee, or their representative, should notify the Labor Relations Specialist who will then gather the relevant information and will provide a report to the Human Resource Officer for action.
5. Notification provided IAW with paragraph 4 (above) shall be in writing, and shall include the types and quantities of uniform items requested, and the date on which they were ordered.

Section 10.2 – Medical Requirements

1. Medical requirements associated with technician employment, to include immunizations or testing under a substance abuse program, will be accomplished IAW NGB policy.

2. An employee who is pending disability retirement may be retained until the disability retirement process has been completed. The supervisor will make a recommendation based upon each individual situation. The recommendation will be forwarded up the supervisory chain for final determination. If the employee is retained, he/she may be reassigned to a different position and/or a different work site within the same commuting area. However, any change in duties or work location shall not adversely affect the employee's pay.

Section 10.3 – Selective and Qualitative Retention Boards (SRRB and QRB)

1. Military technicians (dual status) selected for non-military retention shall be informed of their rights under ANGI 36-2651 or AR 135-205.

2. This section does not create a new entitlement and is not grievable.

Section 10.4. – Other Military Considerations

1. The assignment of military duties to technicians, which are not specifically identified in the employee's position description, shall be accomplished IAW NGB regulations.

ARTICLE 11 - SAFETY AND OCCUPATIONAL HEALTH

Section 11.1 – General Provisions

1. It shall be the responsibility of the Agency, the Union, and employees to observe all safety precautions and maintain the standard of safety established IAW applicable laws, regulations, and safety and occupational health policies.
2. The Parties agree to exert every reasonable effort to provide and maintain a work environment conducive to the safety and well-being of all employees, and to provide safety and health training for all employees IAW applicable laws, rules, and regulations.
3. All rules, laws, and regulations pertaining to safety and health shall be on-hand within the employees work center and will be adhered to by all employees.
4. Hazardous tasks shall normally be assigned and performed by employees who have received appropriate briefings, instructions, and training pertinent to the hazardous tasks to be performed. The performance of hazardous tasks shall incorporate all immediately available safety precautions and devices.
5. The Union agrees to cooperate in these efforts and encourage employees to work in a safe manner, obey established safety policies, and directives, and wear the required safety equipment.
6. The Union shall be allowed to be present at local and state level Safety Council meetings. The Agency agrees to consider all recommendations of the Union relative to basic policy on safety and health.
7. Consistent with applicable law and regulations, the cost and responsibility for cleaning and repair of protective clothing and equipment contaminated with or by controlled waste material shall be borne and provided by the Agency.
8. The Agency shall provide employees access to permanent personal hygiene facilities at each worksite consistent with applicable health and safety regulations. This includes access to latrine and shower facilities, segregated by gender, that are adequately cleaned/maintained, powered, and stocked with supplies, and which have ready access to potable drinking water. When such facilities are not available, the Agency shall provide temporary portable latrine, shower, and mobile drinking water, and shall provide for the regular cleaning/maintenance, and replenishment of supplies until permanent facilities are provided or restored. When neither permanent nor temporary portable hygiene facilities nor drinking water is available at a worksite, that site shall be deemed unsuitable to be occupied and employees shall either be relocated to a suitable facility, or shall be excused from work until personal hygiene facilities and potable drinking water are made available.
9. An employee under the care of a physician shall promptly inform his/her supervisor of any prescribed medication that will impair his/her ability to safely perform their assigned duties. Information provided by an employee shall include the limiting effects of the medication and expected duration of prescription. The Agency shall make every reasonable effort to find a safe, temporary assignment for the employee. However, such accommodation is not an entitlement. In

cases where impairment caused by medications cannot be accommodated, an employee will not be allowed to return to work until they are cleared by a medical professional.

Section 11.2 - Health Services

1. The Agency shall establish and maintain an Occupational Health Services and Preventive Medicine Program as provided for in 5 USC Chapter 79 and other applicable laws, rules and regulations.
2. An employee's medical record may be disclosed without their consent in accordance with DoD 5400.11-R C4.2, as long as the individual requesting access has an official need for the record, articulates in detail why the records are required, the intended use of the record relates to the subject matter for which it is maintained, and only the minimal amount of information required is disclosed. The entire record is not released if only a part of the record will suffice. A requestor's rank, position, or title alone does not authorize access to personal information about others, including their medical record.
3. The Agency shall host "Health Benefits Seminars" in support of the annual benefits open season period. During these seminars, representatives from major insurance providers will be made available to provide employees information regarding their benefit plans. Dates and locations will be determined by the Agency. Employees will be made aware of these seminars as far in advance as possible, and will be allowed excused absence to attend.

Section 11.3 - Safety and Protective Clothing/Equipment

1. The Agency agrees to provide all appropriate safety equipment and protective clothing to employees during the performance of their assigned duties.
2. An employee who, after evaluation from an optometrist, is required to wear prescription eyeglasses and is required to wear these eyeglasses in order to safely accomplish their assigned duties, may provide their prescription to the Agency who shall then provide the employee with one pair of prescription safety glasses or goggles at no personal expense to the employee, but not to exceed the amount allotted by the Agency. Employees will be responsible for paying any amount which exceeds the allowance provided by the Agency.
3. Employees will be issued protective footwear, and replacement for fair wear and tear of such, that conforms to OSHA standards as outlined in 29 CFR 1910 Subpart I
4. The Agency shall provide employees an adequate supply of work coveralls to wear as protective clothing. The cost for maintenance and care of the coveralls shall be borne by the Agency. Specifically:
 - a. Army maintenance technicians (direct labor positions) will be provided three (3) 100% cotton coveralls and two (2) insulated coveralls to include cleaning and repair or replacement as necessary of such coveralls, through a contract service to be determined by management.
 - b. Air maintenance technicians will be provided three (3) 100% cotton coveralls and two

(2) insulated coveralls to include cleaning and repair or replacement as necessary of such coveralls, through a contract service to be determined by management.

5. IAW applicable laws and regulations, the Agency agrees to provide employees required to work in inclement weather conditions the following listed clothing items when requested:

- a. Gore-Tex outer gear (or equivalent)
- b. One (1) watch cap
- c. One (1) pair of cold weather gloves

6. The items in paragraph 5 (above) shall be provided at the request of an employee who's assigned duties expose them to outdoor elements on a recurring and on-going basis. The items will be made part of the employee's issued property record, and shall be replaced on a fair wear and tear basis, or when it becomes unserviceable during the course of performing normal duties. Employees will be responsible for the maintenance and safekeeping of these items, and will be responsible for replacement or payment of items that become lost or damaged due to employee negligence.

Section 11.4 - Procedure for Unsafe/Hazardous Assignments

1. The Agency will give full consideration to the need to adhere to established safety directives in the assignment of work, and shall consider the safety factors that address time, duration, frequency of exposure, and the wearing of additional personal protective equipment before directing any employee to perform function-specific tasks. Function-specific tasks may include, but are not limited to, welders, painters, radiation protection personnel, calibration personnel, auto rebuild employees, etc. These tasks shall comply with applicable OSHA standards.

2. Should an employee observe or reasonably believe a work assignment is unsafe or involves a potential hazard to their health, the employee should immediately report the circumstances to the Agency. This includes work assignments inside or outside the scope of their position description for which they have yet to receive training.

3. Any person may report an unsafe or hazardous condition, or one that places an employee in imminent danger.

4. Upon receiving such a report, the Agency will ensure the work is being performed IAW the proper procedures and safety directives or, in the case of imminent danger, cease the work process until the appropriate safety procedures and directives are implemented in order to prevent injury or death of employees, and damage to property.

5. In limited circumstances, an employee has the right to decline to perform his or her assigned task because of a reasonable belief that under the circumstances the task poses an imminent risk Of death or serious bodily harm coupled with a reasonable belief that there is insufficient time to seek effective redress through normal hazard reporting and abatement procedures established in accordance with 29 CFR § 1960.46(a).

Section 11.5- Employees Free from Reprisals

1. Employees who file a safety complaint or who request OSHA to inspect a facility, and Employees who decline to perform a task in accordance with 29 CFR § 1960.46(a), shall be free From reprisals, harassment or unwarranted disciplinary action.

Section 11.6 - Clothing Change during Duty Hours

1. When clothing being worn by an employee has become contaminated with hazardous materials the Agency shall take the appropriate steps to respond based on the type of the contaminant.

2. Employees should normally maintain an additional set of work uniforms in their personal locker in case their primary set of work clothes become contaminated. In some instances, it may be necessary to direct or allow an employee to return to their residence, change clothing, and return to the worksite.

Section 11.7 – Worker’s Compensation Entitlements

1. It is the Agency's responsibility to advise, orient and assist employees regarding entitlement of medical and loss-of-pay benefits under the Federal Employee's Compensation Act (FECA) for injuries or illnesses that are job related.

2. It is the employee's responsibility to report any injury or illness that he/she feels may be job related to the supervisor immediately after the occurrence. Employees have a right to seek Union representation concerning workplace injuries and any subsequent claims under this Section. It is also the employee’s responsibility to cooperate with required documents for payment, physical restrictions and follow up.

3. When an employee is incapacitated on the job and unable to notify the supervisor of injury or illness, it shall be the Agency’s responsibility to initiate the required procedures as soon as they are aware an incident has occurred.

