

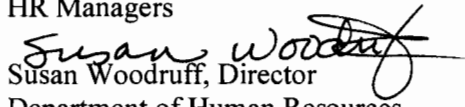


County of Fairfax, Virginia

MEMORANDUM

DATE: November 23, 2010

TO: Department Heads
Payroll Contacts
HR Managers

FROM: 
Susan Woodruff, Director
Department of Human Resources

SUBJECT: Procedural Memorandum No. 11-03 - Employee Organization Rights and Responsibilities

Attached please find newly issued Procedural Memo No.11-03 that summarizes the rights and responsibilities of employee organizations in Fairfax County. The intent of this procedural memo is to define the rights and responsibilities of officers and representatives of employee groups in Fairfax County.

Of particular note is the delineation of employee group activities conducted during work hours where the use of administrative leave is authorized. Below is a summary of those activities:

- Participation in county related employee group activities such as attendance at monthly employee group meetings, meetings with the Board of Supervisors (individually or at the regular Board meetings to include committee meetings), participation on committees or task forces established to review employee-related issues. (coded as administrative leave, subobject code 172 with appropriate employee group job number)
Each organization is allotted 240 hours per year for this purpose.
- Attendance at conventions, conferences or training related to employee relations.
Each organization is allotted 240 hours per year for this purpose. (coded as administrative leave, subject code with **no job number** included)
- Time spent assisting a member with a grievance when designated as the employee's official representative (this time is not included in the allotments above and is on as needed basis). (coded as administrative leave, subobject code 116, with **no job number** included)

Participation in any of the above employee group activities requires supervisory approval for the absence to ensure no disruption to operations. Managers are expected to provide flexibility to the extent possible to permit the employees who serve as an officer or representative in an employee group to participate in the above referenced activities.

The 240 hour annual allotments will be monitored by the employee organization with periodic audits by DHR. Please review and disseminate this information in your department as appropriate. If you have any questions, please let me know.

Attachment

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FAIRFAX COUNTY, VIRGINIA
PROCEDURAL MEMORANDUM No. 11-03

TO: Administrative Staff

Date: 11/16/10

Reference:

Initiated by:
Department of Human Resources

Approved by the County Executive:



SUBJECT: Rights and Responsibilities of Employee Organizations

I PURPOSE

The purpose of this memorandum is to define the rights and responsibilities of officers and representatives of employee groups other than the Employee Advisory Council whose activities are governed by county statute.

II HISTORY

The Employee Advisory Council (EAC) is the county recognized employee group established by statute to represent all county employees regardless of job title, department or membership. The EAC was established by the Fairfax County Merit System Ordinance to provide a continuing medium through which all employees in the competitive service may contribute their advice and suggestions for the improvement of the career merit system and other aspects of the Fairfax County Government. The EAC does not participate in dues collections. As the official county recognized employee group the EAC receives funding as contained in the annual adopted budget.

Other Fairfax County employee organizations such as unions and associations distinguish themselves from the EAC by providing service contingent upon dues-paying membership of their defined employee groups. Membership is determined by the organization's initiation fees, reinstatement fees, dues or assessments. These organizations are permitted to participate in the collection of dues through payroll deduction upon satisfaction of specific requirements.

The EAC's all-inclusive employee representation permits the council certain privileges such as the use of administrative leave by their representatives for attendance at monthly meetings, special meetings or activities and time associated with assisting employees who have filed grievances when designated as their representative. Other employee organizations' representatives are also permitted to assist employees who have filed grievances, when designated as their representative, during employee work hours.

Additionally, the officers of the EAC and the other groups participating in payroll dues deductions are authorized the use of administrative leave to attend conventions and/or conferences and trainings related to employee relations. Administrative leave for this purpose is limited to 240 hours per year per employee organization (Chapter 10 of the Personnel Regulations).

III SCOPE

This procedural memorandum applies to the following County recognized employee organizations and any future organization who participate in payroll dues deduction:

- American Federation of State, County and Municipal Employee (AFSCME)
- Fairfax County Government Employees' Union (FCGEU)
- Fairfax Coalition of Police – Local 5000
- Fairfax County Police Association
- Fairfax County Professional Fire and Rescue Officers' Association
- Fairfax County Professional Firefighters (IAFF)
- Fairfax County Sheriff's Association
- Progressive Firefighters of Fairfax
- Fairfax County Black Law Enforcement Officers' Association
- Fairfax Coalition of Deputy Sheriffs

This does not apply to the EAC because its activities are governed by county statute.

