

# **UNION RELEASE TIME POLICY**

**SOURCE: DAS POLICY NUMBER 500-07, OCSEA/AFSCME AGREEMENT ARTICLES 3,25,43 OHIO EPA ADMINISTRATION**

**CONTACT: OFFICE OF EMPLOYEE SERVICES**

## **Union Release Time Policy:**

1. When a union steward, officer or representative (steward) is performing union business and is unavailable to perform Ohio EPA work for more than 10 minutes they must complete the Union Leave log from (Log).
2. The log must be completed by the steward and approved by the supervisor in advance of performing union business, unless directed otherwise by the supervisor.
3. At the end of the pay period, the steward shall submit the completed Log to the supervisor if union work was performed during the pay period.
4. The supervisor will review the Log, comparing it with TAS and work with the steward to reconcile any issues. The supervisor will forward the log to the Labor Relations Administrator and maintain a copy for his/her files.
5. Other employees are not required to use the Log.
  - a. With supervisory approval, employees may arrange a reasonable amount of time for meeting with a union steward.
  - b. Employees may choose to confer with a union steward during meal periods or before or after work.
  - c. Employees will not be released on state time to meet with a steward away from the employee's work area.