4. Employees absent from work due to a work-related injury or illness shall keep the Agency informed of their condition and prognosis on a regular and recurring basis, and shall make themselves available for contact and possible follow-up evaluations as required by the Agency. The Agency reserves the right to obtain additional medical information or follow-up opinions, as needed, from an employee’s physician or physicians selected by DOL. The Agency shall secure authorization from the employee to obtain medical records.

5. When a treating physician indicates that an employee is physically able to return to work, including light duty work, the employee is required to notify the Agency immediately. If such work is available, the employee will be notified to report for duty as early as the workday following the physician's determination. The Occupational Health Manger will determine evidenced-based work restrictions and/or accommodations that will be implemented when an employee is medically able to return to work in either a full or modified capacity. An employee that fails to notify the Agency of their ability to return to work, or who refuses to return to work when ordered, could receive overpayment of worker’s compensation benefits and/or be

considered AWOL.

Section 11.8 - Labor Representative Accompany Inspection Team

1. The Agency shall immediately notify the Union of any worksite safety inspection being conducted by an outside entity (e.g., OSHA or similar agency) as a result of any recurring requirement, due to an accident, or as a result of a reported unsafe condition.
2. IAW 29 CFR § 1903, the Union shall be given the opportunity to accompany any safety, occupational health, or other workplace inspection team.

Section 11.9 - Occupational Health and Safety Training

1. Although employees are basically qualified to perform their duties, the Agency recognizes the need for specific training and update training regarding Occupational Health and Safety to assure employee safety and a minimum loss of man-hours due to preventable injuries.
2. Employees will be furnished Basic First-Aid Instruction, Cardio-Pulmonary Resuscitation (CPR) instruction, and Automated External Defibrillator (AED) training as required by their position. Each person who successfully completes a recognized course will receive a certification card.

Section 11.10 – Make Ready, Tool Turn-In, and Clean-Up Time

1. A reasonable amount of time at the beginning of shift, before and after the lunch period, and at the end of the work shift will be allowed for employees to prepare themselves and/or their work area for job performance, work related personal clean-up, and tool or equipment turn-in, as necessary. Time authorized in this section may not be used to change into or out of civilian clothes.
2. This will not prevent the Agency from assigning work as necessary.

Section 11.11 – Office Environment

1. The Agency will provide, upon employee request and within budget constraints, office accommodations and equipment which reduce or eliminate the risk of prolonged sitting and staring at computer video monitors. These items include, but are not limited to, eye and posture protective devices such as screen covers, ergonomic keyboards, mice, chairs, and desks to those employees who do a substantial amount of computer terminal work.

Section 11.12 – Other Programs

1. The Agency will implement and administer an ongoing voluntary Physical Fitness Incentive Program which allows employees the opportunity to achieve and maintain certain fitness requirements during duty hours. This program is not an entitlement. An employee's participation in the program may not interfere with the Agency's ability to accomplish the mission.
 - a. The program shall allow each eligible employee a maximum of sixty (60) minutes of

exercise time, three (3) times per week. Employees may request additional exercise time, not to exceed sixty (60) minutes per workday per workweek, through their immediate supervisor, to the HRO. Circumstances which may justify additional time under this Section may include (but are not limited to):

- 1) Dual status technicians of the SCNG who are currently not in compliance with their military height and weight requirements.
- 2) Individuals with medically-diagnosed conditions who would benefit from additional physical activity.
- 3) Individuals participating in Agency-sponsored programs or events.

b. Employees shall coordinate exercise dates and times with their supervisor to ensure participation does not interfere with assigned duties, and to comply with the constraints outlined in the Agency's current policy; however, supervisors can make date and time adjustments on a case-by-case basis to accommodate mission requirements. Exercise time is considered 'use or lose' and may not be accumulated or carried over to subsequent work days.

c. Participation in the program is strictly voluntary. Employees cannot be required to participate in group exercises, nor can they be required to undergo annual military physical fitness testing in a civilian status, either voluntarily or involuntarily.

2. Accommodations for nursing mothers will be provided IAW Federal law, rule, and regulation.

Section 11.13 – Safety Committees

1. The Union will appoint four (4) representatives, one primary and one alternate representative from each service branch, to serve on the State Safety Committee. The purpose of this Committee is to assist and advise the Agency, in accordance with applicable safety directives, on matters affecting Occupational Health and Safety. The Committee shall meet at least quarterly.

2. Local Safety Committees may be established at lower organizational levels, such as individual worksites. When Local Safety Committees are formed, the Union will appoint at least one representative from within the covered area to serve as a committee member. The names of individuals serving on Local Safety Committees will be published and posted on bulletin boards located within the committee's area of responsibility.

3. Union representatives serving on either State or Local Safety Committees will be notified as to the availability of safety schools and, when such schools become available, will be allotted equal space for attendance with Management members of the Safety Committee.

ARTICLE 12 – GRIEVANCE AND ARBITRATION

Section 12.1 – General

1. The parties agree that a genuine effort will be made to settle grievances expeditiously and at the lowest level possible. The Parties further agree, when appropriate, to utilize alternative dispute resolution processes (e.g., mediation) in attempting to resolve grievances.
2. Employees retain the right to request Union representation in the grievance procedure, or to decline such representation.
3. Regardless of an employee's representation option, the Union, IAW 5 USC §7114, will be given the opportunity to be present during all grievance proceedings to ensure that any relief granted as a result of the grievance process is not inconsistent with the terms of this Agreement.
4. Parties, as used in this Article, refer to the Agency, the Union, and/or an employee or group of employees regardless of whether they are represented by the Union.

Section 12.2 – Time Limits

1. Failure on the part of a responding party to observe the time limits set forth in this Article will automatically permit the grievant to advance to the next step of the resolution process.
2. Failure on the part of a grievant to observe the time limits will automatically terminate the grievance process, except that all time limits provided in this Article may be extended by mutual agreement.

Section 12.3 – Procedure and Exclusions

1. IAW 5 USC §7121, the Parties agree that this negotiated procedure will be the exclusive method of grievance resolution within the bargaining unit concerning employment matters. Except as provided in this section, any matter of concern or dissatisfaction to an employee, which is subject to the control of the Agency and is related to conditions of employment of bargaining unit employees, can be grieved through this procedure.
2. Matters expressly excluded under 5 USC §7121(c) may not be grieved under this procedure, to include:
 - a. Any claimed violation relating to prohibited political activities (Hatch Act Violations).
 - b. Retirement, life insurance, or health insurance.
 - c. A suspension or removal for national security reasons.
 - d. Any examination, certification, or appointment.
 - e. The classification of any position which does not result in the reduction in grade or pay of an employee.

f. Final decisions of the Adjutant General regarding matters covered under 32 USC § 709(f) (1).

g. Appeals of a Performance Appraisal filed in accordance with Technician Personnel Regulation (TPR) 430.

Section 12.4 – Employee Rights

1. All employees, whether individually or as a group, have the right to present their grievances to the appropriate Agency official for prompt consideration. This procedure provides a means for the prompt and orderly consideration and resolution of employee or Union grievances. In exercising this right, the employees and their representative will be free from restraint, coercion, discrimination, or reprisal because they have filed a grievance.

Section 12.5 – Official Time

1. Official Time shall be granted to a Union representative who is presenting a grievance on behalf of the Union, representing an employee(s) in a grievance procedure, or who is observing a grievance being presented by an employee(s) under this Article.

2. An employee who is presenting a grievance or is being represented by the Union in a grievance proceeding under this Article shall be granted official time.

Section 12.6 – Union and Employee Grievance Procedures

1. A grievance must be submitted to the lowest level of the Agency with the ability to resolve the matter.

2. All days in this article are calendar days, unless otherwise stated.

3. To be considered timely, a grievance must be submitted no later than thirty (30) days after the occurrence of a grievable matter or incident, or no later than thirty (30) days after the aggrieved party became aware of a grievable matter or incident. A grievance may be withdrawn by the proponent at any time.

4. The following procedures shall be used for resolving grievances filed against the Agency:

a. Phase 1 – Informal

(1) The aggrieved party shall advise the appropriate Agency representative (normally the first level supervisor) and the Human Resources Office (HRO) of their intent to initiate the informal grievance process. Notice should be provided in writing either via a memorandum or email. The timeline for resolution begins upon notice being served.

(2) The Agency representative will acknowledge receipt of the grievance with signature and date (or via email timestamp). The Agency representative will also

forward a copy of the grievance notice to the HRO.

(3) The Agency representative will have fifteen (15) days to attempt resolution of the grievance. When a grievance has been filed by an employee absent Union representation, the Agency representative must coordinate with the HRO to ensure the Union has the opportunity to be present before any discussions with the grievant(s) take place.

(4) Failure to reach resolution within fifteen (15) days after notice is served will allow the grievant to proceed to Phase 2.

b. Phase 2 – Formal

(1) When resolution is not achieved during Phase 1, the aggrieved party may submit their complaint to the next level of the Agency, and the HRO, not later than fifteen (15) days after conclusion of Phase 1. The timeline for resolution begins upon notice being served.

(2) The Agency representative will acknowledge receipt of the grievance with signature and date (or email timestamp). The Agency representative will also forward a copy of the grievance form to the HRO.

(3) The Agency representative will have fifteen (15) days to attempt resolution of the grievance. When a grievance has been filed by an employee absent Union representation, the Agency representative must coordinate with the HRO to ensure the Union has the opportunity to be present before any discussions with the grievant(s) take place.

