

ARTICLE 1

GENERAL PROVISIONS

Section 1.1 - Preamble:

This multi-unit agreement is entered into under the provisions of Public Law 95-454, by and between the Adjutant General of New Hampshire, hereinafter referred to as "Employer," and the White Mountain Chapter (Army)/Granite State Chapter (Air) Labor Organization of Civilian Technicians, Inc., hereinafter referred to as "Labor Organization."

Whenever language in this Agreement refers to specific duties or responsibilities of specific employees or management officials, it is intended only to provide a guide as to how a situation may be handled. It is agreed that the Employer retains the sole discretion to assign work and to determine who will perform the function discussed.

Section 1.2 - Coverage:

a. It is hereby certified that the Association of Civilian Technicians has been designated and selected by a majority of the civilian technicians of the New Hampshire Army/Air National Guard as their representative for purposes of exclusive recognition, and that pursuant to Public Law 95-454, the said organization is the exclusive representative of all the civilian technicians in such unit: Army and Air from here on in is identified as NHNG (New Hampshire National Guard) unless specifically addressed.

INCLUDED: All New Hampshire Army/Air National Guard wage grade and general schedule civilian technicians employed in the State of New Hampshire.

EXCLUDED: All managerial and supervisory civilian technicians, to include those civilian technicians involved with Federal personnel work in other than a purely clerical capacity and professional civilian technicians.

b. This agreement, to include all articles therein, is applicable to identified bargaining unit civilian technicians in the New Hampshire Army/Air National Guard.

c. It is agreed that for the purpose of this agreement, reference to the word, "he" is intended to include both the masculine and feminine genders, unless otherwise specifically addressed therein.

d. The Adjutant General of New Hampshire, a State appointed official, enters into this agreement under the provisions of Public Law 90-486, which gives him the statutory function of employing and administering civilian technicians as federal employees. This agreement is solely for the purpose defined in Section 1.3 below and in no way encumbers or places any liability on the State of New Hampshire.

Section 1.3 - Laws and Regulations:

a. It is agreed that in the administration of all matters covered by the agreement officials and civilian technicians are governed by existing or future laws and regulations of appropriate authorities including policies set forth in the CFR (Code of Federal Regulation).

b. Management officials of the Agency retain the right, in accordance with applicable laws and regulations:

(1) To determine the mission, budget, organization, number of employees, and internal security practices of the Agency;

(2) To hire, promote, assign, direct, layoff, and retain employees in the Agency, or to suspend, remove, reduce in grade or pay, or take other disciplinary action against such employees;

(3) To assign work, to make determinations with respect to contracting out, and to determine the personnel by which Agency operations shall be conducted;

(4) To relieve civilian technicians from duties because of lack of work or for other legitimate reasons;

(5) To maintain the efficiency of government operations entrusted to them;

(6) To determine the methods, means, and personnel by which such operations are to be conducted; and,

(7) To take whatever actions may be necessary to carry out the mission of the Agency during emergencies.

Section 1.4 - Matters Appropriate for Consultation and Negotiation:

All matters appropriate for consultation or negotiation, at the State or local level, in accordance with Public Law or regulation, will be addressed upon request of either party provided they are not inconsistent with the terms of this agreement.

Section 1.5 - Meetings at the Local Level:

It is agreed that the local commander/senior supervisor or his representative will meet at the request of the Labor Organization or at times mutually agreed to with the local chief steward or Labor Organization representatives to confer and attempt to resolve appropriate matters. For the regular meetings, subject matter will be exchanged in advance of the meeting. For other meetings, the party requesting the meeting will furnish the subject matter in advance of the meeting.

Section 1.6 - Meetings with the Employer:

The Employer or his representatives and representatives of the Labor Organization shall meet at the request of either party and confer in good faith with respect to personnel policies and practices and matters affecting working conditions so far as may be appropriate under applicable laws and regulations, including policies set forth in the CFR, published Agency policies and regulations and national or other controlling agreement at a higher level. Subject matter will be exchanged in advance of the meeting.

Section 1.7 - Rights of Civilian Technicians:

a. The Employer and the Labor Organization agree that each civilian technician has the right, freely and without fear of penalty or reprisal, to form, join, and assist the Labor Organization or to refrain from any such activity, and each civilian technician shall be protected in the exercise of this right.

b. Except as otherwise expressly provided in Public Law 95-454, the right to assist the Labor Organization extends to participation in the management of the Labor Organization and acting for the Labor Organization in the capacity of an Labor Organization representative, including presentation of its views to officials of the Executive Branch, the Congress or other appropriate authority.

c. The Employer shall take the action required to assure that civilian technicians with in the Agency are apprised of their rights, under Public Law 95-454, and that no interference, restraint, coercion, or discrimination is practiced within the Agency to encourage or discourage membership in the Labor Organization. This agreement does not preclude any civilian technician in the bargaining unit, regardless of Labor Organization membership, from bringing matters of personal concern to the attention of appropriate officials in accordance with applicable laws, rules, regulations or policy or from having an Labor Organization representative in a grievance or appeal action.

d. The Employer agrees that, as part of orientation, all new civilian technicians appointed to a position in the bargaining unit shall be informed of the Labor Organization's exclusive status and will be advised of their right to join or not join the Labor Organization. They will be informed that the name, telephone number, and location of their shop steward is posted on a bulletin board in their work area.

e. The Employer agrees to afford newly appointed civilian technicians and the shop steward time to meet for the purpose of orientation on the LMRA (Labor Management Relations Agreement). This time shall be subject to the supervisor's approval, and the supervisor shall have the right to be present and participate in the orientation. Solicitation of membership is prohibited during this orientation meeting.

f. The Employer recognizes that the participation of civilian technicians in the formulation and implementation of personnel policies and practices affecting the conditions of their employment, achieved through their own freely chosen organization, contribute to the civilian technician's well being and to the efficient administration of the New Hampshire National Guard.

g. Management understands that certain circumstances associated with temporary duty assignments away from normal duty station may cause undue personal hardships with civilian technicians involved in that assignment, and therefore, any civilian technician unduly affected will be reconsidered as to his temporary duty assignment. A civilian technician, upon request, may be released from a temporary duty assignment if a qualified replacement is available and willing to work.

h. Whenever possible, the Employer agrees to schedule and arrange for travel of civilian technicians to occur within each technician's standard work week.

Section 1.8 - Joint Responsibilities:

a. **Correspondence.** Correspondence between the Employer and the Labor Organization shall be answered by either party within ten (10) workdays or less, of receipt of said correspondence. This time limit does not supersede other time requirements as stated in other articles of the LMRA. The Employer and the Labor Organization agree that all inquiries relating to civilian technician matters submitted by individual civilian technicians will be processed through administrative channels in a timely manner and the civilian technician will be provided with a timely reply to the inquiry.

b. **Orientation.**

(1) As a minimum, training sessions for New Hampshire National Guard supervisors and shop stewards shall be at mutually agreed locations.

(2) At least one member from each negotiating team will be present at all training sessions in order to assist in the presentation or clarification of terms of this agreement.

(3) All participants in the training sessions will attend in a duty status.

c. **Identification of Facts.** The Employer and the Labor Organization agree that neither party shall present a charge, defamation, intimidation, or wrong-doing against a person or an employee of the civilian technician program without a complete identification of the facts to include identification of the accusing party or parties.

Section 1.9 - Employer Obligations:

a. The Employer agrees to produce and furnish a copy of this agreement to all presently employed civilian technicians of the bargaining unit and to each new civilian technician of the bargaining unit at the time of initial employment. The Labor Organization will be furnished 100 copies of this agreement and the Employer will provide all necessary copies required for third party proceedings.

b. The Employer agrees to furnish to the Labor Organization for its internal use only, a schedule of authorized bargaining unit positions as well as the names of civilian technicians, their grades, and position titles as defined in the agreement for all civilian technicians in the bargaining unit, as required.

c. The Employer agrees to notify the Labor Organization, prior to implementation of any changes in personnel policies, practices, and matters affecting working conditions.

d. The Employer agrees, wherever possible, within space and funding limitations, to furnish each civilian technician with a personal locker.

Section 1.10 - Labor Organization Obligations:

The Labor Organization agrees to furnish the Employer, and maintain on a current basis, a complete list of all Labor Organization officers and stewards to include information on the work area that each steward represents and the steward's phone number. Personnel not appointed by the Labor Organization as officers or stewards will not be allowed to perform official representational functions, nor will they be allowed the use of official time. The Labor Organization may appoint bargaining unit representatives telephonically with the appointment to be accomplished in writing within five working days.

Section 1.11 - Rights of the Labor Organization:

a. A representative of the Labor Organization shall have the right to be present during any formal discussion of personnel management policy matters between management and a civilian technician or civilian technicians represented in the bargaining unit.

b. Labor Organization representatives shall be excused from duty without loss of pay or charge to leave to receive information, or orientation relating to matters of mutual concern to the Employer and the Labor Organization. Areas of mutual concern may include matters relating to pay, working conditions, work schedules, civilian technician grievance procedures, performance ratings, adverse action appeals, as well as Agency policy and negotiated agreements pertaining to them.

c. A civilian technician who is elected or appointed to serve full time as a national or state representative or officer with the Labor Organization may, at the discretion of the Employer, be granted LWOP for one year. An extension for one additional year may be granted upon request of the civilian technician and with the approval of the Employer. The civilian technician's rights and privileges will be protected under the provisions of the applicable portions of the CFR.

d. The Employer agrees that there shall be no restraint, interference, or coercion against any Labor Organization official or steward and that no officer or steward will be transferred from one work assignment to another for the purpose of discrimination against such officer or steward because of their performance of proper Labor Organization functions.

e. The Employer will provide to the Presidents of the Labor Organization the names and work locations of new civilian technicians on a monthly basis.

Section 1.12 - Bargaining Appropriate Arrangements:

Policy: In accordance with Public Law 95-454, the Labor Organization will be afforded its right to request bargaining for appropriate arrangements on conditions of employment, to include both personnel policies and practices and matters affecting working conditions at the State or local level. Matters that significantly affect more than one work area will be conducted at the State level.

Purpose: Prior to implementation of any event that could adversely affect one or more members of the bargaining unit, management will negotiate with the labor organization appropriate arrangements regarding the impact of the event(s). Such negotiations will take place prior to the proposed management action which could adversely affect a bargaining unit member's condition of employment.

Matters appropriate for negotiations and consultation between the parties shall include, but are not limited to, personnel policies and practices as they apply to working conditions, i.e. safety, labor management cooperation, employee services, etc.

Meetings: Upon notification by the labor organization, management agrees to meet and confer as soon as practicable, date and time will be by mutual consent. In accordance with Public Law 95-454, the Labor Organization will be afforded its right to request appropriate arrangement on conditions of employment, to include both personnel policies and practices and matters affecting working conditions at the State or local level. Matters that significantly affect more than one work area will be conducted at the State level.

ARTICLE II

WORK WEEK AND HOURS OF WORK

Section 2.1 - Basic Workweek:

a. NHNG TPR 630-10 entitled, Alternate Work Schedule, will be the accepted work schedule for the duration of the agreement.

b. Uncommon tours of duty that do not afford a civilian technician two consecutive days off between normal work weeks will be kept to the minimum possible. Employees who have not received notice of a work schedule change and report to work in accordance with the original schedule will be granted a minimum of two (2) hours work credit and released as soon as possible. Every effort will be made to prevent employees from working two (2) consecutive holidays. Civilian technicians may be required to work two (2) consecutive holidays if adequate numbers of qualified non-supervisory civilian technicians are not available within the sections to fulfill the mission requirements.

c. Each civilian technician is authorized one-half (1/2) hour of uninterrupted, duty free time for a lunch break each day. The lunch period will normally be scheduled between 1100 and 1330 to be determined at the request of the technician and at the discretion of the supervisor. Employees scheduled to work through their normally scheduled lunch period will have the option to reschedule the lunch period or take a lunch break of twenty (20) minutes or less with in close proximity to their work and be available for work. The employee will be released from work 30 minutes before the end of the normal duty day or receive appropriate compensation.

d. When an employee will be required to work a shift that starts prior to 0600 or terminates after 1800, he/she will be notified by the posting of a written work schedule no later than seven (7) days prior to the start of the work week. Notification of requirements to work other than the normal tour of duty during the 0600-1800 hour time frame, and the exact working hours for those on a rescheduled shift, shall be posted not later than Thursday three (3) days prior to the start of the work week except where the Employer learns of the change in work which case posting will be immediate. Changes to the posted schedules will only be made in case of emergency and/or essential operational commitments. At such time, the employee and ACT will be notified.

