

Official Time

Definition

- Official time allows a union representation to perform representational duties while in duty status.

OFFICIAL TIME Basics

(Refer to Article 3 of the CBA for specifics regarding official time)

- PASS representatives can be released on OFFICIAL TIME for valid representational duties, including handling grievances, investigations whether a grievance should be filed, consulting with higher level union representatives over representational matters, negotiating collective bargaining agreements and attending representational training.
- Union representatives on OFFICIAL TIME will not leave their assigned work areas and/or assigned tasks to conduct representational activities without obtaining prior approval from their immediate supervisor.
- OFFICIAL TIME must be recorded in the proper category in the agency's automated official time tracking system.
- 40 hours of OFFICIAL TIME is granted for new union representatives to attend PASS rep training.
- Union representatives receive their full pay, but not premium pay while on official time.

What Is Not Covered by OFFICIAL TIME?

- Any activities performed by an employee relating to the internal business of PASS, including recruiting members, elections of PASS officials and collection of dues, must be performed in a non-duty status.

References:

5 USC 7131

PASS/FAA CBAs: Article 2