(4) Failure to reach resolution within fifteen (15) days after notice is served will allow the grievant to proceed to Phase 3.

c. Phase 3 - Adjutant General Review

(1) If the aggrieved party is dissatisfied with the decision reached in Phase 2 the grievance may be submitted to the Adjutant General, and the HRO, not later than fifteen (15) days after conclusion of Phase 2. The timeline for resolution begins upon notice being served.

(2) The Adjutant General, or his/her designated representative, shall take appropriate action to review the complaint file and render a final Agency decision no later than thirty (30) days after receipt of the grievance. The Adjutant General may meet with the employee as part of his/her case review, or upon the employee's request.

(3) Failure to reach resolution within thirty (30) days after notice is served will allow the grievant to proceed to arbitration.

Section 12.7 – Agency Grievance Procedures

1. A grievance by the Agency against the Union must be submitted to the LIUNA State Representative.
2. To be considered timely, a grievance must be submitted no later than thirty (30) days after the occurrence of a grievable matter or incident, or no later than thirty (30) days after the aggrieved party became aware of a grievable matter or incident.
3. The following procedures shall be used for resolving grievances filed under this section:
 - a. Phase 1 – Informal
 - (1) The Agency shall advise the State Representative of their intent to initiate the informal grievance process in writing either via a memorandum or email. The timeline for resolution begins upon notice being served.
 - (2) The State Representative will acknowledge receipt of the grievance with signature and date (or email timestamp). The Agency shall also forward a copy to LIUNA NGC Local 1776 Business Manager.
 - (3) The State Representative will have fifteen (15) days to attempt resolution of the grievance.
 - (4) Failure to reach resolution within fifteen (15) days after notice is served will allow the Agency to proceed to Phase 2.

b. Phase 2 – LIUNA NGC Local 1776 Business Manager Review

- (1) If the Agency is dissatisfied with the decision reached in Phase 1 the grievance may be submitted to the LIUNA NGC Local 1776 Business Manager not later than fifteen (15) days after conclusion of Phase 1. The timeline for resolution begins upon notice being served.
- (2) The Business Manager, or his/her designated representative, shall take appropriate action to review the complaint file, to include meeting with the aggrieved party, and render a final Union decision no later than thirty (30) days after receipt of the grievance.
- (3) Failure to reach resolution within thirty (30) days after notice is served will allow the grievant to proceed to arbitration.

Section 12.8 – Right to Information

1. When arbitration is invoked by either party, relevant documents, reports and evidence relied upon will be exchanged by both parties a minimum of thirty (30) days prior to arbitration. The Arbitrator shall decide disputes as to the relevancy of items referenced in this Section, and whether they should be produced.

Section 12.9 – Arbitration

1. The parties shall be subject to binding arbitration under this Article for any unresolved grievance. Only the Agency or the Union may invoke the provisions of this section.
2. The aggrieved party will have fifteen (15) days from the conclusion of the Adjutant General's Review or the LIUNA NGC Local 1776 Business Manager Review Period to request arbitration. The party seeking arbitration shall provide written notification to the other party informing them that the grievance has been submitted for arbitration.
3. The Arbitrator will resolve questions of whether the matter is subject to arbitration.
4. Arbitration hearings shall be conducted during duty hours. Employees required to attend the hearing as complainants, witnesses, etc., will attend without loss of pay or leave, and may be provided travel and per diem IAW the Joint Travel Regulation (JTR).
5. Aggrieved employees, Union representatives, and employee witnesses shall be excused from duty for a reasonable period of time to prepare for arbitration.
6. When the Parties agree to the facts at issue, and believe that an arbitration hearing would be unnecessary, they can submit a joint stipulation of facts to the Arbitrator with a request that a decision be rendered based upon the facts jointly presented.
7. The Arbitrator may not add to, change, modify, alter, or delete any provision of this Agreement. The authority of the Arbitrator will extend to the interpretation Federal law, this Agreement, and applicable Agency regulations or policies.
8. The Arbitrator's decision shall be binding on the parties. However, either Party may file exceptions to the arbitration award with the Federal Labor Relations Authority (FLRA). If either party files an exception to the Authority, a copy will be submitted to the other party.

Section 12.10 – Arbitrator Selection

1. The party invoking arbitration will request from the Federal Mediation and Conciliation Service (FMCS) a list of ten (10) impartial persons qualified to serve as Arbitrators. A copy of the request may serve as notification to the other party that arbitration has been invoked.
2. Within ten (10) days of receiving the list, both parties will alternately strike a name from the list until only one (1) name remains. The party requesting arbitration will strike the first name. The individual's name remaining will be duly selected to hear the grievance.
3. If either party fails to participate in the selection process, the arbitration action will proceed with the requesting party accomplishing the selection. The parties agree that if the selected Arbitrator is unavailable to hear the grievance within forty-five (45) days the parties may select a new arbitrator using the above procedures.
4. Arbitration will normally be conducted during duty hours at a convenient location to accommodate the maximum number of participants.

5. The Arbitrator will have the authority to interpret and define the explicit terms of this Agreement, Agency policy, etc., as necessary to render a decision. The Arbitrator shall have no authority to add to or modify any terms to this Agreement or Agency policy.

Section 12.11 – Arbitration Expenses

1. The cost of an Arbitrator shall be borne by the losing party. Any dispute as to who the ‘losing party’ is shall be decided by the Arbitrator. In the event there is no clear winner or loser, the arbitrator shall decide the percentage paid by each party.

2. IAW applicable laws and regulations, the Agency shall initially bear the cost charged by the Arbitrator to hear a case, to include the Arbitrator’s travel expenses. Should the Agency prevail, a detailed invoice shall be submitted to the Union within (30) days of the Arbitrator’s decision detailing costs paid directly to the Arbitrator and for his/her travel expenses. The Union shall promptly reimburse the Agency for charges billed under this section.

3. The party requesting arbitration (charging party) may withdraw their request at any time prior to the actual hearing. However, they will be responsible for any costs incurred as a result of requesting arbitration.

4. Costs incurred due to postponement of an arbitration, for whatever reason, will be borne by the party requesting the postponement.

5. Should the Arbitrator's decision be overturned on exception to the FLRA or appeal to the Federal Circuit, the party that initially paid the Arbitrator’s fees will be reimbursed by the then determined losing party.

Section 12.12 – Arbitration Decision

1. The Arbitrator is requested by both parties to render a decision as quickly as possible.

2. Within fifteen (15) days after receipt of the Arbitrator’s decision, the parties to the arbitration will notify one another in writing of whether or not they are filing for an exception with the FLRA. An exception to the Arbitrator’s decision must be filed within thirty (30) days from the date the award is served on the parties.

3. It is understood that if no exception to an award is filed during this thirty (30) day period, the award shall be final and binding, effective on the thirty-first (31st) day.

Section 12.13 – Withdrawing of Grievances

1. Grievances will be terminated for the following reasons:

a. At the request of the charging party.

b. If the grievant is an employee, upon termination or death of the employee unless the personal relief sought may be granted regardless of employment status.

ARTICLE 13 – EMPLOYEE CONDUCT

Section 13.1 – General

1. Disciplinary and adverse actions shall be processed IAW this Agreement. Should a matter arise that is not addressed by this Agreement, the Parties shall reference current NGB Regulations pertaining to the processing of adverse disciplinary actions.
2. This Article applies to matters of conduct only; actions that relate to job performance will be accomplished IAW the Agency's Performance Management System.
3. The purpose of conduct-management is to maintain control and order within the workforce by requiring compliance with established rules and regulations. Disciplinary actions will normally be taken using the concept of progressive discipline. While the concept of progressive discipline is the general rule, there may be times or circumstances when the employee's behavior is such that a more severe punishment is required for the first offense. Supervisors will proactively address unacceptable behavior at the earliest and lowest level of discipline possible. However, this does not inhibit the Agency's right to choose a higher level of discipline as appropriate.
4. Employees are expected to behave appropriately and follow all applicable rules and regulations.
5. The Agency shall determine when disciplinary action is warranted. Such actions will be administered in a fair, impartial, and timely manner.
6. The initiation of a disciplinary action against an employee should not be unreasonably delayed. Some examples of a reasonable delay may include pending investigations or unexpected work schedule conflicts of short duration.
7. The Parties agree that in order for the discipline to be effective it must be timely. When the Agency becomes aware of a situation involving the misconduct of an employee, the employer will initiate the disciplinary action within a reasonable timeframe. This shall not apply to offenses which could be raised in a criminal setting.
8. Letters of Reprimand (LOR's) and all adverse actions must be cleared by the HRO prior to being issued to the employee.

Section 13.2 – Investigation, Examination and Representation

1. An employee has a right to request Union representation during any examination or questioning by a representative of the Agency in connection with an investigation if the employee:
 - a. Reasonably believes that the examination may result in disciplinary action; and,
 - b. Makes a clear request to exercise this right.
2. When an employee requests representation, further questioning of that employee shall be

delayed for a reasonable period of time while the employee secures representation, however, that period may not delay the Agency's investigation. The representative shall be appointed by the Union, and may participate either in person or via teleconference. Prior to questioning, the employee should be provided with a synopsis of the need to conduct an interview to the extent that it will not compromise the integrity of the investigation, and they should be provided an opportunity to consult in private with the Union designated representative.