Section 2.2 - Cleanup Time:

Civilian technicians engaged in work involving dirty, toxic or hazardous materials shall be allowed a ten (10) minute period immediately preceding lunch and fifteen (15) minutes at the end of each work day for personal clean-up and changing of clothes. When it becomes necessary, a supervisor may assign tasks requiring civilian technicians to perform needed work during cleanup periods. Personnel cannot leave the work place prior to completion of their work shift.

Section 2.3 - Differential Pay:

Civilian technicians assigned to a regularly scheduled night shift or early morning shift will receive the shift differential in accordance with applicable directives. Employees will be granted Environmental Differential Pay (EDP) in accordance with NHNG TPR 532.

Section 2.4 - Overtime:

a. Civilian technicians in the unit shall not be required to perform any work or duty before or after scheduled work hours, without compensating the civilian technicians for all such work or duty. In accordance with existing regulations, such civilian technicians shall be granted an amount of compensatory time off from their scheduled tour of duty equal to the amount of time spent by them in irregular or overtime work before or after scheduled work hours. It is further understood that when a technician is required by the Employer to report at a designated location at a specified time, prior or subsequent to regular shift hours, such time shall be considered compensable in accordance with existing regulations.

b. Overtime work will be kept to a minimum, consistent with good mission management, as determined by the senior technician present at the work location. A civilian technician assigned to overtime may be relieved from his assignment, providing he has a valid reason and a civilian technician is available who is capable of performing in his place. In normal situations, supervisors will notify civilian technicians 48 hours in advance of all overtime assignments. Overtime hours shall be assigned fairly and without discrimination among employees of similar skills and capabilities.

c. Any recall that caused any civilian technician to return to work will be compensated for at the rate of no less than two hours.

d. In work areas where overtime has a high experience factor, the supervisor will maintain an overtime roster to ensure that overtime is equally distributed. This roster will be posted to indicate when and by whom this overtime was worked and will be kept current. If a civilian technician requests excusal from an overtime assignment for reasons other than stated earlier, he shall be considered for overtime again the next time a requirement exists. A technician who is on approved sick leave, annual leave, holiday leave, leave without pay, absent without leave, court leave or administrative leave, at the time overtime work is required, shall not be considered as available for overtime work, but shall retain his standing on the overtime roster for the next scheduled overtime assignment.

e. The Employer agrees that any full-time technician within the unit, who is not required to work on a Sunday as part of his basic scheduled workweek, is entitled to pay at his rate of basic pay plus premium pay. Such premium pay will be at a rate as established by existing regulations for each hour of Sunday work which is not overtime work and which is not in excess of eight hours for each regularly scheduled tour of duty which begins or ends on Sunday. Part-time civilian technicians are not eligible for premium pay.

f. When necessary to schedule shifts other than the normal day shift, the parties to this Agreement will enter into discussion concerning the shift hours of affected employees in an organizational group within the NHNG and such changes shall be memorialized in a Memorandum of Agreement (MOA). At a minimum, the Memorandum will contain:

- a. The hours of the assigned shift
- b. The AWS day off for each shift
- c. Disclose the number of employees assigned to each shift.

g. Compensatory leave may be accrued in 1 hr increments. Every effort should be made by management to grant compensatory time at the request of the employee and to arrange work schedules to permit employees to take earned compensatory time within the prescribed twenty six (26) pay periods.

h. The employer shall not, in any calendar year, assign to a bargaining unit employee on an involuntary basis more work outside the normal duty hours than is assigned on an involuntary basis to any available and similarly qualified non-bargaining unit employee. The supervisor will keep a record of involuntary overtime by individual.

Section 2.5 - Rest Periods:

a. Rest periods granted in accordance with these provisions are considered duty time and included in the daily tour of duty.

(1) A rest period of fifteen (15) minutes shall be granted for each four hour period of work. Not to exceed a total of fifteen (15) minutes before the lunch period and a total of fifteen (15) minutes after the lunch period.

(2) The rest period shall not immediately precede or be a continuation of the lunch period.

b. Additional short rest periods during the daily tour may be permitted when such periods are beneficial and determined necessary by the Agency.

ARTICLE III

ATTENDANCE AND LEAVE

Section 3.1 - General:

It is agreed that attendance and leave policies for bargaining unit members shall be administered in accordance with this agreement and applicable regulations.

Section 3.2 - Administrative Dismissal:

a. The Employer shall make every reasonable effort to ensure the health, safety, and well-being of civilian technicians. Under emergency conditions which result in the loss of heat, water, power, etc., administrative dismissals of civilian technicians will be as directed by the senior supervisor, who will be designated by the Adjutant General. Those designated supervisors, or if appropriate, their alternates(s), will have the authority to grant administrative leave, with pay, when conditions warrant. This policy supersedes any other policy relating to administrative dismissal published by the Agency. The designated supervisor will keep the senior Labor Organization representative at the work site advised of the actions taken or contemplated in response to the emergency.

b. Dismissal and Leave Treatment of NHNG civilian technicians during emergency situations will be in accordance to NHNG TPR 610-630.

c. When administrative excusal is granted because of inclement weather or other emergency or acts of God, civilian technicians who are scheduled for work and whose services are not otherwise required will be given administrative leave by the Employer.

d. All civilian technicians will be considered non-essential personnel unless otherwise notified by management. During emergency situations, emphasis will be placed on assuring that all civilian technicians are treated equitably. In times of heavy inclement weather or other emergencies, supervisors should follow a liberal leave policy, subject to mission requirements.

Section 3.3 - Administrative Leave for Labor Organization Officials:

a. Labor Organization officials designated to attend Labor Organization sponsored training sessions or seminars pertaining to matters of mutual concern.

(1) Elected Chapter officers will be afforded up to six (6) days per calendar year, maximum not to exceed 24 days total per calendar year.

(2) Shop stewards will be afforded up to four (4) days per calendar year.

b. The Labor Organization understands that individuals will request administrative leave from their individual supervisor as far in advance of the need as known. Administrative leave will not be granted for purposes prohibited by PL 95-454. When administrative leave is requested, the Labor Organization will furnish the Human Resources Management Office (HRO) with an agenda of the activity for which the leave is requested and a roster of the personnel recommended to attend. The HRO-LRS will advise the supervisor of those personnel authorized to attend the scheduled events.

Section 3.4 - Official Time for Labor Organization Officials and Representatives:

a. Labor Organization officials will be granted official time, for periods when they would otherwise be in a duty status, to perform or participate in official Union activities as provided for in this section in accordance with Public Law 95-454.

b. Official time will be granted in accordance with Public Law 95-454 and applicable directives. Labor Organization representative will notify their immediate supervisors and obtain concurrence prior to leaving their assigned area. In determining whether to grant official time, the supervisor must consider the work load requirements and the urgency of the request for official time. If the request is in reaction to a sensitive issue, which requires an immediate response, the supervisor will make every effort to grant the request immediately, or as soon as possible. Official time activities include the following:

(1) Stewards and representatives conferring with employees and/or supervisors on grievances and other matters relating to conditions of employment. The recognized shop stewards in the labor unit at the locations they are authorized to represent, or in their absence, duly appointed alternates will be given a reasonable amount of official time to investigate, prepare, and present grievances, unfair labor practices, and other employment related complaints.

(2) When appearing at third party hearing proceedings, Labor Organization representatives on official time shall not exceed the number of individuals representing the Employer for such purposes.

(3) A reasonable amount of time shall be given to appropriate Labor Organization representatives for the purpose of receiving information or orientation relating to matters of mutual concern.

(4) Labor Organization officials may be allowed a reasonable amount of time to change to and from the military uniform for those situations covered in sections 3.4c of this contract article.

(5) The Chapter treasurer may be granted official time to prepare financial reports required by federal agencies not to exceed 8 hours per calendar year.

(6) The Chapter secretary may be granted official time to expedite a grievance in coordination with the Labor Relations Specialist.

(7) Each Chapter President or their designee, is authorized three (3) hours of official time per pay period for the administration of the representational duties and obligations of the labor organization.

c. Labor Organization officials will not be required to wear the military uniform in the following situations:

(1) When conducting contract negotiations with Agency officials;

(2) While attending labor-management seminars at commercial facilities sponsored or hosted by the national office of the Labor Organization of Civilian technicians, U.S. Department of Labor, Department of Defense, Wage Fixing Authority, etc.

(3) When representing the labor organization at third party proceedings.

(4) When representing the Labor Organization in the performance of representational duties on any of the negotiated grievance procedures or representational matters.

(5) Employees in the bargaining unit will not be required to wear the military uniform while appearing as a grievant, witness before a third party proceeding, i.e., impasse, arbitrations, FLRA or adverse action hearings.

d. Compensatory time may be earned by Labor Organization officials when they are required to attend Employer scheduled meetings which exceed the normal duty hours in an amount equal to the compensatory time earned by management officials.

Section 3.5 - Sick Leave:

If at all possible the civilian technician will call within the first 2 hrs of their work shift.

a. Sick leave is available for use in the following circumstances:

(1) When it is established that a technician is incapacitated for the performance of his duties because of sickness or injury.

(2) Approval for sick leave for prearranged medical, dental, and optical appointments must be secured in advance.

(3) When a technician's immediate family member is afflicted with a contagious disease and requires the care and attendance of the technician, or when through exposure to a contagious disease, his presence at the duty location would jeopardize fellow civilian technicians.

(4) For reasonable travel time to and from a specialist.

(5) For hospitalization or incapacitation beyond a military training period when the injury is incurred or disease is contracted while engaged in a military status.

b. Sick leave will be authorized in bona-fide cases upon request by the technician. It is the responsibility of the first line supervisor to ascertain whether absences are properly chargeable to sick leave. Medical certificates may be required under the following conditions:

(1) For absences in excess of three workdays.

(2) This requirement will not be invoked without first advising the employee of his/her questionable sick leave record.

(3) For absences for short periods at frequent intervals whenever there is reason to believe that the sick leave privilege is being abused. In such cases, the civilian technician will be advised that a medical certificate will be required to support any future grant of sick leave regardless of duration.

c. If a civilian technician sustains a traumatic job related injury while on duty in technician status, he will be placed in a continuation of pay status and continued in full pay for the period of the disability provided work stoppage first occurred within 90 days from date of injury, not to exceed 45 calendar days each case, as evidenced by a signed doctor's report and pending adjudication by the U.S. Department of Labor. The 45 calendar days are cumulative for each case and may be used for follow-on-medical care after return to duty, provided the authorized 45 days have not been expended and no more than 90 days have elapsed since the date of first return to work. If the absence from duty for a job related injury continues beyond the allotted 45 days, the civilian technician's pay status may be covered through the use of authorized leave, or under existing Worker's Compensation provisions, or a combination of both.

d. Family Leave Policy:

(1) Federal employees are authorized to use up to 40 hours of Sick Leave a year to care for a "Family Member" having an illness, injury, or other condition which if the employee had such condition would justify the use of sick leave by the employee. It also allows, within the same 40 hour limit, the use of sick leave to make arrangements for, or attend, the funeral of a family member. Additional Sick Leave of up to 64 hours a year may be used providing that the Sick Leave to the employee's credit (balance on the books) does not fall below 80 hours.

(2) A "Family Member" is defined as a spouse and parents, thereof; children, including adopted children, and spouses thereof; parents; brothers and sisters and spouses thereof; and any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Section 3.6 - Leave for Childbirth:

a. Physical Incapacitation and recuperation. Sick leave may be granted to women who need to stop work at some point before their due date for their own health and that of their unborn child. Sick leave may also be granted to women for the period of their incapacitation for delivery and recuperation. In determining the appropriate amount of sick leave to grant, supervisors may require a copy of the physician's instructions.

b. Infant care. New mothers may need additional time beyond their recuperation period to adjust to the new family member and develop a close relationship with the infant. New fathers may also need additional time at home because of the added responsibilities and to build a close relationship with the newborn. Supervisors may grant annual leave and a reasonable amount of leave without pay to meet these needs.

Section 3.7 - Excused Absences:

a. An excused absence is an absence from duty administratively authorized without loss of pay and without charge to leave.

b. Examples for which excused absences may be granted by supervisors are:

(1) To attend conferences whenever it is determined by the Employer that such attendance will serve the best interest of the federal service.

(2) To undergo a mental or physical examination as a condition for continued employment.

(3) To vote where polls are not open at least three hours before or after regularly scheduled duty hours, those civilian technicians who vote in jurisdictions which require registration in person may be granted time off to register on substantially the same basis. A civilian technician may be excused up to a full day under circumstances where the commuting distance of places of registration is considerable and registration is required in person or absentee ballot cannot be used.

