

AFSCME and LOPD
Employee Request for Union Activity and Union Time

INSTRUCTIONS: Bargaining Unit (BU) Employees, Union Stewards, & Union Officials shall complete this form to request time for approved union activities ("union time").

- Pursuant to the Collective Bargaining Agreement (CBA), the Employee, Union Steward, & Union Official must seek prior approval from their supervisor to take union time. The submission of this form is considered a request for prior approval.
- The Employee, Union Steward, & Union **Official** must provide the date of the event, the approximate amount of time to be spent, the event/agency location, the meeting method (e.g., virtually or in-person), and the general purpose of the event.
- The employer may only deny a union time request for operational reasons or if the employee is on overtime status. If the employer denies the request, they must include an explanation for the denial. Each request for union time should be considered on a case-by-case basis, and each case should be considered on its own merits. If disapproval necessitates an extension of time for processing a grievance. In that case, the time shall be tolled for the duration of the denial until the BU Employee, Union Steward & Union Official are afforded union time to investigate and process the grievance.
- Upon return to work, the Employee, Union Steward, & Union Official will log the actual date(s) and time(s) of the union time taken.

Employee Name

Last	First	Middle	Date of Request	Date Union Time Needed
City:			Approx. Amt. of Time Requested:	
Other Agency (if crossing agency lines):			Meeting Method: <input type="checkbox"/> Virtually (e.g. Zoom) or <input type="checkbox"/> In-Person	

PLEASE MARK AS APPLICABLE:

Grievances: <input type="checkbox"/> Grievance Face-to-Face (F2F) meeting <input type="checkbox"/> Process & Investigate [up to 2 hours] Discipline & Appeal Process: <input type="checkbox"/> Disciplinary Appeal Prep/Investigation [up to 4 hours] <input type="checkbox"/> Disciplinary Appeal Hearing; Representing [up to 8 hours] <input type="checkbox"/> Disciplinary Response Preparation Time and Attendance at Oral Response Meeting (NCA) [up to 2 hours - typically held on a videoconferencing platform] Meetings Agreed to by the Parties (LOPD & AFSCME): <input type="checkbox"/> Attendance <input type="checkbox"/> Negotiating agency policy/bldg. relocations/CBA	Cross-Agency Representation: <input type="checkbox"/> Union Officials only Investigatory Interview meetings: <input type="checkbox"/> Target <input type="checkbox"/> Union Representative Committees: <input type="checkbox"/> Union-assigned member (travel time and attendance) Agency Orientation: <input type="checkbox"/> Attendance (Steward/Union Official only) [30 minutes]	<input type="checkbox"/> Steward Training: <input type="checkbox"/> Full Day first year <input type="checkbox"/> Full day annually (refresher) PELRB Hearing: <input type="checkbox"/> To investigate [up to 4 hours] Hearing; grievant & Union representative [up to 8 hours] <input type="checkbox"/> LWOP Request: <input type="checkbox"/> Written Request State Vehicle Use (if virtual platform not available): <input type="checkbox"/> Committee/Taskforce <input type="checkbox"/> Agency policy/bldg. location (Steward/Union Official only)
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Supervisor

☐ **Approved**

☐ **Disapproved (Must provide explanation for disapproval, which may only be for operational reasons)** _____

Print Name: _____ Date: _____

Signature: _____

Employee

Date Left: _____ Time: _____ AM/PM

Return Time: _____ AM/PM Total Time Used: _____

Employee Signature: _____

Human Resources Department (LOPD-HR@lopdm.us)

Union Notification

<p style="text-align: center;">Internal Use</p> <p>Total time used: _____</p> <p>Comments, if any: _____</p> <p>Signature: _____ Date: _____</p>	<p>Email Date: _____</p> <p>AFSCME Connie@afscmenewmexico.org (Union Representative email)</p> <p>Comments if any: _____</p>
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