3. Employees are compelled to provide truthful responses to questions raised during an administrative investigation and cannot refuse to answer questions, but if an employee desires representation, it shall be granted before the examination can be continued. However, during the course of a criminal investigation, employees may invoke their right to remain silent.

Section 13.3 – Non-disciplinary and Disciplinary Actions

1. Counseling and warning sessions are informal meetings that supervisors can use to make employees aware of possible misconduct. The informal meetings should be documented (date, subject, and employee's acknowledgement) in the Supervisor's Employee Brief, and will remain for a minimum of six (6) months, but no longer than twelve (12) months, as long as there are no continuing or reoccurring conduct problems.

2. Entries made without the employee's knowledge or acknowledgement are not considered valid, and may not be referenced as a prior offense in conjunction with a disciplinary action. When a supervisor documents misconduct in the Supervisor's Employee Brief:

a. The employee shall be notified by his/her supervisor that an entry was made by the end of the following duty day of the entry being made.

b. The employee shall be given the opportunity to discuss the matter with the supervisor, and will initial and date the entry. The employee's initials will signify knowledge of the entry, but not necessarily concurrence. The employee will also be given the opportunity to attach a written rebuttal to the entry within five (5) calendar days.

c. If an employee refuses to acknowledge an entry, the supervisor should request that another Agency representative verify the employee's refusal.

3. An LOR is a more formal means of making an employee aware that their conduct is unacceptable. If an LOR is decided upon, and the violation relates to a continuing problem, a summary of past violations and attempts to correct those violations will be included. The employee will be informed they may review the material relied upon to support the reprimand.

4. A suspension of fourteen (14) days or less is an administrative action which denies the employee compensation on a temporary basis and adverse action procedures should be followed, except that an employees' appeal is limited to the internal Agency process, or filing a grievance.

Section 13.4 – Adverse Action

1. An Adverse Action (suspension of fourteen (14) days or more, removal, or change to a lower grade) is an administrative action which denies the employee compensation on a temporary or

permanent basis. An employee will be allowed a minimum of twenty-one (21) days following receipt of the proposed adverse action notice to provide a reply. This timeline may be extended upon request by the employee and/or their representative if there's justification that more time is needed in order to furnish an adequate response.

2. During a proposed adverse action the employee will remain in a duty status pending the Original Decision. The Agency may determine that an employee awaiting discipline should not be present at the worksite because it may adversely impact the mission, cause a safety concern, or unduly disrupt the work area. In that case, the Agency may detail the employee to an alternate worksite within their commuting area, or place the employee in an appropriate pay and duty status IAW 5 USC § 6329.

Section 13.5 - Miscellaneous Provisions

1. The employer will review and respond to all properly submitted Request for Information (RFI) IAW 5 USC §7114(b) (4) concerning prior disciplinary offenses as they relate to a pending adverse action.

2. The parties understand that all employee personnel records are subject to the provisions of the Privacy Act.

ARTICLE 14 - FURLOUGH AND REDUCTION IN FORCE (RIF)

Section 14.1 – Furloughs (in General)

1. Furloughs of thirty (30) days or less will be conducted IAW DoD, NGB, and Agency regulations.
2. Furloughs in excess of 30 calendar days (22 workdays) are considered reductions-in-force and will be conducted IAW 5 CFR Part 351 and 32 USC §709.
3. The Agency shall notify the Union as early as possible of a potential furlough or RIF and, to the extent required by law, shall be included in the planning and/or committee assigned with of the oversight of the process.
4. Furlough notices will include:
 - a. The reason for the furlough and the intent to return employees to work as soon as possible;
 - b. The estimated length of the furlough (a furlough period can be for 30 consecutive calendar days or 22 nonconsecutive workdays; e.g., 1 day per week for 22 weeks); and
 - c. Inform the employee of benefits that may be affected (e.g., how to continue insurance coverage) or available during the furlough (e.g., State unemployment).
5. An employee may be authorized annual leave, sick leave, or compensatory leave during a period of furlough provided the furlough is not a result of a lack of funds.
6. Agency initiated furloughs shall be negotiated in accordance with Article 6.

Section 14.2 – Furloughs of 30 Days or Less (22 Workdays)

1. Furloughs of thirty (30) days or less, particularly furloughs based on an emergency furlough requiring immediate curtailment of the Agency's activities where a twenty-four (24) hour notice is not possible, to include an absence of appropriations by Congress, the following procedures will be followed:
 - a. Employees will be notified as far as possible in advance of such furlough. If employees are on leave or TDY, they will be notified, when possible, prior to the beginning of their shift of the day of the required action.
 - b. Whenever possible, employees will be notified prior to the beginning of their shift on the day they are required to return to work unless a specific amount of days is included in the furlough notice.
2. Furloughs of thirty (30) days or less, the Agency will identify, by position, mission-essential personnel. Mission-essential employees are those whose functions directly support readiness or are necessary to prevent disruption of essential operations related to mission accomplishment.

Immediately upon initiating a furlough, Management shall provide the Union, in writing:

- a. The expected duration of the furlough.
 - b. The criteria used to determine whether an employee is mission essential or non-mission essential.
 - c. The designated HRO point-of-contact.
3. Employees identified as ‘non-mission-essential’ will be issued a notice to that effect for anticipated (or required) furloughs of thirty (30) days or less.

ARTICLE 15 – MERIT PLACEMENT

Section 15.1 - General Provisions

1. The purpose of the Merit Placement Program (MPP) is to ensure maximum opportunity for on-board employees to further their careers and to provide for fair and impartial consideration for promotion within statutory and regulatory limitations. Merit Placement actions shall conform with 5 CFR Part 335 and 32 USC § 709.
2. Selection shall be based solely on merit and job-related factors, and will be made without discrimination for non-merit reasons such as race, color, political affiliation, religion, gender, sexual orientation, national origin, marital status, membership or non-membership in an employee organization, age, or non-disqualifying physical handicap (except when considering the needs of the military assignment for dual-status technician positions).
3. Military requirements such as compatibility (i.e., military assignment and rank), physical standards, and maximum age restrictions are considered job-related qualifying factors for dual-status positions.
4. 5 USC § 2302(b)(7) prohibits the appointment, promotion, employment, or advancement of relatives of an employee who has authority to take, direct others to take, recommend, or approve any personnel action. The Human Resources Office (HRO) will screen all Referral and Selection Certificates to determine if any of the qualified applicants are related to the nominating or selecting official. Where an applicant is determined to be a family member of the nominating or selecting official, said official shall recuse themselves from the placement process.

Section 15.2 – Exceptions to Competition

1. The Agency will provide on-board employees the opportunity to compete for all permanent, and indefinite vacancies that are available within the SCNG.
2. Prior to announcing a position vacancy, consideration will be given to filling a vacancy through those actions which are exempt from competition:
 - a. Promotions due to issuance of new classification standards or correction of a classification error.
 - b. Promotions when competition was held earlier (i.e., position advertised with known promotion potential).
 - c. Promotions resulting from a technician's position being reclassified at a higher grade because of additional duties and responsibilities.
 - d. Position change required by result of reduction-in-force (RIF) regulations.
 - e. Placement of over-graded technicians entitled to grade retention as a RIF or reclassification.

- f. Re-promotion to a grade or an intervening grade or position from which a technician was demoted without personal cause and not at his/her request.
- g. Management Directed Reassignment to a position having no higher promotion potential.
- h. Temporary promotion of 120 days or less.
- i. Detail to same or higher-graded position, or to a position with known promotion potential for 120 days or less.
- j. Selection of a former technician from the Re-Employment Priority List for a position at the same or lower grade than the one last held.
- k. Temporary Not to Exceed (NTE) appointments.

Section 15.3 –Vacancy Announcements

1. Vacancy announcements for all Areas of Consideration will be opened (posted) a minimum of fifteen (15) calendar days.
2. The Agency may extend consideration for a vacancy announcement beyond the close-out date for employees with extenuating circumstances resulting from military duty, attending a school or other training event, or absent from their normal work location for any work-related purpose during the announcement period. Requests for consideration beyond the close-out date should be submitted in writing to the HRO as soon as possible, but not later than five (5) days after the original close-out date of the vacancy.
3. When a vacancy is not going to be filled as an Exception to Competition (Section 15.2), the vacant position will be announced. At a minimum, the vacancy announcement will contain the following information:
 - a. Minimum and Specialized Qualifications required for the position, to include the compatible Military Occupational Specialty (MOS) or Air Force Specialty (AFSC) code(s) for dual-status positions. These shall be determined prior to advertising a position, and will be clearly stated in the vacancy announcement.
 - b. Conditions of employment: These are the requirements necessary in order to perform the duties of the position. When either conditions of employment or requirements for continued position retention have been established, they will be included in the vacancy announcement. In addition, positions may have established requirements which must be met for continued retention (e.g., developmental training).
 - c. Security Requirements: An applicant may be required to comply with specific personnel security requirements IAW the applicable laws and regulations governing certain positions. The Agency must determine whether the applicant complies with the required security requirements for certain assignments. Employees who do not meet the required security requirements of a position, but meet all other basic eligibility

requirements, may be selected to fill a vacancy on the condition that they will attain the proper security credentials within a reasonable time period after their selection. The Agency will verify that the clearance is obtained. When an employee cannot meet the security requirements of the position, removal action must be taken IAW NGB regulations, and the position can be re-advertised.

d. Training Requirements: All applicants for a position with a designated developmental training requirement will be informed in advance that failure to complete the required course(s) will be cause for removal from the position. The selecting official will require the applicant to submit a written statement to the effect that he or she understands that the training requirements must be satisfied or removal action must be taken, and the position re-advertised.

f. Medical and Physical Requirements: Indicate whether applicants must meet any medical standards or physical requirements designated for the position.

g. Grooming Standards and Wearing of the Military Uniform: The proper grooming standards and wear of the military uniform prescribed by regulations is required for all dual-status technicians. Acceptance of a technician position constitutes concurrence with this requirement as a condition of employment. Failure to abide by the standards may result in disciplinary action.