(4) To participate, up to four hours in one day, as pallbearers or as members of firing squads in funeral ceremonies for members of the armed forces.

(5) The employer acknowledges that the donation of blood is a generous gift and a necessity to ensure an adequate blood supply in the community. The New Hampshire Red Cross policy on donation limits donation to once every eight (8) weeks, not to exceed six (6) times in any twelve (12) months. In accordance with Red Cross policy, whenever mission requirements will allow and the supervisor concurs, the employer will normally grant, not to exceed, four (4) hours administrative leave for the purpose of donating blood.

(6) To serve as a volunteer firefighter or ambulance crew member.

(a) When a civilian technician performs volunteer duties as a certified firefighter or ambulance crew member, emergency leave will be authorized, not to exceed one day per incident, providing: the emergency incident began prior to the beginning of the technician's normal workday; and the actual hours of volunteer service performed are certified, in writing, by the individual in charge at the emergency incident. When the emergency incident is found to be under control and the technician's continued presence is no longer needed, an additional one hour time period, plus commuting time, will be authorized prior to reporting to the workplace. The civilian technician will, through another family member or co-worker, make every reasonable attempt to inform his or her supervisor of any such participation in an emergency incident.

(b) Civilian technicians who are either certified volunteer firefighters or ambulance crew members must inform their first-line supervisor, in writing, who will in turn inform their supervisor, of the technician's volunteer status. A roster in the following format will be used, with a copy provided to HRO-LRS, and will be recertified on an annual basis as of 1 January to be received not later than 31 January.

<u>Technician's Name</u>	<u>Fire Co/Ambulance Corps Name</u>	<u>Position Held</u>	<u>Membership Expires</u>
John Z. Technician	Amoskeag Fire Co	Firefighter	30 September 1995
Suzy Q. Employee	ABC Ambulance Co	Emergency Med Tech	28 April 1996

(7) The employer will grant excused absence to personnel who stop and render assistance in highway accidents or other emergency conditions if such assistance caused tardiness on the employee's part.

Section 3.8 - Annual Leave:

a. Annual leave which has been accrued in accordance with applicable regulations will be administered on an equitable basis. Annual leave which will be earned during the leave year and credited to technician's leave account, including leave already accrued, may be granted at any time during the year. If the leave approving official deems it necessary to cancel previously approved leave, the civilian technician will be informed in writing, of the reason for such action at least two weeks in advance.

b. The supervisor will endeavor to grant leave in the amount requested by each technician and at the time he considers convenient and desirable. When there is a conflict between civilian technicians of the same work section desiring the same vacation period, the conflict shall be decided on a first come/first serve basis. Changes in scheduled leave may be allowed by the supervisor provided another civilian technician's selection is not disturbed by the change.

c. Absences which could not be planned and approved in advance must be reported to the civilian technician's first line supervisor or other designated person within first two hours after his work shift start time.

d. The Employer agrees to maintain a reasonable leave policy. The technician's designated time and attendance supervisor will be authorized to approve requests for unscheduled annual leave.

e. Work commitments permitting, the technician, upon request, will be granted annual leave for a workday which occurs on a religious holiday, wedding anniversary or birthday and for attendance at conventions of veterans' organizations or other organizations of which the employee is a member.

Section 3.9 - Military Leave:

a. Military leave permits a technician to be absent from technician duties without charge to annual leave or loss of technician pay while performing active duty, active duty for training, or inactive duty for training.

b. Military leave is limited to a maximum of 30 calendar days during each fiscal year, regardless of the number of training periods in the year and whether taken intermittently, a day at a time, or all at one time, in order to conform with the period of duty expressed in orders issued by competent military authority. Civilian technicians are granted 15 days of military leave on 1 October of each year subject to the 30 calendar day limitation, as provided by law.

c. Non workdays falling within a period of absence while on military training duty are charged against the military leave days available during the year; non-workdays occurring at the beginning and end of the period are not charged. The commingling of annual or compensatory leave with military leave for non-workdays falling within a period of military duty is not authorized.

d. Military leave is authorized for use by permanent and indefinite civilian technicians. Temporary civilian technicians are not entitled to military leave.

Section 3.10 - Absence Without Leave:

a. When a civilian technician is absent from duty without prior approval, the absence will be charged as absence without leave (AWOL). When the civilian technician informs the supervisor of the circumstances causing the absence, the supervisor will determine whether or not the charge of AWOL should be changed to annual, sick, or leave without pay (LWOP).

b. If there is a disagreement between a civilian technician and a supervisor as to the type of leave charged for an absence, the disagreement may be resolved under the negotiated grievance procedure.

Section 3.11 - Court Leave:

a. Court leave is leave with pay for a period of time a civilian technician spends in court for duty as a juror or a witness, or for attending judicial proceedings. Court leave will be extended to a civilian technician when he is summoned to appear, as a witness in judicial proceedings on behalf of a state, or local government, or when he is required to perform jury duty in a federal, state, or municipal court.

b. Witness in official capacity. When a civilian technician is summoned or assigned by the Employer to testify in his official capacity or to produce official records at a judicial proceeding, he is in an official duty status, as distinguished from a leave status, and entitled to regular pay.

c. Witness in unofficial capacity. If the civilian technician is serving as a witness in behalf of a private party and not on behalf of a government, his absence may be charged to annual leave, leave without pay, or compensatory leave. Fees and expenses paid incidental thereto may be accepted.

d. **Witness Service.** Court leave for witness service may only be granted when performing as a service on behalf of a government. A civilian technician is entitled to court leave for witness service if he is "summoned" by the court or authority responsible for the conduct of the proceedings; leave is not authorized if the witness service is voluntary, however, in lieu of an official subpoena, an official request, invitation or call, evidenced by an official letter from the court, will be sufficient evidence to grant court leave. Court leave will be granted for witness service when a civilian is required to appear at any stage (preliminary hearing, inquest, trial, or deposition taking) proceedings. Civilian technicians who have part-time employment which requires appearance as a witness in any case in which that technician has participated, shall be charged annual leave for absence from work for such appearance.

e. **Evidence of Court Service.** The request to appear in court should be presented to the supervisor as far in advance of the actual court day as possible. Upon return to duty, the civilian technician will submit written evidence from the court reflecting the dates (and hours if possible) of his attendance in court. Notation should be made on the time and attendance report for the days and/or hours of court leave granted while absent from his regularly scheduled duties.

f. **Court fees.** For fees received for duty as a witness or juror, the following will apply:

(1) If a civilian technician is absent from his regularly scheduled duties to serve as a juror in a state or municipal court, he will collect all fees and allowances payable as a result of the jury service. The civilian technician must tender the fee to the appropriate representative of the USPFO for proper disposition; however, he is permitted to keep all fees or allowances in excess of the amount of compensation due him for the period of absence on jury duty.

(2) A civilian technician eligible for court leave may not accept jury fees for service in a federal court where the service is performed during the regularly scheduled workweek.

(3) Civilian technicians who perform jury service on non workdays are entitled to retain the fees received for such service. He may accept and keep any allowances for mileage and subsistence authorized by law to cover actual expenses incident to the jury service.

(4) A technician who performs jury service that does not conflict with regular hours of employment may retain the usual fees for jury service. However, if jury service is performed in a court of the United States during any of the hours in which he is in a federal pay status, jury fees for that day may not be paid.

(5) Fees received for jury duty either in a federal or state court on a holiday falling within the technician's basic tour of duty may be retained by him, provided that had he not been on jury duty, he would have been excused from his regular duties on the holiday.

(6) A civilian technician who is in a leave without pay status when called for jury service, either in a federal or state court, may retain jury fees and per-diem allowed for each day's attendance in court and for the time necessarily occupied in going to and from the court.

(7) Civilian technicians shall not be paid witness fees when testifying on behalf of the United States Government; they shall be paid their regular salary. Time served as a witness will not be deducted from annual leave. A civilian technician who is called as a witness for the United State may accept and retain witness fees if he is on a LWOP status during the entire period.

Section 3.12 - Charging of Leave:

All categories of leave will be charged in multiples of one hour.

Section 3.13 - Leave of Absence:

a. Civilian technicians may be granted leave of absence without pay in accordance with applicable federal laws and regulations.

b. A civilian technician returning to duty from an approved leave of absence will be returned to the position held at the time his leave commenced, unless prevented by extenuating circumstances. The Employer is required to notify civilian technicians of any changes which occur in their full-time position during a leave of absence.

c. It is the individual's responsibility to provide the Employer with an address where he may be reached during a leave of absence.

Section 3.14 - Law Enforcement Leave:

a. Law enforcement leave (LEL) is authorized when a civilian technician has been ordered to state active duty (SAD) under military orders of the Governor of the State for participation in rescue or protection work (including law enforcement duties) in connection with floods, fires, and other act of God. civilian technicians who suffer injury or death as a result of SAD are not eligible for employees' compensation benefits under the federal Employee's Compensation Act. SAD does not constitute performance of official technician duties; therefore, leave status will be determined and charged under the procedures in effect for the SAD period.

b. LEL may be granted for up to 22 days in a leave year in support of SAD. There is no carry-over of LEL from one leave year to the next.

c. Available LEL may be used at the technician's option. A civilian technician may also use annual leave, compensatory time earned, or LWOP instead of, or in combination with, LEL. There is no requirement to use LEL first or at all during a period of this duty. This provision may change if regulatory requirements change. In this case, changes will be coordinated with the Labor Organization and announced to the technician work force.

d. When a civilian technician is in an LEL status, military pay and allowances (other than travel, transportation, or per-diem allowances) must be credited against the technician pay and, if less than the technician pay, the technician shall be paid the difference. If military pay earned during LEL exceeds the technician's full-time pay, the technician will not receive a technician salary, nor will a refund of the excess military pay be required.

ARTICLE IV

LABOR ORGANIZATION REPRESENTATION

SECTION 4.1 - Policy:

SHOP STEWARDS: The shop steward is an official labor organization representative. The supervisor of the section concerned will consult with the steward designated for their area on any matter which will affect the conditions of employment of the employees within their section prior to any notification of the employees concerned. It is understood that the steward may speak for the employees of the section, but will not make decisions on contractual intent.

Section 4.2 - Stewards:

a. The employer will recognize the elected officers and shop stewards duly designated by ACT. The number of stewards required shall not exceed more than one (1) for each fifteen (15) members of the bargaining unit for the Air

b. The Army Chapter may elect to have up to 12 stewards.

c. The labor organization may designate a temporary steward in the event four (4) or more bargaining unit members are sent TDY. This steward will be selected from the members going TDY. ACT shall maintain and submit to the Employer a current list of all duly elected officers and authorized stewards, identifying the group of employees and area the steward normally represents. This does not prevent a steward from representing bargaining unit members outside his/her normal area. Unless so designated by ACT, no employee may be recognized as an ACT steward.

Section 4.3 - Visiting Representatives:

Subject to security regulations and visitor control procedures, authorized representatives of the Labor Organization who are non-civilian technicians may be allowed to visit the agency for the purpose of accomplishing official labor organization business. The Labor Organization will request approval of the Employer or his designee for each visitation as far in advance of the desired date as possible. Each request will include the name of the representative (s), Labor Organization status or position, purpose of the visit, and person(s) or technician group (s) with whom the visit is desired. Should pressing mission requirements or emergency preclude a request from being honored, the Employer will discuss the situation with the Labor Organization and arrange an alternate time and/or date.

Section 4.4 - Representation during Temporary Duty Assignments:

In the event of a TDY, when there is a requirement for civilian technicians to participate in the TDY, a member of the Labor Organization may be designated to serve as point of contact for the participating bargaining unit member(s). This representative will be responsible to assist the member(s) to secure information relative to personnel problems experienced during the course of the TDY. The designated Labor Organization representative will have the authority to bring such concerns to the attention of the designated mission commander or the supervisor in charge for resolution. When a problem or concern surfaces during the TDY which cannot be resolved, it may be processed using the negotiated grievance procedure upon return to home station. Such concerns will be included in the post-mission report for further review and evaluation.

