

## UNION RIGHTS

**A. Recognition of Representatives:** The Agency agrees to recognize the officers and duly designated representatives of the Union. The Union agrees to provide the Agency a written listing of its officers and stewards and maintain it on a current basis. There shall be no restraint, interference, coercion, discrimination, or reprisal against a Union representative because of the performance of their Union representational duties.

**B. Negotiations:** As the exclusive representative of the employees in the unit, the Union is entitled to meet and confer with representatives of the Agency with respect to personnel policies and practices and matters affecting working conditions\conditions of employment, and to act for and to negotiate in good faith agreements covering all employees in the unit.

**C. Formal Discussions:** The Union shall be given the opportunity to be represented at formal discussions between management officials and employees or employee representatives concerning grievances, personnel policies, or other matters affecting general working conditions\conditions of employment of employees of the unit.

**D. Union Funded Training:** The Agency agrees to grant Union officers and stewards excused absence without charge of leave or loss of pay to attend Union funded training under the following conditions:

1. The Union gives written notice of the request to attend such training as soon as possible but no later than fifteen (15) calendar days in advance of the start of the training or as soon as possible.
2. The request will include the agenda, the representatives that will be attending, the dates of attendance, and the amount of official time being requested and submitted to the supervisor, using the process outlined in the Official Time MOU. The supervisor will notify Chief, LMER DHA, or designee, of approval for release. Chief, LMER DHA, or designee, will verify that the proposed training is of mutual concern and benefit to the Agency and the Union. After such determination, the Agency will issue a response within fifteen (15) calendar days of receipt of the Union's submission. If any portion of requested training is not approved, the Union will be provided the reasons in writing.

**E. Written Listing:** The Agency agrees to provide the Union with a written listing of the LMER staff supporting DHHQ and their areas of responsibility.

**F. Notice to New Employees:** The Agency agrees to provide the following to new bargaining unit employees within two (2) weeks of their entrance on duty, or at their orientation:

1. The phone number, building number, and office hours of the Union.
2. Weingarten rights notice.

Agency POE Date 10/27/23 Union CJM Date 10/27/23

## UNION RIGHTS

**G. Written Designation of Representative:** Prior to representing employees in any proceeding, the Union shall provide to the appropriate management official or supervisor, a written designation of representative from the employee, which shall include authorization to release information to the Union.

**H. Bargaining Unit Employee (BUE) Listing:** The Agency shall provide an updated Bargaining Unit List to the Local on a every other month. The list should include the following fields:

1. Name of Employee
2. Position Title
3. Pay Plan, Series, Grade
4. Supervisory Status (Numerical Code)
5. Supervisory/Non-Supervisory
6. UIC
7. UIC Description
8. Organization Component Code
9. Organization
10. Directorate
11. Department\Division
12. Branches
13. Section
14. City and State
15. Bargaining Unit Status (BUS) Code

**I. Entry On Duty (EOD) List:** The Entry On Duty list will include the Bargaining Unit Status (BUS) Code and be provided for each pay period.

**J. In-Processing & Out-Processing Checklists:** The union will be included on the In-Processing & Out-Processing Checklists.

**K. DHA Facilities List:** Once per year the agency will provide a list of DHA Headquarter facilities where bargaining unit employees are located, including building number and address. In addition, the agency will provide an updated list upon addition or removal of facilities.

Agency RS Date 10/27/23 Union CJM Date 10/27/23

## Designation of Representative & Authorization to Release Information

Employee's Name: \_\_\_\_\_

Date: \_\_\_\_\_

I designate AFGE Local 4200 as my representative. By designating AFGE Local 4200 as my representative, I authorize Defense Health Agency (DHA) to provide AFGE Local 4200 information about this matter and communicate with them as necessary.

\_\_\_\_\_  
Case Number \ Issue

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Union Representative's Name

\_\_\_\_\_  
Preferred Phone Number

\_\_\_\_\_  
Preferred Email Address

**Privacy Statement:** I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct, and that I am the person named above (requester) and I understand that any falsification of this statement is punishable under the provisions of 18 U.S.C. section 1001 by a fine of not more than \$10,000.00 or by imprisonment of not more than five years or both, and that requesting or obtaining any record(s) under false pretenses is punishable under the provisions of 5 U.S.C 552a(i)(3) by a fine of not more than \$5,000.00.

Version 1, October 27, 2023

PCS 10/27/23

CJM 10/27/23