



# TECHNICAL GUIDANCE FOR UNION OFFICIALS

## Implementation of the Executive Orders

### Actions Effective July 9, 2018

On May 25, 2018 President Trump issued the following Executive Orders (EOs):

- Developing Efficient, Effective, and Cost-Reducing Approaches to Federal Sector Collective Bargaining (EO 13836)
- Ensuring Transparency, Accountability, and Efficiency in Taxpayer Funded Union Time Use (EO 13837)
- Promoting Accountability and Streamlining Removal Procedures Consistent with Merit System Principles (EO 13839)

As a result of the EOs, the Agency will take the following actions effective July 9, 2018. Information regarding additional actions required by the EOs will be communicated at a later date.

- Union representatives will not be authorized any payment for union travel (including local travel) starting July 9, 2018.
  - Authorizations previously approved for travel starting July 9, 2018 will be canceled. This covers all union travel including negotiations, meetings, arbitration, etc.
  - Travel that occurred prior to July 9, 2018 will be processed in accordance with Agency policy.
- Taxpayer Funded Union Time
  - Union reps will be permitted to use a maximum of 100 hours of Taxpayer Funded Union Time between July 9 and September 30, 2018
    - Request for Taxpayer Funded Union Time must be submitted via OUTTS in advance of use
    - Taxpayer funded union time cannot be transferred between representatives.
  - Each union will have a bank of hours to use between July 9 and September 30, 2018; AFGE 7500 hours, NTEU 400 hours and IFPTE 400 hours
    - If the 100-hour limit is reached or the bank is exhausted prior to any representative reaching his/her 100-hour limit, the representative will not be authorized any additional taxpayer funded union time, except for purposes covered by 5 USC 7131 (a) or (c).



## TECHNICAL GUIDANCE FOR UNION OFFICIALS Implementation of the Executive Orders Actions Effective July 9, 2018

- Time will not be authorized for filing union-management grievances or for representing an employee in a grievance presentation.
- Time will not be authorized for serving as the principle union representative or technical assistant in an arbitration hearing.
- If a union rep does not currently have a designated workstation, the Agency will inform the employee of the location of his/her workstation. If a union rep has questions regarding their Agency work location, the rep should contact the appropriate management official as soon as possible.
- Managers will inform union reps of any training required for the rep to perform Agency assigned duties.
- All union space and equipment provided by the Agency will return to the Agency by COB July 31, 2018
- Analog lines will no longer be funded by the Agency after July 31, 2018.
- Union reps, who are agency employees, will only be allowed to use Agency equipment, e.g. computers, email, and telephones, for representational activity in response to a management initiated action, e.g. union response to management notice of a formal discussion or union response to a call from an employee in a Weingarten interview.
  - Union reps will also be allowed to use Agency computers to submit requests for taxpayer funded union time in OUTTS