ARTICLE V

GRIEVANCE PROCEDURES

SECTION 5.1 - General:

a. A grievance means any complaint:

(1) By a civilian technician concerning any matter relating to the employment of the civilian technician;

(2) By the Labor Organization concerning any matter relating to the employment of any civilian technician; or

(3) By any civilian technician, the Labor Organization, or the Employer concerning:

(a) The effect or interpretation, or a claim of breach of the agreement; or

(b) Any claimed violation, misinterpretation, or misapplication of any law, rule or regulation affecting conditions of employment.

b. The Employer and the Labor Organization agree that the negotiated procedure is the exclusive procedure available to the Labor Organization and the civilian technicians in the bargaining unit for the processing of grievances, except where the grievant is provided a choice of the negotiated grievance procedure or a statutory procedure under the provisions of Public Law 95-454, October 13, 1978. It is agreed that this negotiated procedure is a full coverage procedure except for those matters specifically excluded from the coverage of this agreement.

c. The Employer and the Labor Organization agree that normal day-to-day discussions between civilian technicians and supervisors are the most constructive means of developing effective work relationships. This procedure provides a means for the prompt and orderly consideration and resolution of civilian technician grievances.

d. It is the policy of the Employer that all civilian technicians have a right to present their grievances to the appropriate Management officials for prompt consideration and equitable decision. In exercising this right, the technician and his representative will be free from restraint, coercion, discrimination, or reprisal.

e. An individual's NGB Form 904-1, Supervisor Record of Technician Employment, will not be disclosed to any unauthorized personnel. Release of this record to a third party will only be accomplished with the consent of the individual, in accordance with the Privacy Act.

f. A grievance file may be maintained by the Employer and the Labor Organization.

g. Matters excluded from the negotiated grievance procedure are:

- (1) Any claimed violation relating to prohibited activities (Hatch Act violations).
- (2) Retirement, life insurance, or health insurance.
- (3) A suspension or removal under § 7532 (National Security) of Title 5, U.S.C.
- (4) Any examination, certification, or appointment.
- (5) The classification of any position which does not result in the reduction in grade or pay of an employee.
- (6) Actions covered by the statutory appeals procedure contained in Section 709 (e) (5), Title 32, U.S.C.

h. An aggrieved civilian technician may raise equal employment opportunity (EEO) complaints under statutory or negotiated grievance procedures, but not both. However, an individual filing an EEO complaint using these procedures may:

- (1) Appeal the Adjutant General's decision to the Equal Employment Opportunity Commission (EEOC). If this right is exercised, the grievance is not submitted to arbitration.
- (2) Appeal the arbitrator's award on the grievance to the EEO. If this right is exercised, no exception is filed to the award with the FLRA.
- (3) Appeal the FLRA decision on exceptions to the EEOC.
- (4) Appeal the EEOC decision to court.

Section 5.2 - Representation:

a. The Labor Organization has the right, in its own behalf or on the behalf of a civilian technician in the bargaining unit represented by the exclusive representative, to present and process grievances. If the civilian technician or group of civilian technicians elect to present their grievance to the appropriate supervisor without the assistance of the Labor Organization, adjustment of the grievance may not be inconsistent with the terms of this agreement. The appropriate supervisor will notify the Labor Organization in advance of grievance proceedings and inform them of their rights to be represented during such proceedings.

b. A civilian technician may be represented by the Labor Organization or choose to represent himself in any grievance or appeal action. Both the technician and the representative, if the representative is a technician in the New Hampshire National Guard, will be given official time to investigate, prepare and present the grievance. (See ARTICLE 3). In all cases where a civilian technician is represented, the representative will be required to adhere to the same rules of conduct and procedures as the technician.

c. Personnel not appointed by the Labor Organization as officers or stewards will not be allowed to perform official representational functions, nor will they be allowed the use of official time. The Labor Organization may appoint bargaining unit representatives telephonically with the appointment to be accomplished in writing within five working days.

d. The Labor Organization agrees to appoint Union officials consistent with the terms of this agreement. In those instances where the appointed official is not available, the Labor Organization may appoint an alternate official to act on its behalf.

Section 5.3 - Procedure for Presentation of Grievances

An employee having a grievance will take the following actions:

Step 1. A grievance shall be made informally and orally to the employee's immediate supervisor by the aggrieved civilian technician or his representative if desired. A prompt effort will be made by the supervisor to reach an amicable settlement. Request for exceptions to the 15 working day limitation may be made, in writing, by the grieved employee to the immediate supervisor.

Step 2. If a grievance is not settled satisfactorily by the immediate supervisor within four (4) working days, the grievance will be presented, in writing by the employee or representative, to the next level of supervision within ten (10) working days. The supervisor will render a decision within ten (10) working days of receipt.

Step 3. If the grievance is not settled satisfactorily at this stage, the employee may, within five (5) working days, present the matter in writing to include the resolution sought, to the appropriate management official. The appropriate management official, or his/her representative, will, within five (5) working days after receipt, hold a meeting with the employee and ACT representative, if requested, in an effort to solve the grievance to the satisfaction of all concerned. The appropriate management official will give his/her decision within five (5) working days after the meeting.

Step 4. If the grievance is not settled satisfactorily by the appropriate management official or his/her representative, the employee, with the cooperation of ACT, may appeal the decision to The Adjutant General (TAG) within fifteen (15) working days. TAG or his/her representative will process the grievance within twenty (20) working days unless the complexity and nature of the grievance dictates a longer time, as mutually agreed upon between TAG and ACT.

Section 5.4 - Labor Organization Grievance:

a. Labor organization initiated grievances will name the appropriate management official as the respondent. The labor organization agrees to consider an attempt to informally resolve the grievance at an appropriate level prior to formal presentation.

b. The following procedures will be utilized for all labor organization grievances:

Step 1 - The grievance will be prepared in writing and submitted to the appropriate management official. The event(s) leading to the grievance will be discussed with the appropriate management official at the time of the presentation of the grievance. An information copy of the grievance, as received, will be forwarded to the HRO. The appropriate management official will provide a decision, in writing, within fifteen (15) working days, to the labor organization's Chapter President.

Step 2 - If the labor organization is dissatisfied with the decision of the appropriate management official, an appeal will be forwarded to TAG within fifteen (15) working days. The labor organization will be provided a decision within fifteen (15) working days. If TAG does not sustain the grievance, a reason, in writing, will be forwarded to the labor organization.

Section 5.5 Miscellaneous

a. If the grievance is not resolved, the labor organization or the Employer may invoke binding arbitration, but must do so within 30 days of receipt of a response to the final step of the grievance process or knowledge of the event necessitating arbitration. Individual civilian technicians do not have the right to invoke binding arbitration.

b. A reasonable amount of official time will be granted the aggrieved employee and his/her representative for processing of the grievances.

c. A copy of the Report of Decision will be furnished to the employee presenting the grievance and to his/her representative.

d. Upon request and subject to law, rule or regulation, management will supply the labor organization with any official investigation reports and or official documents, excluding work product, used in their original action when denying a grievance. This is to insure the labor organization has all the necessary information for a determination to invoke or not invoke the provisions of Article 6.

Section 5.6 - Time Limits:

a. A grievance will be presented no later than fifteen (15) working days after the grievance took place or the labor organization or the employee becomes aware of the events that constitute the grievance, whichever is later.

b. All time limits provided for herein may be extended by mutual agreement for valid reasons, provided a request for extension of time is presented prior to the expiration of the prescribed time limit.

Section 5.7 - Cancellation of Grievances:

- a. A Grievance will be canceled under the following conditions:
- (1) At the written request of the aggrieved civilian technician.
 - (2) Upon termination of the civilian technician's employment with the organization, unless there are actions pending which affect the technician's entitlements or pay.

(3) Upon the death of the civilian technician, unless the grievance involves a matter of monetary entitlements to beneficiaries.

(4) If the civilian technician or the Labor Organization does not proceed with the advancement of the grievance as outlined in section 5.4, above.

9. RECOMMENDED SOLUTION:

10. SIGNATURE OF GRIEVANT(S): _____ DATE:

11. SIGNATURE OF REPRESENTATIVE: _____ DATE:

ARTICLE VI

ARBITRATION PROCEDURES

Section 6.1 - Policy:

The Labor Organization or the Employer may invoke binding arbitration when a grievance is not resolved. If either party questions the arbitrability of a matter because it conflicts with any applicable existing law or circumstance, the arbitrator will rule on the matter of arbitrability prior to rendering his decision on the merits of the grievance. Any decision rendered by the arbitrator in the above circumstances may be challenged as provided for by law.

Section 6.2 - Issue(s) to be Arbitrated:

The issue(s) to be arbitrated will be the same issue(s) raised at the fourth step grievance.

Section 6.3 - Procedures:

When arbitration is invoked by either party, the party invoking arbitration may request a list of seven arbitrators from the Federal Mediation and Conciliation Service (FMCS). Within 10 workdays of receiving the list, both parties shall meet to select an arbitrator. If agreement cannot be reached regarding the selection of an arbitrator, then the parties shall alternately strike one name each from the list until only a single name remains. The one name remaining will then be the duly selected arbitrator. The Labor Organization shall strike the first name. If either party fails to participate in the selection process, the arbitration action will proceed with the requesting party accomplishing the selection action.

Section 6.4 - Payment of Fees:

The fee, per diem, stenographer and travel costs of the arbitrator shall be borne equally by the Employer and the Labor Organization.

Section 6.5- Conduct of the Hearing:

The arbitration hearing shall be held on a date and at a location mutually agreed upon by the Employer and the Labor Organization. In the event a date or a location cannot be agreed upon, the arbitrator will decide. The arbitration hearing will be held during regular duty hours of the basic workweek.

Section 6.6 - Arbitration Decisions:

The arbitrator will be requested by the parties to render a decision as quickly as possible after the conclusion of the hearing. The arbitrator cannot amend, supplement, or add to the provisions of this agreement. Certification of compliance with the decision of the arbitrator, to include corrective action taken, where appropriate, shall be provided to the other party as soon as practicable.

Section 6.7 - Exceptions to Award:

It is agreed that either party may file exceptions to the arbitrator's award with the Federal Labor Relations Authority under regulations prescribed by the Authority. If no exception to an arbitrator's award is filed during the 30-day period beginning on the date the arbitrator's award is served on the filing parties, the award shall be final and binding.

Section 6.8 - Transcripts:

Should transcripts be requested by either party of an arbitration, the requesting party will shoulder the burden of payment for such transcripts and, if the other party desires a transcript, it will be provided at the prevailing per copy rate.

ARTICLE VII

MEDIATION

Section 7.1 - Policy:

The Employer and the Labor Organization agree to follow the provisions of the law when agreement cannot be reached over issues that are deemed appropriate for collective bargaining in accordance with PL 95-454.

Section 7.2 - Procedures:

The parties agree that when an impasse is reached during negotiations, prior to going to the FSIP (Federal Service Impasse Panel), the FMCS (Federal Mediation Conciliation Service) will be contacted for assistance. The requesting party will assume responsibility to contact the FMCS and coordinate the participation of the mediator in negotiations. Neither party will attempt to unilaterally frame the issue for the mediator. If agreement cannot be reached after invoking mediation, either party may proceed in accordance with PL 95-454.

ARTICLE VIII

UNFAIR LABOR PRACTICES

Section 8.1 - Responsibilities:

a. Employer responsibilities: The Employer shall not:

(1) Interfere with, restrain, or coerce a civilian technician in the exercise of the rights assured by terms of this agreement and Public Law 95-454, October 13, 1978;

(2) Encourage or discourage membership in the Labor Organization by discrimination in regard to hiring, tenure, promotion, or other conditions of employment;

(3) Sponsor, control, or otherwise assist any labor organization, except that the Employer may furnish customary and routine services and facilities under PL 95-454, when consistent with the best interests of the Employer, its civilian technicians, and the organization;

(4) Discipline or otherwise discriminate against a civilian technician because he has filed a complaint or given testimony under PL 95-454;

(5) Refuse to accord appropriate recognition to the Labor Organization; or

(6) Refuse to consult, confer, or negotiate with the Labor Organization as required by PL 95-454.

b. Labor Organization responsibilities: The Labor Organization shall not:

(1) Interfere with, restrain, or coerce a civilian technician in the exercise of his rights assured by PL 95-454;

(2) Attempt to induce the Employer to coerce a civilian technician in the exercise of their rights under PL 95-454;

(3) Coerce, attempt to coerce, or discipline, fine, or take other economic sanction against a member of the Labor Organization as punishment or reprisal for, or for the purpose of hindering or impeding his work performance, his productivity, or the discharge of his duties owed as an officer or employee of the United States;

(4) Call or engage in a strike, work stoppage, or slowdown; picket the Employer in a labor-management dispute; or condone any such activity by failing to take affirmative action to prevent or stop it;

(5) Discriminate against a civilian technician with regard to the terms or conditions of membership because of race, color, creed, sex, age, or national origin; or

(6) Refuse to consult, confer, or negotiate with the Employer as required by PL 95-454.

c. The Labor Organization shall not deny membership to any civilian technician in the appropriate bargaining unit except for failure to meet reasonable occupational standards uniformly required for admission, or for failure to tender initiation fees and dues uniformly required as a condition of acquiring and retaining membership. This paragraph does not preclude the Labor Organization from enforcing discipline in accordance with procedures under its constitution or by-laws which conform to the requirements of PL 95-454.

d. Issues which can properly be raised under an appeals procedure may not be raised under this section. Issues which can be raised under a grievance procedure may, at the discretion of the aggrieved party, be raised under that procedure or the complaint procedure under this section, through the exclusive representative, but not under both procedures. Appeals or grievance decisions shall not be construed as unfair labor practice (ULP) decisions under PL 95-454, nor as precedent for such decisions. All complaints under this section that cannot be resolved by the parties shall be filed with the Federal Labor Relations Authority (FLRA). The parties agree to allow a 15-day period for informal ULP resolution before filing charges with the FLRA. The parties also agree to provide a copy of the basic charges to be presented in the ULP.