4. To ensure all eligible candidates are aware of open positions, vacancy announcements will be given the widest possible dissemination.

5. The Agency may not use entry level position as a means to increase their overall manning or as a stop-gap measure during times of limited funding.

Section 15.4 – Area of Consideration

1. The Agency agrees that in order to maximize promotional opportunities for employees within the SCNG, priority consideration will be given to current SCNG employees when attempting to fill vacant permanent positions.

2. Unless otherwise agreed-to by the Parties, qualified candidates for vacancies in the SCNG shall be considered in the following order:

a. First Area: Current permanent employees of the SCNG.

b. Second Area: Current members of the SCNG.

c. Third Area: Any individual eligible for membership in the SCNG.

Section 15.5 – Evaluation of Candidates

1. The Agency may hire from among properly ranked and certified candidates for promotion; or any other appropriate source.

2. When two (2) or more onboard qualified applicants are identified in the First Area of consideration the evaluation process will not be extended beyond the First Area without justification from the nominating official IAW Section 15.6.
3. When less than two (2) qualified applicants are identified in the First Area of consideration the applicants may be considered from subsequent areas of consideration, in order from one to three.
4. The Agency will advise, in writing, those individuals who did not meet the qualifications required for the position.

Section 15.6 – Selection of Candidates

1. Every effort shall be made to select qualified candidates from the First Area of consideration.
2. When a nominating official requests to extend the pool of applicants beyond the First Area even though enough First Area candidates are qualified and available, full justification will be furnished to the HRO for the request.

Section 15.7 – Interviews

1. The Agency agrees that when two (2) or more qualified applicants are referred for consideration, an interview must be conducted. When interviews are conducted, nominating officials shall conduct fair and impartial interviews of each eligible candidate listed on the HRO Certificate of Eligibles. If personal interviews are not possible, telephone interviews may be conducted.
2. Interviews will be thoroughly documented, and the records closely guarded. The Nominating Official conducting the interviews will collect all records associated with the interview process including any/all documents and data that the interviewer relied on to arrive at their rating of candidates. This includes hand-written notes. These records will become a part of the official record. Once a candidate has been identified for recommended selection, the nominating official will return the Certificate of Eligibles, a copy of the interview questions asked each candidate, and the Selection Matrix to the Agency.
3. The interview processes and candidate nomination results are strictly confidential and participants may be subject to disciplinary action for revealing restricted information.

Section 15.8 – Complaints

1. Candidates for vacancies may file a grievance IAW Article 12. Only on-board employees may use the grievance procedure. A grievance may only be filed when the complainant alleges that an administrative or procedural error, whether intentional or not, was committed, or that a rule, law, and/or regulation was violated during the course of the Merit Placement action, including Prohibited Personnel Practices and Equal Employment Opportunity violations, that may have denied the applicant an opportunity to be fully considered for the advertised position. The mere act of not being selected from a properly certified register involving bargaining unit members is not enough grounds for a grievance.

ARTICLES 16 – ENVIRONMENTAL DIFFERENTIAL AND HAZARDOUS DUTY PAY (EDP & HDP)

Section 16.1 – Reduction of Hazardous Working Conditions

1. The Agency has as its objective the elimination or reduction to the lowest level possible of all hazards, physical hardships, and working conditions of an unusually severe nature.
2. The Agency shall provide the best possible work environment for the safety and well-being of the employee.
3. When an Agency's action does not overcome the unusually severe nature of the hazards, physical hardships, or working conditions, an environmental differential determination may be authorized.
4. Current conditions will always be considered in the assignment of duties.
5. When anyone identifies a condition that may warrant coverage under appropriate categories of Environmental Differential Pay (EDP) or Hazardous Duty Pay (HDP) they may initiate an EDP/HDP Situation Request IAW the applicable Agency Regulation.
6. Administration of this Plan will be IAW all applicable laws, rules and regulations.
7. The EDP/HDP work group will consist of the members as outlined in the Agency EDP/HDP Regulation. The Work Group will be conducted and will meet IAW Agency policy and regulation.
8. The Agency will establish an Army and an Air EDP/HDP Committee which will meet on an annual basis, or at the discretion of the Adjutant General and as required by the Committee chairperson. The purpose of the Committee will be to conduct a review of the State EDP/HDP Plan in order to determine the adequacy of the Plan, and to review the annual expenditures for EDP/HDP. The Committee will be appointed by the Adjutant General, and will have representation from the Union.
9. When a new EDP/HDP situation is approved, an employee who has been required to work under the newly approved conditions may be eligible for retroactive pay. Retroactive payment will be accomplished IAW 5 USC § 5596 and 5 CFR part 550, subpart H.

Section 16.2 – Hazardous Weather Conditions

1. The Parties agree that certain hazardous weather conditions (lightning, flooding, extreme heat, extreme cold, etc.) can create or contribute to unsafe work conditions. The parties further agree to monitor conditions, provide applicable specific training, and to work together to prevent unsafe actions and situations.
2. Safety standards for hazardous weather conditions will be done IAW OSHA guidelines.
3. Lightning safety:

- a. Lightning safety awareness is a priority at every outdoor facility and operation. Awareness and education regarding the dangers posed by a lightning strike is the single most important means to achieving lightning safety.
- b. The Agency will monitor weather conditions at all times using the most up-to-date means of weather forecast equipment available, and will keep employees posted on the latest weather conditions affecting their work area.
- c. Local weather forecasts from an approved DoD Weather Organization should be noted in a reasonable amount of time prior to scheduled work activities.
- d. Suspension and resumption of work activities, and the weather events that will trigger a work stoppage, should be planned in advance and adhered to without compromise.
- e. When lightning strikes the earth within a 10-mile radius of the duty station the Agency will make an announcement warning employees of the close proximity of lightning.
- f. When lightning strikes the earth within a 5-mile radius of the duty station, the Agency will cease all outdoor activity at the affected facility and ensure employees take shelter in approved sites. These include fully enclosed metal vehicles with windows up, substantial buildings, and low ground.
- g. Unsafe shelter areas include all outdoor metal objects, like power poles, fences and gates, high mast light poles, metal bleachers, electrical equipment, and mowing and road machinery. Personnel will avoid seeking shelter under solitary trees, in water, in open fields, or on high ground and inside caves.

4. Extreme cold:

- a. The Agency recognizes the hazards of working outside for extended periods in extremely cold temperatures.
- b. The Agency acknowledges the responsibility to ensure the adequacy of cold weather gear worn by employees, and the availability of all such protective equipment, prior to venturing out into extreme temperatures for extended periods of time as determined by applicable extreme weather exposure criteria.
- c. IAW applicable regulations, the Agency will furnish authorized cold weather protective gear at no cost to the employee and will monitor working conditions.
- d. The Agency acknowledges that there are certain cold factors beyond which employees are incapable of performing sustained work.
- e. It is realized that tolerance between individuals differ and that the type of outside work being accomplished affects the body heat generated by a worker, therefore, common sense and the Chill Chart below must be applied when considering exposure times.

Chill Chart IAW ATP 4-25.12:

Chill Factor Temperature (F)	Time Limit for Exposure (Hr/Min)
-20	0:45
-15	1:00
-10	1:15
-05	1:30
-0	1:45
+10	2:00

5. Extreme heat:

a. The Agency recognizes the potential hazards of working outside for extended periods in extremely hot temperatures.

b. Individual tolerance to temperature extremes varies and may be affected by the type of sustained outside activity (light, moderate, or heavy) being accomplished and, therefore, common sense must be applied.

c. IAW OSHA standards and ATP 4-25.12 risk assessment principals will be utilized to maximize operational capabilities while minimizing risks during periods of extremely hot temperatures when sustained outside work is required.

d. IAW OSHA Standards, the Agency will monitor weather conditions and determine when extremely hot temperatures are a work factor.

e. Mission-essential work will be performed to meet requirements. If the outside temperature becomes extremely hot and the Agency determines it is a work factor, the Agency will institute appropriate work control measures such as rest periods in cool areas, cool drinking water, etc., to reduce the risks involved in sustained mission-essential outside work IAW the chart below.

f. If the outside temperature becomes extremely hot and the Agency determines it is a work factor, the Agency will make every reasonable effort to minimize sustained non-mission essential outside work.

g. The Agency will determine what appropriate work control measures will be instituted to reduce risks involved in sustained non-mission essential outside work.

h. The Agency will make every effort to train supervisors and employees on the effects of heat and sun exposure.