IV POLICY

This policy will establish guidelines and procedures concerning rights and responsibilities of employee organizations participating in payroll dues deduction.

- A. A specified allotment of administrative leave hours will be awarded to the officers or official representatives of each employee organization annually for the purpose of county-related employee group activities or meetings scheduled during regular work hours. Examples include attendance at monthly employee group meetings, meetings with the Board of Supervisors (individually or at the regular Board meetings to include Committee meetings), and participation on committees and task forces established to review employee-related issues. Time spent by employee group officers or representatives assisting a member with a grievance, when designated as the employee's representative, is in addition to and not included in the 240 allotment.
- B. At the beginning of the calendar year, 240 hours of administrative leave will be allocated to each payroll dues deduction organization. The administrative leave allotment will reset with the beginning of each calendar year. Unused hours will not carry over into the next year.
- C. Each payroll dues deduction organization is entitled to up to 240 hours per calendar year for attendance at conventions and/or conferences and trainings related to employee relations.

- D. Due to standards of public accountability and the resulting need for all employees to account for all time for which they are compensated, the County has created a vehicle to record time spent away from official job duties in support of an employee organization. A representative or officer of an employee organization who wishes to participate in a non-job-related activity, as specified in this procedural memorandum, may submit a request using established departmental procedures in advance to his/her supervisor that includes the date, time, general purpose and estimated length of absence. Every effort shall be made to minimize disruption of the work schedule and department operations. In order to ensure the proper accounting of each organization's administrative leave allotment, time and attendance sheets will be coded using subobject code 172 and the corresponding job numbers by organization.

Employee Organization	Job Number
American Federation of State, County and Municipal Employee (AFSCME)	EO 0105
Fairfax County Government Employees' Union (FCGEU)	EO 0116
Fairfax Coalition of Police – Local 5000	EO 0099
Fairfax County Police Association	EO 0103
Fairfax County Professional Fire and Rescue Officers' Association	EO 0102
Fairfax County Professional Firefighters (IAFF)	EO 0106
Fairfax County Sheriff's Association	EO 0104
Progressive Firefighters of Fairfax	EO 0107
Fairfax County Black Law Enforcement Officers' Association	EO 0114
Fairfax Coalition of Deputy Sheriffs	EO 0113

- E. Due to the number of different employee organizations, it will not be possible for each organization to be represented on every task force or committee pertaining to employee programs or issues, but an effort will be made to ensure that employee input from each organization is included. If an organization is not able to participate in a particular task force or committee, the organization's president or other designated officer may submit a narrative of recommendations or comments for the committee's review.

Employee Organization Activities Subsubject Chart (November 23, 2010)

Employee Advisory Council	Code Description	Subsubject Code
Representatives' attendance at monthly meetings, special meetings or activities and time associated with assisting employees who have filed grievances when designated as their representative.	Coded as administrative leave.	116, 216, 316, 416
Other Employee Organizations with Dues Deductions	Code Description	Subsubject Code
Time associated with assisting employees who have filed grievances when designated as their representative.	Coded as administrative leave.	116, 216, 316, 416
Time when representing a grievant before the Civil Service Commission (CSC) during non work hours resulting in overtime.	Coded as overtime.	140, 240, 340, 440
Officers or representatives attending county-related activities (monthly meetings, budget meeting, board meeting, committee hearing). For additional information, please see Procedural Memorandum No. 11-03.	Coded as administrative leave for employee organization activities: 240 hour annual limit per organization.	172, 272, 372, 472 with corresponding organization's job number as listed in PM 11-03.
Officers who attend national, state, or local conventions or conference and professional employee relations training, seminars or workshops. For additional information, please see Procedural Memorandum No. 39.	Coded as administrative leave for employee organization training: 240 hour annual limit per organization.	172, 272, 372, 472 without job number.
Assisting employees in work related matters outside of the grievance process during work hours.	Code as annual or compensatory time.	109, 209, 309, 409 110, 210, 310, 410
Membership drives and union organizing activities conducted during work hours.	Code as annual or compensatory time.	109, 209, 309, 409 110, 210, 310, 410