ARTICLE IX

CONDUCT, DISCIPLINE, AND ADVERSE ACTIONS

Section 9.1 - Civilian Technician Conduct:

a. Under the law a person may not accept or hold a position in the Government of the United States if such person:

(1) Seeks the overthrow of our constitutional form of government by force or violence or other unlawful means;

(2) Is a member of an organization that seeks the overthrow of our constitutional form of government by force or violence or other unlawful means; or

(3) Participates in a strike against the Government of the United States or the Government of the District of Columbia.

b. Political activities.

(1) National Guard civilian technicians are subject to the political activities restrictions summarized in the Technician Handbook given to each civilian technician upon initial employment.

(2) All civilian technicians are free to engage in political activities to the widest extent consistent with the restrictions imposed by law. Civilian technicians are not obligated to contribute to a political fund or to render political service, and they may not be removed or otherwise prejudiced for refusal to do so.

Section 9.2 - Discipline:

The parties recognize that there are two types of disciplinary action that may be taken against a civilian technician, i.e., informal disciplinary action and formal disciplinary action. Disciplinary action will be taken for the sole purpose of correcting offending civilian technicians and problem situations and maintaining discipline and morale among other civilian technicians. Where corrective action can be accomplished through closer supervision, training, or oral admonitions or warnings, formal disciplinary actions may not be taken. When possible, the concept of progressive discipline will be followed. A logical disciplinary sequence would include: counseling; warning; oral admonishment; letter of reprimand; suspension; etc.

a. Informal disciplinary actions.

(1) Informal disciplinary actions consist of oral admonitions and is the first step in constructive discipline. An oral admonishment is an interview between a supervisor and a civilian technician and, if so designated, the civilian technician's representative. During the interview, the civilian technician will be advised of the specific infractions(s) and the date(s) of occurrence. The technician will be given an opportunity to provide an explanation of the event in question.

(2) Notation of oral admonishment (date and subject) will be made by pencil entry on NGB Form 904-1 by the supervisor and should be initialed by the civilian technician to verify the authenticity of the entry. Any such entry will normally be deleted after a one year period, providing it does not relate to a continuing problem. Because the information contained on NGB Form 904-1 is of a personal nature, access will be limited to appropriate management officials, the civilian technician concerned and to individuals whom the civilian technician has given written permission; i.e. EEO counselor or labor representative.

(3) An appeal of an oral admonishment may be made through the negotiated grievance procedure. A successful appeal would cause any record of the admonishment to be deleted.

b. Formal disciplinary actions.

(1) Formal disciplinary actions consist of written reprimands, change to lower grade, suspensions, and removals. Even though these actions constitute formal discipline, only suspension, change to lower grade, and removal actions are considered adverse actions since they affect the pay and employment of a technician.

(2) Written reprimand. A letter of reprimand is normally issued when oral admonishments have proven ineffective, however, an incident of serious misconduct may warrant a written reprimand as the first formal disciplinary action. Before disciplining a civilian technician in this manner, a supervisor will gather available information and discuss it with the civilian technician informing him of the reason for the proposed action. After considering the technician's response, the supervisor will advise the civilian technician of his decision either that the situation has been resolved or of his intention to proceed. If a letter of reprimand is decided upon, it must:

(a) Describe the offense in sufficient detail to enable the civilian technician to understand why the reprimand is being given.

(b) Inform the civilian technician that the letter will be filed as a temporary document in the OPF until a specific date. Retention period may not exceed one year, providing it does not relate to a continuing problem.

(c) Inform the civilian technician that he may file a grievance through the negotiated grievance procedures.

(3) An appeal of a letter of reprimand may be made through the negotiated grievance procedures. A successful appeal would cause the reprimand to be withdrawn and any record of the reprimand to be deleted. Once the reprimand is withdrawn from the OPF, it may not be referenced as a previous disciplinary action, nor may it be used to support any later adverse action.

Section 9.3 - Adverse Actions:

a. Disciplinary adverse actions.

(1) Disciplinary adverse actions consist of change to lower grade, suspension, and removal. It will be accomplished with TPR 752 and the provisions of this article.

(2) Appeals of disciplinary adverse actions will be forwarded to: The Adjutant General, ATTN: HRO, State Military Reservation, Concord, NH 03301-5652, as provided below. The Adjutant General is the final appeal authority for adverse actions taken against excepted or competitive civilian technicians of the New Hampshire National Guard. There are three types of appeals available to the technician: An Appellate review, an administrative hearing, or advisory arbitration. The civilian technician may choose one or the following;

(a) Appellate review. The appeal will be submitted to the Adjutant General in the format outlined in Appendix D. Supplement 1 to TPR 752, who will issue the appellate decision.

(b) Administrative hearing. The request for an administrative hearing will be submitted in the format outlined in Appendix D, Supplement 1 to TPR 752. The Adjutant General, after reviewing the recommendation of the hearing examiner, will render the final decision. The civilian technician and the technician's representative, if appropriate, will be furnished a copy of the hearing examiners findings and recommendation.

(c) The employer agrees to submit to advisory arbitration any adverse action against an employee, if so requested by ACT and the employee. It is further agreed that the Adjutant General would then render his/her final decision without further review. If advisory arbitration is invoked, ACT will pay all costs for fees, per diem, and travel expenses of the arbitrator to include any costs for stenographic services to include reproduction of transcripts.

(3) Stays of disciplinary adverse action.

(a) If a technician appeals a disciplinary or adverse action through an applicable appeal or grievance procedure, the disciplinary or adverse action will be stayed pending the final decision of the Adjutant General.

(b) A stay of a proposed disciplinary or adverse action may be granted pending the outcome of a third party ruling when the Labor Organization can substantiate that the grievance is based on a significant procedural violation.

b. Nondisciplinary adverse actions.

(1) Nondisciplinary adverse action means personnel action taken as a result of an administrative decision, such as termination, furlough without pay, or the reduction in pay or compensation of a technician. The parties recognize that this type of adverse action is not taken as a result of a disciplinary action against a technician. The Employer agrees to submit to advisory arbitration any adverse action against an employee, if so requested by the Labor Organization and the employee. It is further agreed that the Adjutant General would then render his/her final decision without further review. If advisory arbitration is invoked, the Labor Organization will pay all costs for fees, per diem, and travel expenses of the arbitrator to include any costs for stenographic services to include reproduction of transcripts.

(2) A civilian technician may appeal certain nondisciplinary adverse actions to the Adjutant General.

Section 9.4 - Disciplinary Action Procedures:

a. In order to be effective, constructive discipline must be timely. Disciplinary actions should be initiated in a reasonable amount of time after the offense becomes known to the individual's supervisor. Appropriate justification will be provided when this requirement cannot be adhered to.

b. Normally, disciplinary action will not be taken until after efforts have been made by the supervisor to correct the problem through personal counseling. The civilian technician may request representation at such counseling sessions if it is suspected that the counseling actions may lead to formal disciplinary or adverse action. The crime provision and cases of misconduct, as provided for in Government-wide regulations, may serve as a reason to effect action without prior counseling. In cases of misconduct affecting the safety of personnel or resources, the Employer agrees to examine temporary reassignment options as part of the disciplinary action processing procedures.

c. When it is decided that formal disciplinary action is required, the Employer will prepare a notice of proposed action in which the action proposed and the reasons for the proposed action will be documented. The advance notice will be prepared in letter format and will give the civilian technician a minimum of 30 days advance notice, except in cases where it can be conclusively demonstrated that retention of the civilian technician for the 30-day notice period would jeopardize the safety of other employed civilian technicians.

d. The advance notice of proposed adverse action will cite specific incident(s) and date(s) of occurrence of the event(s) upon which the disciplinary action is based. The notice will state that the civilian technician has the right to representation and that he and/or his representative have the right to reply orally and/or in writing stating the reasons why the proposed action should not be taken. The time period authorized for the response and the name of the person to whom the response may be presented will be indicated in the advance notice of proposed action.

e. The supervisor designated to receive the technician's reply will consider reasonable requests for extension of the reply period if the technician can demonstrate that extenuating circumstances prevent him from replying during the established time period. The supervisor designated to receive the reply will receive the written or oral response, or both, and will consider the information presented by the technician and his representative, if one is requested. After review of the reply, he will issue an original decision. The supervisor's original decision may sustain, decrease, or entirely remove the proposed adverse action. However, under no circumstance will the final adverse action be more severe than the proposed adverse action.

f. The Adjutant General will issue his final decision within 30 calendar days of receipt of the request for an appellate review or receipt of the recommendation from the appointed hearing examiner. This decision may be delayed should there be mitigating circumstances warranting such a delay.

Section 9.5 - Representation:

If a civilian technician believes that a formal discussion with a supervisor may lead to disciplinary or adverse action, the technician has a right to request representation of his choice. If a civilian technician requests representation, no further questioning will take place until the technician's representative is present, unless the technician subsequently waives, in writing, any representation.

ARTICLE X

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

SECTION 10.1 - Policy:

The New Hampshire National Guard Technician Equal Employment Opportunity Affirmative Action Plan establishes the requirements of national policy and federal law. It assures equal employment opportunity in every aspect of personnel policy and practice in employment, development, promotion, and treatment of National Guard civilian technicians. The Employer and the Labor Organization agree to cooperate to the fullest in providing equal employment opportunity for all qualified applicants and civilian technicians and to prohibit discrimination because of age, race, color, creed, sex, or national origin. Both parties agree to promote and support all programs for equal employment opportunity through a positive and continuing effort.

Section 10.2 - Programs:

The Employer agrees to accept recommendations and suggestions from the Labor Organization on matters relating to the Equal Opportunity Program and program improvements. It is further agreed that the Employer will consult, confer, or negotiate, as appropriate, on matters concerning personnel policies and practices and matters affecting working conditions of civilian technicians.

Section 10.3 - EEO Complaint Procedures.

a. Any civilian technician who believes they have been discriminated against in any matter because of race, color, religion, sex, age, or national origin may file a grievance as outlined in the grievance procedures in Article V of this agreement within 10 days of the occurrence, or file an EEO complaint through the statutory procedures by contacting a designated EEO counselor for that specific area within 30 calendar days of the occurrence.

b. Any civilian technician who initiates an EEO grievance/complaint is entitled to representation at any time during the grievance/complaint process. Please refer to paragraph 5.1h for additional information.

c. Complaints alleging sexual harassment.

(1) The Employer and the Labor Organization agree that sexual harassment in the workplace will not be condoned. Reported cases of sexual harassment will receive prompt and positive action to include necessary and appropriate action against those civilian technicians found to be guilty of a sexual harassment offense.

(2) Any bargaining unit technician who feels they have been the victim of sexual harassment may file a grievance through the grievance procedures outlined in Article V of this agreement within 10 days of the occurrence, or through the statutory procedure by contacting an EEO counselor within 30 days of the occurrence.

(3) The Employer, upon receiving a complaint alleging sexual harassment toward a technician, will evaluate the complaint and take necessary and appropriate action as the circumstances may warrant. When the complaint is filed against a civilian technician's immediate supervisor, or vice versa, the Agency may consider reassigning either of the individuals during the investigative process.

Section 10.4 - Adjustments:

When an equal opportunity complaint is handled by an equal opportunity counselor and an adjustment is made at that level, the Employer will afford the Labor Organization an opportunity to be represented at the adjustment. Such appearances must have the concurrence of the complainant, except in cases processed under the negotiated grievance procedures.