Table 16.2.2

HEAT CHART

Category	Heat Condition	WGBT Index (Degrees)	Water Intake (Qt/Hr)	Hourly Work/Rest Cycle (Min)
I	*	Below 82	0.5 Pints	50/10
II	Green	82-84	0.5 – 1.5 Pints	50/10
III	Yellow	85-87	1.0 – 1.5 Pints	45/15
IV	Red	88-89	1.5 – 2.0 Pints	30/30
V	Black **	90 & Above	More than 2.0	20/40

**At heat conditions below green, intense physical activity may cause heat injury use caution!*

*** Suspend physical training and strenuous activity. If mission requires strenuous activity, enforce water intake to minimize expected heat injuries.*

i. The Agency will make sunscreen and any other PPE required by regulation, available for use by those employees whose duties involve routine and sustained exposure to the sun.

j. The Agency agrees that ACU/ABU pants (or their equivalent) may be un-bloused and neatly rolled two times by any individuals working in any areas (inside or outside) where the heat index exceeds 80° F.

6. The Agency will provide access to the laws, regulations, and instructions applicable to this article.

7. IAW Section 11.3, the Agency agrees to provide employees required to work in inclement weather conditions the appropriate clothing for the weather conditions present at their worksite, or for conditions that they might be exposed to as a result of their assigned duties.

Section 16.3 - Environmental Differential Pays (EDP) / Hazardous Duty Pays (HDP)

1. EDP/HDP may be authorized IAW 5 CFR §532 and 5 CFR §550 respectively. All requests for EDP/HDP will be completed IAW applicable Agency regulation.

ARTICLE 17 – POSITION DESCRIPTIONS

Section 17.1 – Employee Awareness of Assigned Duties

1. A position description (PD) is a statement of major duties, responsibilities and supervisory relationships for a given position as required by the mission. Each employee's PD will be maintained in the Supervisor's Work folder, or its equivalent.
2. A supervisor, in coordination with the employee, is responsible for ensuring that the duties and responsibilities of the current PD accurately reflect the work being performed by the employee. Supervisors will review the PD with the employee on an annual basis, usually in conjunction with their performance appraisal, or as requested by the employee. New-hire employees will be provided a current copy of their PD at their orientation briefing.
3. Employees concerned that they could be performing duties outside the scope of their position description (either higher or lower graded duties) may request the Agency conduct a desk audit of their position, through their supervisor.
4. Employees concerned that their position is not classified correctly may request a classification appeal. An employee considering filing a classification appeal shall first discuss the matter with their supervisor. A Union representative may be present at the meeting if the technician so desires. The employee may present the classification appeal or may select a representative of his own choosing to assist in preparing the written appeal. The Agency shall advise and assist technicians on procedural aspects of filing classification appeals.
5. When a PD is determined to be inaccurate, is changed or updated, the supervisor will submit a written request to the HR-Classification Specialist to determine whether the PD will require pen and ink changes, position review, or a new PD. Any of the aforementioned changes to a PD will be provided to the affected employee(s).
6. A supervisor will immediately notify an employee of any changes to their PD. They will also provide a copy of the changes to the employee, and will review the changes with the employee so that he/she is aware of the modifications to the PD.

Section 17.2 – Details and Other Duties as Assigned

1. A detail is the temporary assignment of an employee to a different position for a specified period, with the employee returning to his/her regular duties at the end of the detail.
2. Prior to placing an employee on a temporary detail, a request will be submitted to HRO using Standard Form (SF) 52, to include position title, and the start and end date of the detail, and provide a justification for the detail. HRO will evaluate the assignment to ensure compliance with Agency regulations and this Agreement, and notify the supervisor whether the detail is approved or disapproved. If approved, HRO will record the action in the employee's official personnel folder (OPF).
3. The Agency may require an employee to perform 'other duties as assigned,' but those duties

should not be regular or reoccurring. The Parties agree that the phrase ‘other duties as assigned’ as used in a PD simply establishes the principle that assignment of duties to employees is not limited to the duties specifically described in the PD. Supervisors, as agents of management, are expected to assign other duties as necessary whenever in their judgment the circumstances warrant such action; however, supervisors should avoid, insofar as possible, assigning additional or incidental duties to employees which are inappropriate to their positions and qualifications. Except in very limited circumstances, ‘other duties as assigned’ should be reasonably related to the employee’s position and will not be grade-determining.

4. ‘Other duties as assigned’ does not apply to tasks which would otherwise be considered a detail, temporary promotion, or a reassignment.

5. Neither the Agency nor employees shall abuse the use of ‘other duties as assigned.’ If an employee is assigned duties of a higher pay grade the employee should be temporarily promoted to the higher paying position. Promotions exceeding one hundred and twenty days (120) days shall be competitively announced.

ARTICLE 18 – EMPLOYEE DEVELOPMENT AND TRAINING

Section 18.1 – Job Related Training and Qualifications

1. The Agency agrees to provide job related training and development for employees, as necessary, to accomplish the mission of the SCNG in an economical and efficient manner, and to consider the Union's views and recommendations in developing programs relating to training of employees. The Agency shall encourage and assist in securing training for all employees, as appropriate (to include re-certification training in specialized areas) that is consistent with the Agency's needs and IAW applicable laws and regulations. All employees shall have an equal opportunity to participate in training related to their position.
2. The Parties recognize that changes in the work place will continue as technology, new techniques, material, and equipment are developed and employed. Each employee is responsible, to the greatest extent possible, for taking the initiative necessary to keep abreast of changes.
3. The Agency agrees to extend every reasonable consideration to employees for attendance at job related courses. Supervisors will provide information on courses that relate to improving the employee's job performance, as necessary.

Section 18.2 – Personal Development

1. The Agency encourages employees to take advantage of the educational benefits that are available to them by virtue of their membership in the SCNG.
2. IAW 5 USC 6101(a)(4), and barring any disruption to the mission of the SCNG, the Agency may accommodate employees pursuing a higher-level education or certification, in a nationally recognized and accredited institution, such as a community college or university, by adjusting their shift rotation or work schedule in order to facilitate their education goals.
3. Upon request, an employee must provide evidence of active/continued enrollment in an accredited institution, satisfactory attendance, and progress in order to justify adjustments to work shifts or schedules.

ARTICLE 19 - EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Section 19.1 – Policy

1. The Parties strongly endorse Title VII of the Civil Rights Act of 1964 (42 USC Chapter 21, Subchapter VI), the right of employees to be free from workplace discrimination. Complaints of discrimination brought by employees are governed by 5 CFR Part 1614.
2. The Parties agree to work together to ensure that all employees are periodically informed of the Agency's EEO policy.
3. Complaints borne out of an individual's military service are not covered by this Article.

Section 19.2 – EEO Complaint Procedures

1. Any employee who believes they have been discriminated against may file a complaint IAW Federal laws and Equal Employment Opportunity Commission (EEOC) regulations, or may pursue a grievance IAW Article 12, but not both. Employment discrimination includes, but may not be limited to:
 - a. Unfair treatment because of your gender, race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.
 - b. Harassment by managers, co-workers, or others in your workplace, because of your race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.
 - c. Denial of a reasonable workplace accommodation that you need because of your religious beliefs or disability.
 - d. Retaliation because you complained about job discrimination, or assisted with a job discrimination investigation or lawsuit.
 - e. Discrimination on other bases including sexual orientation, status as a parent, marital status, political affiliation, and conduct that does not adversely affect the performance of the employee.
2. In cases where an employee alleges that they are a victim of sexual assault or sexual harassment committed by other Agency employees, to include allegations against an immediate supervisor, a co-worker assigned to the same work section, or any other individual within close proximity to the accuser (i.e., where accuser and accused are more likely than not to interact on a daily basis), the Agency may consider temporarily reassigning some or all of the individual(s) in order to reduce the potential for further conflict during the investigative phase. However, any reassignment shall be temporary, and it shall not have an adverse impact on any of the individuals involved.

Section 19.3 – Representation and Official Time

1. Employees may elect Union representation in an EEO complaint or grievance.
2. An employee's representative must be elected in writing. The appointed representative shall be allowed to attend all subsequent meetings, hearings, investigations, or discussions that require the employee to be present.
3. An employee and his/her representative shall be given a reasonable amount of time to prepare and present a complaint or any subsequent appeal.

ARTICLE 20 - USE OF OFFICIAL FACILITIES & SERVICES

Section 20.1 – Office & Meeting Space

1. The Agency shall provide the Union with adequate space to conduct Union meetings during non-work hours (before and after normal duty hours, and during lunch). As such, the Agency agrees make space available, upon request, for the Union to conduct internal business, and provided it does not interfere with the Agency's mission.
2. The Union shall comply with all security rules applicable to the SCNG. Requests for a meeting facility will be coordinated by the Union with the Agency prior to use.
3. The Agency shall provide the Union with office space at no cost, and within premises owned by the SCNG, as follows:
 - a. A climate controlled office that can be secured, and which have adequate lighting and power. The Union will be allowed to post signage identifying the offices IAW the Agency's signage regulations or plan.
 - b. The Union will be responsible for furnishing each office space, and will provide for their own computer, printer, and telephone equipment at no cost to the Agency.

Section 20.2 – Mail Service

1. The Union shall be authorized to use the Agency's internal mail distribution system, and the electronic mail system (e-mail), to conduct Union business which is necessary for the effective representation of bargaining unit employees.
2. Union representatives shall observe all Agency rules and regulations governing the use of mail distribution systems (electronic or otherwise). Failure to do so may result in denial of access of use.

