

**Memorandum of Understanding Between
the NOAA Office of General Counsel and the NOAA Attorneys Guild
Regarding Use of Official Time**

This Memorandum of Understanding (MOU) interprets the first sentence of Article 7, Section 2.A.(2) of the National Collective Bargaining Agreement, which reads "Union representatives shall be granted a reasonable amount of official time in which to perform their representational duties."

1. "Reasonable time" is agreed to mean:

- a. With respect to the Union Chair, up to sixteen (16) hours per pay period;
- b. With respect to the Union Vice-Chair, up to eight (8) hours per pay period; and
- c. With respect to the Union Stewards, up to three (3) hours per pay period.

2. For the times specified in Paragraph 1, no further written approval from the union representative's supervisor is required. If additional time is necessary to fulfill representational functions, the union representative will request the additional time pursuant to Article 7, Section 2.B.

3. Union representatives using official time will account for such use in accordance with applicable timekeeping procedures, and will record union time in quarter hour increments under Code 37 - Task Number 9P1A21KN on their time sheets. Union representatives on official time who will be performing their duties outside of the office shall record their whereabouts using the normal means used by their offices to indicate attorneys' whereabouts.

Margaret F. Hayes
Margaret F. Hayes for Management,
NOAA Office of General Counsel

3/10/00
Date

Marguerite Matra
Marguerite Matra for the NOAA
Attorneys Guild

3/16/00
Date