Section 10.5 - Representation:

a. The Employer recognizes that if a representative of the Labor Organization requests to be present at a discrimination complaint hearing, the hearing examiner will make this known to the complainant. If the complainant objects to the observer's attendance on grounds of invasion of privacy and the hearing examiner determines that the objection is valid, the Labor Organization observer will be excluded.

b. The examiner may also, at his discretion, exclude the observer from one or more sessions of a discrimination complaint hearing when necessary to protect the interest of the complainant, a witness, or the government. The right of the Labor Organization to have an observer present at a discrimination complaint hearing will not impair the right of the complainant to choose his own representative. The Labor Organization representative will be in a duty status when such hearings are held on a scheduled workday.

Section 10.6 - Hearings:

When a complainant is notified of the date, time, and location of the hearing, a service copy of this notification will be sent to the Labor Organization. The Labor Organization shall notify the Director of Human Resources or the hearing examiner and the Human Resource Management Office within five workdays whether or not an observer for the Labor Organization will attend and, if so, the name and work location of the attending observer.

ARTICLE XI

HEALTH AND SAFETY

SECTION 11.1 - General:

a. The Employer, to the full extent of its authority, will make every effort to provide safe and healthful working conditions in accordance with Occupational Safety and Health Act of 1970, as implemented by executive Order for Federal Employees, Part 1960. Appropriate supplies, equipment, and services will be furnished by the Employer at no cost to the civilian technician to achieve this purpose.

b. The Employer agrees to provide federally approved personal protective equipment and approved safety equipment. Civilian technicians are required to use such items provided.

c. Foot gear. Where the job requires it, a civilian technician will utilize the Employer issued standard safety shoe. If a civilian technician requires a specialized safety shoe, and the need is certified by the Employer, they will be supplied by the Employer at no cost to the technician. The technician is responsible for obtaining a doctor's certificate to indicate why the civilian technician cannot wear the standard safety shoe supplied by the Employer.

d. Safety Glasses. When and where required, safety glasses, to include the replacement of broken or damaged ones, will be provided by the Employer consistent with governing regulations.

e. CPR training will be provided annually to all employees who require it IAW applicable regulations.

f. Resources permitting, the employer will maintain bathroom areas using custodial personnel or contracts. Should a temporary resource shortfall occur, management and ACT will work together to insure that sanitation standards are maintained. Question of adequacy and maintenance will be resolved jointly by management and ACT.

Section 11.2 - Local Safety Committees:

a. Local safety individual(s) will be designated to assist the supervisor in the area of safety.

b. The names of personnel will be published and posted on appropriate bulletin boards.

Section 11.3- Work Situations:

a. Applicable safety directives will not be violated in the performance of a civilian technician's duties. Assigned duties that violate safety directives will be brought to the attention of the immediate supervisor at once.

b. An employee has the right to decline to perform his or her assigned task because of reasonable belief, that under the circumstances the task poses an imminent risk of death or serious bodily harm, coupled with a reasonable belief that there is insufficient time to seek effective redress through normal hazard reporting and abatement procedures. Such refusal will not subject the civilian technician to punitive or disciplinary action.

c. A civilian technician may refuse to perform a task when both of the following criteria are met:

(1) There is a reasonable belief that there exists an imminent risk of life or of serious bodily harm; and

(2) There is insufficient time for the individual to have the situation resolved by any method other than refusing to perform the task.

d. Imminent danger is defined as any conditions where there is reasonable certainty that a danger exists that can be expected to cause death or serious physical harm immediately or before the danger can be eliminated by redress through normal hazard reporting and abatement procedures.

e. A civilian technician assigned emergency duties related to safety will be provided any protective equipment normally prescribed for such emergency conditions at the time the civilian technician is assigned the duty.

f. Areas in which handicapped employees are working will be identified so as to insure their safety in an emergency situation.

g. The Employer will take action immediately upon notification of an imminent danger to personnel in a work area to:

(1) Evacuate all endangered civilian technicians from the affected area (situation requiring). Areas in which handicapped employees are located will be given priority consideration.

(2) Eliminate the condition.

(3) Notify the local safety committee of the situation (by the supervisor in charge).

(4) Notify the shop steward when the situation has been rectified (by the supervisor in charge).

h. When a civilian technician is attending training pertaining to health or safety, such as CPR, first aid, fire fighting, the group facilitator or instructor will determine start time, breaks, and dismissal time. If a civilian technician is released from the training program by the instructor, he will be expected to return to the duty station if there is productive time remaining in the normal workday.

Section 11.4 - Safety Publications:

The Employer agrees to request from the originating agency those publications required in the administration of the technician health and safety program. Upon receipt, the Employer will make available those publications to the appropriate activity and make known to the local safety committee their availability so as to provide access to them by civilian technicians.

Section 11.5 - Safety Inspections and Accident Investigations:

When Safety Inspections of civilian technician work areas are to be conducted, an official of the Labor Organization who represents that area will be given the opportunity to accompany the OSHA or State Safety Inspector. The Employer will notify the Labor Organization when advised that an outside agency is scheduled to conduct a safety survey, inspection or accident investigation within a specified technician work area.

In certain types of accident investigations the Labor Organization may be precluded by higher agency regulations from actual participation in the investigation, but in such cases, will never the less be advised of its progress and eventual results.

Section 11.6 - Medical Surveillance Program

a. The Employer agrees to establish a medical surveillance program for the express purpose of monitoring the health of civilian technicians whose occupation exposes them to toxic agents and/or other accumulative hazardous working conditions.

b. Medical surveillance records are for official use only and will not be released to any third party, unless:

- (1) The third party request is based on an official need-to-know; and
- (2) There is a civilian technician-generated Privacy Act release form on file.

Section 11.7 - Health Benefits:

During the annual open season period, the Employer, where possible, will have representative of the major insurance plans available to explain benefits and variations of each plan. Dates and places will be established by the Employer and the insurance carrier.

Section 11.8 - Emergency Data Record:

a. Each employee will be afforded the opportunity (on a voluntary basis) to complete a voluntary Emergency Data Record. (See last page of this article). Each work site will keep this record in an accessible central location, as determined by the activity supervisor, in case the emergency data is needed. These records will not leave the work site, nor are they to be placed in the civilian technician supervisor's work folder.

b. Employees shall immediately report job connected injuries or illnesses to their supervisor. Management shall insure that Form CA-1 (Employee Notice of Injury) or Form CA-2 (Occupational Disease) are completed. When an employee is incapacitated and unable to notify his/her supervisor of injury or illness, it shall be management's responsibility to obtain the information required to complete necessary forms for Federal Employees Compensation. For prolonged confinement, the Employer agrees to assign a coordinator to assist the employee in matters pertaining to Federal Employees Compensation. Employees will be fully advised by the HRO of their rights and options under the Employees Federal Compensation Act.

c. An injured employee is entitled to first aid and medical care for an injury to include hospital care when needed. The medical care is to be provided by a qualified physician or hospital of the employee's choice within 50 miles. Where travel is necessary to receive medical care, the injured employee will be furnished transportation. Any seriously injured employee may be accompanied by another employee if necessary while being transported. There will be no charge to leave for either employee.

Section 11.9 - Smoking Policy:

The Employer and Labor Organization agree that smoking of any legal tobacco product is a choice of the civilian technician. The Employer will make every reasonable effort to provide a smoke free work area for those civilian technicians who request it. The employer will designate a smoking area at each facility. Smoking will not be permitted:

- a. in any classroom, work area, or building designated as "Smoke Free", or
- b. in military vehicles, GSA vehicles, and military aircraft; or
- c. in any area where it is prohibited by law, fire, or safety regulations.

Section 11.10 Extreme Cold:

The employer and the labor organization mutually recognize the hazards of working in extremely cold temperatures, while at the same time, acknowledge the necessity for accomplishing certain tasks to varying extents even in the most extreme temperatures. It is acknowledged that it is the responsibility of each employee to ensure the adequacy of cold weather gear worn and to make full and proper use of all such protective equipment prior to venturing out into extreme temperatures. Authorized foul/cold weather protective gear will be furnished by the employer at no cost to the employee.

a. Management acknowledges that there are certain cold factors beyond which employees are incapable of performing sustained work. Supervisors are responsible for briefing employees when EDP conditions exist.

b. Therefore, the following chill factor table indicating the duration of outside work that may be performed without rotation to inside work for a fifteen (15) minute warm-up is hereby agreed to:

CHILL FACTOR TEMPERATURE (F):	TIME LIMIT FOR EXPOSURE HOURS/MINUTES
-45 and under	:05
-40	:10
-35	:20
-30	:30
-25	:45
-20	1:00
-15	1:15
-10	1:30
-05	1:45
-0	2:00

c. It is realized that tolerance between individuals differ and that the type of outside work being accomplished affects the body heat generated by a worker, therefore, common sense must be applied along with the above indicated maximum exposure time.

d. The employer agrees that all outside activities will cease at -40 chill factor. This will not include emergency related mission requirements, outside aircraft preparation for flights that are scheduled to support a mission that is reliant on the planned fuel off load and aircraft cross country arrivals or departures.

e. ARMY: The official temperature and wind velocity will be obtained from the local airport.

AIR: Chill factor temperature will be computed by the Employer. The responsibility for the dissemination of the condition will be designated in writing. The chill factor will be determined by temperature and wind speed obtained from official base observation. Announcement of wind chill factors reaching levels warranting the payment of EDP, will be made to all sections of the Wing by the appropriate responsible official utilizing available communication methods to include radio, telephone, public address system, and "E" mail.

f. When a heating system failure causes shop/office temperatures to fall below 55 degrees (f), and this condition is anticipated to continue for a period exceeding 30 minutes, occupants of the shop/office area will be relocated to an alternative work area not affected by the condition. If alternative work areas are not available the employees will be released on Administrative Leave.

Section 11.11 - TDY Safety

When civilian technicians are sent to repair equipment out of commission at other than home station, full consideration will be given by the employer to the method, the means, and the appropriate number of personnel by which such repair should be accomplished, to ensure both expeditious job accomplishment and safety of personnel.

Section 11.12 - Physical Fitness:

Excepted civilian technicians are authorized three (3) hours per week of official time to participate in the physical program in accordance with the established policy of the employer.

Section 11.8 Emergency Data Record:

EMERGENCY DATA RECORD

Name:

Address:

SSN:

Phone Number Work:

Home:

Next of Kin's Name:

Relationship:

Phone Number Work:

Home:

Name of Doctor:

Doctor's Phone #:

Medications being taken:

Allergies:

Insurance Carrier:

Group #:

Medical History:

Who not to Contact:

Remarks:

PRIVACY ACT STATEMENT

WHEN DISCLOSING PERSONAL TYPE INFORMATION, YOU MUST BE AWARE OF THE FOLLOWING:

All personnel involved in or responsible for supervision at personnel involved in the custody, maintenance, and use of records containing personal-type information must be fully aware of the Privacy Act of 1974 (5 U.S.C. § 552a); i.e. to... "protect personal privacy of individuals from unwarranted invasion" and that "criminal prosecution may be brought against individuals for willful unauthorized disclosure of a record or information in a record." This information will be retained in a secure location at the work site, but it will not be part of the supervisor's work folder. It will be released only (1) with my authorization, or (2) in the event of a medical emergency and I am incapable of providing the required information to obtain medical treatment as soon as possible. I understand it is my sole responsibility to insure that data maintained on this form is both accurate and up-to-date.

CIVILIAN TECHNICIAN'S SIGNATURE:

Please sign here (in ink) _____

Date _____

ARTICLE XII

ENVIRONMENTAL DIFFERENTIAL PAY (EDP) HAZARDOUS DUTY PAY (HDP)

Section 12.1 - Policy:

The Employer and the Labor Organization have as their objective the elimination or reduction to the lowest level possible all hazards, physical hardships, and working conditions of an unusually severe nature. When the Employer's action does not overcome the unusually severe nature of the hazard, physical hardship, or working condition, an environmental or hazardous differential may be warranted. Civilian technicians will be granted environmental differential pay (EDP) in accordance with NHNG TPR 532.

ARTICLE XIII

POSITION DESCRIPTION AND CLASSIFICATION

Section 13.1 - Scope of Employment:

Upon appointment, a technician will be assigned to duties in accordance with the technician position description. Each technician will be provided with a copy of the position description for the position to which assigned. The technician position description prescribes the work relationships, scope, principal duties, qualifications required, related experience and training requirements, and training standards. Civilian technicians will not be required to perform non-mission related duties on a recurring basis when such duties could adversely affect the civilian technician's grade or when detailing would be appropriate.

a. The term "Other duties as assigned", as part of the position description, is defined to mean reasonably related duties to the job/position, and should be of the same level and classification that the individual is currently graded. This does not preclude management from assigning additional, though unrelated, duties. If unrelated duties are assigned on a routine basis, the position description should be amended to include such duties. Work assignments shall not be in violation of prohibited personnel practices nor any relevant law, rule, regulation or this agreement.

b. For additional duties and details, it is acknowledged that there are vacancies that exist from time to time that are not or cannot be filled due to management decisions; these duties may be equitably distributed among the remaining work force in the area of concern on a fair and equitable basis. When additional duties are impacting a bargaining unit member's ability to perform his/her assigned duties, the employer will either reassign the additional duty to another position description or attempt to fill a vacant position.