Section 20.3 – Publications and Other Services

1. The Agency will keep employees informed of changes in services and benefits such as retirement seminars, health benefits, the Thrift Savings Plan, etc.
2. The Agency agrees to make electronically available to the Union and employees for their use in review and research current policy directives, regulations, etc. relating to matters which affect pay and benefits, personnel policies, practices, and working conditions.

Section 20.4 – Bulletin Boards

1. The Agency will provide space for a bulletin board for the exclusive use of the Union in each work site where bargaining unit employees are assigned. The bulletin board shall be purchased by the Union, and shall be located in an area where employees normally congregate or pass for the posting of Union bulletins or notices. Typical locations include areas where the Agency maintains other informational bulletin boards, lunch/break rooms, or any other conspicuous place

where the information is openly visible and access is not restricted.

2. The Union will be responsible for the content of literature posted on the bulletin board. Any such bulletin notices or literature posted or distributed must not violate any law, security, directive, or contain libelous material.
3. The Union agrees to maintain the bulletin board space provided in a neat and current manner.

Section 20.5 – Common Areas

1. Designated areas for smoking and/or consumption of other tobacco or non-tobacco products shall be as established by law or regulations for State or government-wide Federal facilities, as the case may be.
2. The Agency shall make available, to each employee and at each worksite, adequate space for storage of employee clothing and other personal items required to perform their duties.
3. The Agency agrees to maintain existing lunch and sanitation facilities (“lunch facilities” does not refer to contracted vendors). Upon request from either party, the Parties will meet at a mutually agreed upon time to discuss improvements to these facilities. If there is a demonstrated need, the Agency agrees to meet to discuss the establishment of such facilities, consistent with appropriate rules, regulations, and monetary constraints.

ARTICLE 21 – CIVILIAN TEMPORARY DUTY (TDY), TRAVEL, AND ASSIGNMENTS

Section 21.1 –TDY Assignments

1. The Agency, in consonance with applicable laws and regulations, may require employees to temporarily travel away from their assigned duty station in order to meet mission requirements. This is commonly known as TDY. When an employee is assigned TDY work, the provisions of this agreement shall be observed regardless of whether the assignment is performed on a voluntary basis, or as directed (involuntary) by the Agency in order to support the Agency's mission.

2. TDY requirements will be announced as far in advance as possible to allow employees the opportunity to make suitable arrangements in order to perform the work.

3. The Agency, while still prioritizing mission accomplishment, will make every effort to direct or assign employees TDY on an equal basis, and shall take into consideration the nature of the work, the need for special skills, the priority of productive or support effort, and the numbers of employees required.

4. The Agency should make every effort to seek qualified volunteers prior to mandating that an employee performs TDY work. In the event there are insufficient qualified employee volunteers willing to perform TDY work, the Agency has the authority to direct an employee to participate in a TDY in order to meet the Agency's mission requirements.

5. Except during periods of emergency IAW Section 4.2, the Agency shall provide affected employees not less than seven (7) days' notice to schedule an involuntary TDY.

6. Supervisors will also take into consideration any personal hardships that TDY work may cause the affected employee(s) and will make every effort to accommodate said hardships. These include issues such as child care, school, and other bona fide hardships that may affect the employee and/or their family due to the TDY work.

Section 21.2 – General Entitlements

1. Travel and per diem will be paid IAW applicable law, rule, and regulation.

2. Unless required by DoD JTR, the use of government quarters by civilian employees during temporary duty (TDY) assignments, including assignments to a military post, camp, station, or depot owned and operated by the United States Government, is not mandatory and will be at the discretion of the employee. Furthermore, employees will not be required to share quarters with other employees.

3. In some very limited circumstances, the Agency may determine that the use of government quarters by civilian employees is necessary due to the lack of adequate commercial lodging facilities in the temporary-duty location, or when the use of commercial lodging facilities creates a safety concern for the employee. Such a determination will apply to all Agency personnel participating in the TDY.

3. The Parties agree that employees will use the Defense Travel System (DTS) and Government Travel Card (GTC) for all official travel arrangements and related expenses.

Section 21.3 – Other Considerations

1. The Agency will notify employees as far in advance as possible of TDY travel. An employee may request, in writing, to be excused from TDY under justifiable circumstances. If an employee's request is denied, the Agency shall provide the employee a written explanation.

2. Travel will be conducted by the most advantageous, prudent, and economic means available. The Agency will not require an employee to use their privately-owned vehicle (POV) for travel nor will an employee be entitled to reimbursement for POV travel not previously approved as the most cost-effective mode of transportation IAW the JTR and Agency policies.

3. An employee's inability to travel by commercial airline, which is supported by a valid medical certificate stating he or she should not travel by aircraft, may be accepted as sufficient authority to utilize other methods of transportation. The Agency will determine what the most cost effective alternate mode of transportation is IAW the JTR and Agency policies.

4. In no case will TDY's be assigned to any employee as a reward or punishment.

Section 21.4 – Conditions of Employment

1. The provisions of this Agreement shall apply and will be observed by the Parties during TDY, whether CONUS or OCONUS, to include the scheduling of work, overtime requirements, compensation, discipline, complaint resolution, and other conditions of employment.

2. The Agency may request that the Union designate one or several representatives, depending on the number of employees taking part in the TDY, to serve as Union Stewards during the TDY.

ARTICLE 22 - PERFORMANCE STANDARDS AND EVALUATIONS

Section 22.1 – Employee Performance

1. The Agency's Employee Performance and Incentive Awards Programs will be administered IAW NGB regulatory guidance.
2. The development of performance standards and identification of critical elements will be a joint effort between the supervisor and his/her employee(s). These elements must be fair and equitable and consistent with the position description of the job. Normally, this process will include at least one face-to-face discussion between supervisors and employees. Final decisions regarding performance standards, including critical elements, are within the sole discretion of the Agency.
3. The standards and identified critical elements shall be put in writing and acknowledged by the supervisor and his/her employee(s). Amendments and/or modifications can be made during the rating year as long as both the employee and supervisor acknowledge the changes/modifications.

Section 22.2 – Official Appraisal

1. To have an objective appraisal, an employee will work for their appraiser not less than one hundred and twenty (120) days. When this is not the case, the last approved performance appraisal on file will be used as the employee's most recent rating of record.
2. A supervisor's evaluation of an employee's performance shall be objective and supported by fact. When an employee believes the above criteria have not been met, he/she may appeal their appraisal using the Agency's appeal process, or may use the grievance procedures established in Article 12.
3. An employee and their supervisor shall meet, face-to-face, a minimum of three (3) times during the rating cycle in order to accomplish their appraisal:
 - a. At the beginning of the appraisal period to discuss the performance standards and critical elements to be applicable for the coming rating period, and to discuss performance expectations. Performance will be appraised on a continuing basis and employees shall be kept up-to-date as to how their performance compares to the established performance standards.
 - b. At least once during the course of the appraisal period to conduct an interim performance review and provide the employee feedback on whether they are meeting expectations, and if not, how they can improve performance. If the supervisor has identified short comings in the employee's performance, the employee shall be notified of perceived problem areas and will be provided guidance on how to improve the quality of work in order to more satisfactorily perform duties at expected levels.
 - c. At the end of the appraisal period to review the employee's performance during the course of the rating period, and discuss the results. Performance appraisal will be presented to an employee with the goal of communicating the supervisor's overall

assessment of the employee's performance over the rating period, review accomplishments, address shortfalls, and discuss the next rating period to include proposing any changes or adjustments he/she feels may be appropriate.

Section 22.3 – Actions Based on Unacceptable Performance

1. An indefinite or permanent employee whose performance is below fully successful (or its equivalent) is entitled to a written notice of sub-standard performance, and placement in a performance improvement plan (PIP) for a period of ninety (90) to one hundred and twenty (120) days, which informs the employee of:
 - a. The instances of unacceptable performance.
 - b. The critical elements of the job standard which are unacceptable.
 - c. How the supervisor will assist the employee in bringing his/her work up to acceptable standards.
2. Use of the Employee Assistance Program (Article 23) may be appropriate in instances of unacceptable performance. Both supervisors and employees are encouraged to identify situations where it may be advisable for an individual to voluntarily seek assistance.

Section 22.4 – Within-Grade Increases (WGIs) & Upward Mobility Promotions

1. When an employee's unacceptable performance will prevent the award of a Within-Grade Increase (WGI) or an Upward Mobility Promotion, they will be notified in writing at least forty-five (45) days prior to the eligibility date. The employee will be placed on a Performance Improvement Plan (PIP).
2. If the employee's performance becomes acceptable within the PIP period, the WGI shall be granted. If the employee's performance has not improved, the PIP may be modified to allow the employee additional time to meet the minimum performance standards.
3. Disputes regarding this section shall be resolved IAW Grievance and Arbitration procedures.

Section 22.5 – Incentive Awards Program

1. The Agency recognizes the importance to reward those employees that consistently excel in the performance of their duties. Therefore, the Agency will implement and maintain an Incentive Awards Program to recognize employee efforts. The Agency agrees that the Union will have a full voting member on the Incentive Awards Committee, and shall be provided a copy of the final results as approved by TAG.