Section 13.2 - Change in Position Description:

Changes in a position description will be made available to, and discussed with, the technician concerned. Supervisors will explain to civilian technicians the basis of classifications of their positions and give each technician an opportunity to resolve questions as to adequacy and accuracy of duties and responsibilities in his position. The civilian technician will be notified in advance when an action is to be taken which will have an adverse effect on his pay or status.

Section 13.3 - Appeals:

A civilian technician has the right to appeal the classification of the position to which he is officially assigned. A civilian technician desiring to file a classification appeal shall first discuss the matter with his supervisor. A Labor Organization representative may be present at the meeting if the technician so desires. The civilian technician may present the classification appeal or may select a representative of his own choosing to assist in preparing the written appeal. The Human Relations Office (HRO) shall advise and assist civilian technicians on procedural aspects of filing classification appeals.

Section 13.4 - Review of Position Descriptions:

a. The Employer and the Labor Organization will encourage civilian technicians to periodically review their position description for the position they occupy and to report significant changes in responsibilities and duties to their supervisor. A technician's official position description will be reviewed every year. Changes to an official position description may be initiated by the technician in coordination with the supervisor or by the supervisor. The proposed changes must be forwarded to the HRO for review and approval. The HRO will respond in writing to all requests for local changes to position descriptions. Situations which cannot be resolved at the local level will be forwarded to the HRO/NGB for settlement. The Labor Organization will be involved in the process, consistent with Federal statutes.

b. The Employer agrees to conduct appropriate arrangement when there are significant changes in the organizational structure which affects the technician work force. Subject bargaining will provide the opportunity for the Labor Organization to review the procedures followed by the Agency and will also provide an opportunity to review the revised position descriptions, when appropriate.

c. OPM or NGB grading standards, as appropriate, will be provided to the Labor Organization upon request.

Section 13.5 - Position Classification:

a. The Labor Organization may make recommendations and present supporting evidence concerning the adequacy and equity of a standardized position description or position classification of positions held by civilian technicians in the bargaining unit. The Employer agrees to review the presentation and advise the Labor Organization of the results of its review.

b. The Employer agrees to inform the Labor Organization as soon as possible when significant changes will be made in the duties and responsibilities of positions held by civilian technicians in the bargaining unit due to reorganization or when changes in position classification standards result in classification changes or when changes will be made in position classification standards which could result in classification changes.

ARTICLE XIV

PERFORMANCE APPRAISAL SYSTEM

Section 14.1 - Policy:

a. This article addresses the technician performance appraisal system as it applies to bargaining unit members.

b. Responsibilities and procedures for seeking adjustment to a performance appraisal and performance standards will be accomplished in accordance with TPR 430 and the provisions of this agreement.

Section 14.2 - Responsibilities:

a. Supervisors.

(1) Meet with each subordinate civilian technician to receive their views in establishing Task/Duty Statement and critical elements of their position. Task/duty statements will be developed from the official position description for the position in question and will be based upon normal organizational requirements pertinent to the incumbent's normal civilian technician duties and responsibilities. The supervisor retains the right to establish the actual task/duty statements and critical elements for the position and will ensure that the written standards are measurable in terms of quality, quantity, and timeliness. After reviewing newly developed task/duty statements, should a civilian technician disagree with his/her supervisor over the accuracy or relevance of the standards to be established, the employee may grieve this matter under the negotiated grievance procedure, but must do so before receiving an appraisal under the new standards.

(2) Meet periodically with their subordinates to provide an evaluation of their performance as compared to the established task/duty statements for their position.

(3) Use only the established task/duty statement to appraise civilian technician performance.

(4) A civilian technician who has been placed in a light duty status in excess of 30 days will have a task/duty statement developed for these duties and be documented. A performance appraisal will only be initiated when the civilian technician has been assigned these duties in excess of 120 days.

(5) The evaluation of a civilian technician's performance of assigned duties is paramount in the evaluation process. Items of a disciplinary nature, not associated with an employee's established performance standard, will not be used as part of that measurement.

b. Civilian Technicians.

(1) Participate in and provide input in the development of task/duty statements and critical job elements for their position.

(2) Advise their supervisor when there is a need to revise task/duty statements and critical elements at any time during the appraisal period.

(3) Civilian technicians may request to meet with their supervisor during the rating period to review their performance as compared to the established task/duty statements.

(4) If work requirements change after the task/duty statements have been established or if for any other reason it is determined that modifications need to be made to the employee's performance plan, such changes should be accomplished in accordance with Section 14.2a(1), above.

Section 14.3 - Personnel Actions Based Upon Performance:

a. Within-grade Increase - To be eligible for a within-grade or a step increase, overall performance must be at the fully acceptable level or higher, as reflected on the current performance appraisal on file in the HRO.

b. Awards - Civilian technicians demonstrating an overall level of performance that exceeds the performance standards will be considered by their immediate supervisor for recommendation for an award under the technician incentive awards program.

c. Training - It is recognized that training is a valuable means of assisting the civilian technician in improving performance. Counseling sessions between supervisor and civilian technicians may result in the identification of specific training needs. Recommendations for training should not be limited to less than the fully acceptable performer, but may be made available to assist a technician to achieve a higher level of job performance and proficiency. Thus, training may be remedial or developmental and may be applicable to developmental and journeyman level positions.

d. Appraisals of Union Officials: The time spent by union representatives in the performance of their representational duties should not be taken into account when accomplishing a performance appraisal. Rather, the performance appraisal should be based solely on performance of their officially assigned work.

Section 14.4 - Unacceptable Performance:

a. If the civilian technician's overall performance rating is unacceptable the civilian technician will be considered for personnel action based on TPR 430. Performance during this process will be considered as marginal for within-grade increase purposes thus precluding the award of a within-grade increase during this period of counseling and opportunity for improvement in job performance.

b. When it is observed that a technician is developing performance trends which indicate the potential for unacceptable performance, the supervisor will begin counseling sessions to inform the technician of performance deficiencies. The sessions will also include in writing recommendations for corrective actions, examine available training options, and other support which may be available to assist the civilian technician in attaining and maintaining a fully acceptable level of performance.

c. Corrective action discussions held during performance counseling sessions may include the establishment of a performance improvement plan for the technician to achieve the performance objectives set by the supervisor. When attendance at training sessions, formal schools, or on-the-job training is part of the corrective action criteria, the time for attendance at such training must be included in the corrective action time tables.

d. Once a counseling action to correct unacceptable performance trends has been initiated, the supervisor will continue such counseling sessions on a monthly basis until the corrective action objectives have been achieved. If after a reasonable period of time (normally 60 days, except in cases where training requirements extend the time period), the technician has not shown progress toward achieving a fully acceptable performance, the supervisor may elect to proceed with one of the available personnel actions identified within TPR 430.

e. If adverse action (reduction in grade or removal) is warranted, it will be accomplished in accordance with TPR 430.

Section 14.5 - Definitions:

a. Appraisal period - The period of time, normally 1 year, but not less than 180 days, for which a technician's performance will be appraised. Except for in the case of 14.2a(4).

b. Appraiser - The individual most responsible for the civilian technicians performance, for establishing performance standards, for counseling the technician on the critical and major job elements, and for appraising the technician based on preestablished, mutually understood performance standards. The appraiser is the technician's immediate supervisor.

c. Reviewer - Normally, the second level supervisor in the supervisory chain.

d. Task/Duty Statement - Fully successful level of achievement, using measurable standards.

Section 14.6 - Appeals:

a. A civilian technician desiring to file an appeal will forward a written request within the time lines formulated in TPR 430. As a minimum, the appeal request will contain the following information:

- (1) Name of the technician filing the appeal.
- (2) Organization.
- (3) The appraisal being appealed, to include the time period covered by the appraisal
- (4) Information which serves as the basis for an appeal, to include reasons why the appraisal should be changed.
- (5) Date the notice of appraisal was received by the technician.
- (6) Civilian technician's representative, labor or other, if so requested by the technician.

b. Appeals must be addressed and forwarded to:

New Hampshire Army National Guard
Military Reservation
Concord, NH 03301-5652
ATTN: HRO

c. The Adjutant General will issue his final decision within 30 calendar days of receipt of the recommendation from the State Review and Appeals Board. This decision may be delayed, should there be mitigating circumstances warranting such a delay.

ARTICLE XV

INCENTIVE AWARDS

Section 15.1 - General:

The Labor Organization and the Employer agree that a well managed Incentive Awards Program can greatly benefit the civilian technician program and be of real significance in improving the morale and well-being of the work force. The Employer will continuously publicize all aspects of the program and the Labor Organization will undertake to encourage civilian technician participation.

Section 15.2 - Program Objectives:

Incentive awards are an effective means to achieve greater efficiency, economy, and improvement of operations in the civilian technician program by encouraging active participation of civilian technicians. The program recognizes and rewards civilian technicians, individually or collectively, for achievements and suggestions efficiency, economy, or other improvements of government operations that exceed normal job performance requirements, as well as those who perform outstanding special acts or services in the public interest in connection with official employment.

Section 15.3 - Program Scope:

a. The incentive Awards Program addresses awards or recognition in the following areas:

1. Suggestions
2. Inventions
3. Sustained superior performance (SSP) (cash awards)
4. Length of service recognition
5. Honorary awards and other methods of recognition
6. Letters of commendation or appreciation
7. Quality salary increases (QSI)
8. On-the-Spot cash awards
9. Time Off Awards

Section 15.4 - Program Administration:

a. The parties agree that the details outlining the purpose, scope, and administrative procedures relating to the Incentive Awards Program are published in TPR 451 and further defined, as pertains to members of the bargaining unit, in this article.

b. In the event TPR 451 is revised during the term of this agreement, the Employer agrees to conduct appropriate arrangement bargaining with the Labor Organization on matters concerning the Incentive Awards Program which may impact on this agreement.

Section 15.5 - Incentive Awards Committee:

The incentive awards committee will be established by the Employer and will serve all civilian technicians in the State. The Labor Organization will submit nominations for committee membership upon request. The chairperson will be appointed by the Employer. The labor organization has the option to send a representative to any incentive award committee meeting.

Section 15.6 - Program Promotion:

a. The Employer agrees to provide for maximum publicity of the civilian technician Incentive Awards Program. This publicity shall be in an appropriate format; e.g., posters or articles in material published by HRO so as to attract broad and continued attention to the program at various work locations.

b. Upon request, the Employer will provide the Labor Organization Presidents information on approved incentive awards.

ARTICLE XVI

MERIT PROMOTION AND PLACEMENT OPPORTUNITIES

Section 16.1 - Purpose:

The purpose of this regulation is to prescribe policy and procedures for filling Civilian Technician vacancies in the New Hampshire National Guard.

Section 16.2 - Policy:

It's the policy of the New Hampshire National Guard to fill all technician vacancies with the best qualified individuals available and insure that all civilian technicians have an opportunity to develop and advance to their full potential. All civilian technician vacancies will be filled on the basis of merit and job-related factors. For purposes of this plan, military requirements are considered as job-related qualifying factors for positions in the excepted service. All actions under this plan will be made without discrimination for non merit reasons such as race, color, religion, sex, national origin, marital status, membership or nonmembership in an employee organization, and age or non disqualifying physical handicap (except for military requirement for excepted civilian technicians).

a. The Employer agrees to implement a merit promotion and placement system in accordance with Public Law 95-454. The Employer agrees that all merit promotion and placement opportunities shall be processed and selections accomplished on a fair and equitable basis from among the best qualified applicants.

b. The procedures addressed in this article are limited to merit promotion and placement opportunities to and within the positions covered by this agreement.

Section 16.3 - Scope:

This plan encompasses all civilian technician vacancies in the New Hampshire National Guard. It will be used in filling vacancies in the excepted and competitive service through initial appointment, promotion, reassignment, reinstatement, demotion and transfer.