ARTICLE 23 - EMPLOYEE ASSISTANCE PROGRAM (EAP)

Section 23.1 – General

1. The Agency shall institute a program IAW 5 USC §7904 to assist employees who may be experiencing personal difficulties or hardships such as substance dependency or abuse, relationship challenges, stress, and other situations which can affect an employee's ability to accomplish their assigned duties. The employer will not reveal names of persons voluntarily seeking assistance without the employee's written consent. Employees may request the services available through the Agency-sponsored EAP any time. The Agency should also advise dual-status employees of programs offered through Military One Source.
2. Supervisors may refer employees to EAP at any time. Participation in the program is strictly voluntary, however the Agency may require an employee participate in EAP as a condition of continued employment.
3. No disciplinary or adverse action will be taken as a result of using or refusing EAP. This extends to an employee who self-discloses a personal medical/behavioral condition to his/her supervisor.
4. This article does not limit the Agency's right to take administrative and/or adverse action, especially in cases of illegal drug use or violations of the law.
5. Successful participation in rehabilitative programs should be viewed favorably, and may be taken into consideration when disciplinary action is pending against an employee.

ARTICLE 24 - OUTSOURCING AND CONTRACTING OUT

Section 24.1 – General

1. All Parties agree that it is in the best interest of both employees and the Agency to preserve employee manpower positions within the SCNG. However, the Agency has a right to contract out personnel and services under 5 USC §7106(a)(2)(B) in order to promote the efficiency of the Agency.
2. The Agency will notify the Union as soon as it decides that it is necessary to contract out work which could cause an immediate or eventual RIF or downgrade of employees. This notification shall occur before the contract is let.
3. The Agency agrees to negotiate with the Union to the extent those negotiations do not interfere with Management's rights under the Statute. The employer also agrees to negotiate appropriate arrangements for employees adversely affected by the decision to contract out work.

ARTICLE 25 – WAGE SURVEY

Section 25.1 – Employee Participation

1. The Parties recognize that valuable contributions can be made in regards to developing wage policies and in conducting wage surveys. When requested to do so by the Local Wage Survey Committee (LWCS), the Agency and the Union will select employees as data collectors on the basis of their qualifications, to assist in the collection of wage data.
2. Wage Grade employees selected to be data collectors shall be members of the Union.
3. If selected by the LWCS to host the collection of wage data, the Agency will furnish temporary office space and communication equipment (computer terminals, telephone, and fax machine) as necessary in order to support the DoD Wage and Salary Survey Team.
4. The Agency shall also provide employees serving as data collectors with access to GSA vehicles in order to facilitate their collection of local wage data.

ARTICLE 26 – LABOR/MANAGEMENT COOPERATION

Section 26.1 – Joint Employer-Union Sponsored Training Sessions

1. The Parties may conduct joint Employer-Union training sessions. The training sessions may include training on the administration of this agreement, Alternate Dispute Resolution (ADR) or Interest Based Bargaining (IBB) methods, and other topics specifically related to Labor/Management Relations (LMR).
2. Training conducted will be on Official Time.

Section 26.2 – Labor/Management Relations (LMR) Training

1. Employees serving as Union Representatives may be granted official time in conjunction with attendance at training sessions sponsored by the Union, to include time for travel to and from the training event, provided that the subject matter of such training is reasonable, necessary, in the public interest, and will benefit the U.S. Government, the Labor Organization, and the SCNG.
2. Requests to be excused to attend Union sponsored training will be submitted, with justification to the supervisor and the Labor Relations Specialist, as soon as possible but no later than fourteen (14) days prior to the training session.
3. Approval/Disapproval notice will be returned by e-mail no later than seven (7) days after the request is received IAW Section 26.2(2).
4. Specific justification for approval of LMR Training is as follows:
 - a. The name and title of the Union Representative(s).
 - b. The name or title of the Union sponsored training session.
 - c. The agenda of the Union sponsored training session, to include total number of hours.
 - d. The specific dates of training.
 - e. The total number of hours requested.
 - f. Location of Training, i.e. facility and address.
5. Upon completion of the training, a certificate of attendance or a letter certifying the attendance of the Union representative is required to verify excused absence used.
6. Verification of attendance will be given to immediate supervisors for time keeping purposes.
7. When authorized, travel and per diem may be paid IAW DoD JTR.

Section 26.3 – Orientation of New Employees

1. All new employees shall be informed by the Agency that the Union is their exclusive representative. The Agency will notify each new employee where they may access a copy of this Agreement and where they may access a list of all Union officials and Stewards during their initial orientation.

2. The Agency will also allow the Union a minimum of fifteen (15) minutes of Official Time to brief a new employee on his/her rights as an employee of the Federal government, the Union's role in the workplace, and the membership benefits the Union has to offer. This period may not be used to solicit membership.

Section 26.4 – Labor Management Partnership

1. The Agency and the Union agree to maintain a State-Level Labor Management Council to address issues of concern to either party.

2. This Council will consist of an equal number of representatives from each Party, but no less than three members from each the Union and the Agency, as follows:

<u>Union</u>	<u>Agency Team</u>
State Representative	Chief of Staff / Director of Staff
ANG Representative	Human Resources Officer
ARNG Representative	ANG Representative
At-Large Representative	ARNG Representative

3. The Council shall meet at the call of either the Agency or Union, and shall be empowered to recommend consensus-based proposals, policies, and solutions on employee matters to the Adjutant General.

4. Any action proposed by the Council, that would affect employee conditions of employment, shall be subject to review prior to implementation.

5. The Labor Relations Specialist (LRS) will act as Secretary to the Council, and will compile Agenda items in preparation for Council meetings. The meeting format shall be informal in order to allow a free and open discussion. The Council's primary goal is to find common-sense and mutually beneficial solutions that ensure the SCNG will accomplish the mission in the most effective and economic way.

Appendix A

WEINGARTEN RIGHTS FORM

Employees have the right to request that a representative be present at any meeting when the employee reasonably believes that it might lead to disciplinary action.

PROCESS

The employee may request union representation before, at any time during, or after the meeting.

If the meeting is delayed or interrupted at the employee's request for a representative, then the meeting and subsequent questions will immediately end and one of the following decisions must be reached:

1. Postpone or re-schedule the meeting to allow a representative to attend. A reasonable time period should be allowed; or,
2. Move forward with the investigation and take appropriate action without information from the employee.

REPRESENTATIVE'S ROLE

A representative, if requested, must be given the opportunity to privately meet with the employee prior to the meeting.

During the meeting, a representative may ask for clarification of questions, but may not tell the employee what to say.

Employee/Representative may request to consult in private during this meeting.

INVOKEMENT OF WEINGARTEN RIGHTS (Circle One)

I choose to invoke my Weingarten Rights and request that a representative be present at the meeting.

I do not choose to invoke my Weingarten Rights.

ACKNOWLEDGEMENT OF RECEIPT OF YOUR WEINGARTEN RIGHTS

I have had full opportunity to read and consider the contents of this form, and I understand that, by signing this form, I am confirming the receipt of my Weingarten Rights, as described in this form.

Signature:

Date:

YOU ARE ENTITLED TO A COPY OF THIS FORM AFTER YOU SIGN IT.

APPENDIX B

**SC NATIONAL GUARD OFFICAL TIME REQUEST 24 HOURS OR LESS
PLEASE PRINT CLEARLY***

1. Union Representative Name: _____
2. Union Representative Telephone Number: _____
3. Supervisor Name: _____
4. Duty Location and Work Section: _____

REASON FOR REQUEST

5. Departure Date & Time: _____
6. Destination: _____
7. Return Date & Time: _____
8. Management POC at Destination: _____
9. Reason for Request: _____
10. Union Representative Signature & Date: _____

SUPERVISOR ACTION

11. Recommended/Approved (circle one) **YES or NO**
12. Total Time Approved (including travel to and from if applicable) _____
13. Comments (if request is not approved provide reason and an alternate date/time when request can be fulfilled):

14. Supervisor Signature & Date: _____

HRO ACTION

15. Recommended/Approved (circle one) **YES or NO**
16. Total Time Approved (including travel to and from if applicable)

17. Comments (if request is not approved provide reason and an alternate date/time when request can be fulfilled):

18. HRO Signature & Date: _____

APPENDIX C

**SC NATIONAL GUARD GRIEVANCE FORM
PLEASE PRINT CLEARLY***

1. Employee Name: _____

2. Employee Phone Number: _____

3. Duty Location and Work Station: _____

4. Grievance Narrative (please include Article and Section of CBA that applies):

5. Proposed Resolution:

6. Employee Request Union Representation: **YES or NO (circle one)**

7. Employee Waives Union Representation: **YES or NO (circle one)**

8. Employee Signature & Date: _____

PHASE I

9. Date Submitted: _____

10. Response Date: _____

11. Management Representative Name/Position: _____

11. Management Representative Signature: _____

12. Resolved (attach justification) **Yes or No (circle one)**

PHASE II

13. Date Submitted: _____

14. Response Date: _____

15. Management Representative Name/Position: _____

16. Management Representative Signature: _____

17. Resolved (attach justification) **Yes or No (circle one)**

PHASE III

18. Date Submitted: _____

19. Response Date: _____

20. Management Representative Name/Position: _____

21. Management Representative Signature: _____

22. Resolved (attach justification) **Yes or No (circle one)**

If grievance is not resolved at Phase III parties may invoke arbitration IAW Section 12.9. Only the Union or agency may invoke arbitration.

***Form converted to comply with EO 13836 no content has been changed.**