Section 16.4 - Responsibilities:

a. The Adjutant General is the appointing authority for the New Hampshire National Guard civilian technician program and is the highest level of authority in the State concerning the overall application of this merit placement plan.

b. The Human Resource Office (HRO) is responsible to the Adjutant General to insure that the requirements of this merit placement plan are carried out. The HRO will:

- (1) Develop, Maintain, evaluate and revise the program as necessary.
 - (2) Assure compliance with the program.
 - (3) Provide guidance and assistance to commanders and supervisors concerning their responsibilities under this plan.
 - (4) Assure that candidates are properly evaluated and certified for placement.
 - (5) Maintain necessary records.
- c. Managers and supervisors will:
- (1) Assure that civilian technicians under their supervision are aware of this plan.
 - (2) Assure that actions effected within their area of responsibility are based on merit without discrimination.
 - (3) Encourage civilian technicians under their supervision to participate in developmental opportunities and to apply for vacancies for which qualified.
 - (4) Recommend changes to this plan to the HRO.
 - (5) Assure that civilian technicians under their supervision who are absent less than 1 year (military, injury etc...) are considered for vacancies for which they are qualified.
- d. Individual civilian technicians are responsible for:
- (1) Pursuing developmental opportunities in preparing to assume higher level duties.
 - (2) Familiarizing themselves with the provisions of this plan.
 - (3) Assuring that application forms and Official Personnel Folders (OPFs) contain accurate and current information concerning qualifications and self-development activities.
 - (4) Arranging with their supervisors to submit applications for vacancies when temporarily absent from their jobs.

Section 16.5 - Objectives of the Merit Promotion and Placement Policy:

- a. To bring to the attention of management, on a timely basis, qualified applicants from whom to choose.
- b. To give civilian technicians an opportunity to receive fair and appropriate consideration for higher level jobs.
- c. To insure maximum utilization of civilian technicians.

d. To provide an incentive for civilian technicians to improve their performance; and to develop knowledge, skills, and abilities (KSA).

Section 16.6 - Definitions: The terms used in this regulation are defined as follows:

a. Position Change: A promotion, reassignment, or demotion. A position change by any of these methods may also involve a change in official duty station.

b. Promotion. A change of a civilian technician:

(1) To a higher grade when both the old and the new positions are under the General Schedule.

(2) From one grade to a higher grade under the same type wage schedule.

(3) From a job or grade under a wage schedule to a job or grade with a higher representative rate under a different wage or General Schedule.

(4) From a position under the General Schedule to a job or grade with a higher representative rate under a wage schedule.

c. Reassignment. A change of a civilian technician from one position to another without promotion or demotion.

d. Area of Consideration. The area (geographically, organizationally or functionally) in which an intensive search for eligible candidates is made.

e. Eligible Candidates. Candidates who meet those qualification standards and military requirements prescribed for a vacant position. The qualification standards and military requirements for excepted service positions are described by the National Guard Bureau. The standards for competitive service positions are those contained in Handbook X-118 and X-118c. In both excepted and competitive positions, any selective placement factors used will become part of the basic eligibility requirements.

f. Job Related Criteria. The combination of factors that position descriptions have shown to be important for performance of a specific position (or group of positions analyzed as having identical important factors), and for which performance analysis has shown are valid indicators of differences between more and less successful workers. The total set of criteria includes all knowledge, requirements for the position, and a description or identification of the amount or level of the quality that equates to the premium amount characteristic of superior performers.

g. Subject Matter Specialist. The subject matter specialist will assist the HRO in identifying the best qualified candidates. Whenever possible, the subject matter specialist will have no supervisory responsibilities over any of the applicants being considered.

h. Selecting Officials. These are individuals in management positions who are responsible for selecting candidates to fill position vacancies.

Section 16.7 - Management's Rights

Recognizing that it is essential to the accomplishment of the mission of the New Hampshire National Guard that vacancies be filled with the best qualified individuals available, management retains the right to:

- a. Select or not select from among a group of best qualified candidates.
- b. Select candidates from any appropriate source most likely to best meet the mission objectives of the New Hampshire National Guard.

Section 16.8 - Exceptions to Competition:

1. Actions exempt from Competition:

- a. Promotion due to issuance of new classification standards or the correction of a classification error.
- b. Placement of over graded civilian technicians entitled to grade retention as a result of RIF or reclassification, or management directed change to lower grade.
- c. Promotion when competition was held earlier (i.e., vacancy advertised with known promotion potential).
- d. Repromotion to a grade or an intervening grade or position from which a civilian technician was demoted without personal cause and not at his or her request.
- e. Promotion resulting from a civilian technician's position being reclassified at a higher grade because of additional duties and responsibilities.
- f. Position change to a position having no higher promotion potential.
- g. Position change required by RIF regulations.
- i. Selection of a former civilian technician from the Reemployment Priority List for a position at the same or lower grade than the one last held.
- j. Prior permanent DOD employee (excepted and competitive) who:
 - (1) Was in tenure 1 at time of separation (1) may be reemployed to a position at the same or lower grade as the position from which separated.
 - (2) Was in tenure 2 may be reemployed without competition within 3 years of separation to a position at the same or lower grade as the position from which separated.

k. Placement as a result of priority consideration when a candidate was not previously given proper consideration in a competitive action.

2. Civilian technicians may be assigned through an internal placement program. When this method is used, civilian technicians are placed in positions in the same grade or in positions of a lower grade. These reassignments or changes to lower grades are accomplished without competition.

Section 16.9 - Civilian Technician Vacancy Announcements and Application Procedures.

1. Request for filling Civilian Technician Vacancy: When requesting that a civilian technician vacancy be filled, the supervisor will submit an SF 52, Request for personnel Action, to the HRO. Required information on the SF-52 is:

- a. Position Title, Job number, grade (s) and location.
- b. Type of appointment.
- c. Military grade (officer, warrant officer, enlisted).
- d. Recommended area of consideration.
- e. Recommended selective placement factors
- f. Designated security clearance required.
- g. Medical standards/physical requirements and/or requirements for periodic medical evaluation when applicable.

2. Civilian Technician Vacancy Announcement : When a civilian technician vacancy is not going to be filled as an exception to competition (see Article 16.8, section 2), the vacant position will be announced. As a minimum, the vacancy announcement will contain the following information:

- a. Areas of consideration.
- b. Title, series, grade, and salary range of the position.
- c. Type of appointment - excepted or competitive.
- d. Military requirements (officer, warrant officer, enlisted) and compatibility requirements.
- e. Organizational and geographical location of the position.
- f. Summary of duties and minimum qualification requirements.
- g. Information regarding known promotion potential, if applicable.

- h. Special conditions of employment, or developmental training, if applicable.
- i. Opening and closing dates and how to apply.
- j. Equal employment opportunity statement.
- k. Designated security clearance required.

l. Medical standards/physical requirements and/or requirements for periodic medical evaluation when applicable.

3. Posting of Announcements: Vacancy announcements will be posted for a minimum of 15 calendar days. To insure that all interested persons are aware of the vacancy, announcements will be posted conspicuously throughout the area of consideration in those areas most accessible to all members of the New Hampshire Army or Air National Guard.

4. Areas of Consideration: The area of consideration for each specific position vacancy announcement will be that deemed most appropriate by the HRO to insure that receipt of sufficient highly qualified candidates. The grade and type of position, availability of candidates, position qualifications, budgetary limitations, and compatibility requirements will be considered in determining the area of consideration. Management can extend the established area of consideration for a particular placement action when it has been determined that the initial area did not produce a sufficient number of highly qualified candidates. Following are the established areas of consideration, which may be further defined and described by applicable collective bargaining agreement: For vacant bargaining-unit positions, the initial area of consideration will be all Excepted Full-Time Permanent civilian technicians in the New Hampshire National Guard, specifically excluding all AGR personnel. Vacant bargaining-unit positions may be announced concurrently as merit and open. In the event the announcement is concurrent, nonbargaining-unit candidates, including any AGR personnel, will not be submitted to the selecting official for consideration until those qualified merit bargaining unit employees, if any, have been considered and not selected.

- a. Established areas of consideration are:

Area I - All excepted Full-Time Permanent civilian technicians in the New Hampshire National Guard.

Area II - All members of the New Hampshire National Guard.

Area III - Persons eligible for membership in the New Hampshire National Guard.

Area IV - All competitive civilian technicians of the New Hampshire National Guard, (for competitive Positions).

5. Excepted civilian technician vacancies may be advertised to Area I and II candidates simultaneously, however the intent of Article 16 is that for bargaining unit vacancies, those employees described in Area I will receive first consideration for internal placement or merit promotion. For simultaneous announcements to Area I and II, the closing date for Area II applications shall be five working days after the closing date for Area I. Applications submitted by Area II candidates will be held in abeyance until Area I candidates, if any, have been considered by the selecting official and have been informed of the status of their applications.

6. The "Area of Consideration" block on the vacancy announcement shall contain the statement, "This vacancy will be processed in accordance with Article 16 of the Labor Management Agreement".

7. Application Procedures: OF Form 612 or personal resume will be accepted as a form of application. These basic documents will be used to identify the individual qualifications and therefore must reflect current and past employment data as well as military duty assignments, qualifications, and training. Complete and accurate data is essential to insure fair evaluation of candidates. Supplemental forms which reflect the candidates military qualifications may also be submitted. Applications will be submitted as follows:

a. Applications must be received by the HRO no later than 1600 hours on the closing date specified on the vacancy announcement.

b. Applicants not currently commissioned or a Warrant Officer, applying for a position requiring commissioned or Warrant Officer status, must submit evidence of eligibility for a commission or appointment. This evidence will be in the form of a statement from the Military Personnel Officer stating the eligibility of the applicant.

c. Civilian technicians whose absence may preclude them from having knowledge of, or applying for, a vacancy may request in writing that applications be submitted for them by their supervisor.

e. Any supervisor will encourage employees to apply for positions for which employee is especially well qualified.

f. Upon specific request of a civilian technician, the supervisor will advise the civilian technician in the technical aspects of filling out an application.

8. "Stopper List" The DOD Program for Stability of Civilian Employment must be used for competitive technician vacancies if individuals are available and referred. The stopper list will be "cleared" before proceeding with action to fill the position.

Section 16.10 - Processing Applications

1. Subject Matter Specialist: The Human Resource Office will select a subject matter specialist who has a higher grade than that of the position to be filled and who is qualified in the area of operations in which the vacancy exists. The subject matter specialist will assist him/her in identifying the best qualified candidates. Whenever possible, the subject matter specialist will have no supervisory responsibilities over any of the applicants being considered.

2. Selective Placement Factor. Selective placement factors are the knowledge, skills, abilities, (KSAs), or other personal characteristics absolutely essential for satisfactory performance on the job. They will be determined in advance of advertising a position, and will be stated in the vacancy announcements. When used, they are a part of the basic eligibility requirements for the position. KSAs, when established, will not be changed unless there is a change to the job description. The HRO, in conjunction with the immediate supervisor, will establish the other personal characteristics absolutely essential for satisfactory performance on the job.

3. Conditions of Employment. Conditions of employment are those requirements of the position which are necessary in order to perform the duties of the position (i.e., security, medical or education requirement). In addition, positions may have established requirements which must be met for continued retention (i.e., developmental training). When either condition of employment or requirements for continued position retention have been established, they must be included in the vacancy announcement.

a. Security Requirements: A civilian technician is subject to the personnel security requirements in accordance with the current regulation. The HRO must determine whether the applicant has the required security clearance for the assignment. If not, the HRO will ensure that the clearance is obtained. When a technician cannot meet the security requirements of the position, removal from the position is required.

b. Training Requirements: All applicants for a position with a designated developmental training requirement must be informed in advance that failure to complete the required course(s) will be cause for removal from the position. An example of required developmental training is proponent course(s) at the National Guard Professional Education Center.

c. Medical Standards: Some positions may require special medical standards or physical requirements and may be subject to periodic medical evaluation when applicable.

4. The Evaluation Procedure. The Human Resource Office will evaluate candidates to determine the identified skills, knowledge, abilities and personal characteristics. The following procedure will apply: Information will be obtained from the Personal Qualifications Statement (OF 612 or Resume). Skills and knowledge obtained from this form will be rated individually by the HRO representative and the subject matter specialist using the Evaluation of Applicant form in comparison to the KSA. Current performance rating and incentive awards will also be entered on the evaluation form. Points will be totaled and entered on the evaluation form. Total scores from the area specialist evaluation and the HRO evaluation will be added together and divided by two to obtain the final score.

Section 16.11 - Evaluating Candidates

1. Job Analysis. When more than eight (8) eligible candidates are identified through the evaluation process, a job analysis will be conducted by the HRO to determine the knowledge, skills, and abilities (KSAs) that will, in turn, be used to identify high quality candidates for referral to the selecting official. The KSA factors will be used in evaluating candidates' qualifications. Three to eight KSA factors will be used.

2. Evaluating Experience. After the KSAs needed for successful performance on the job have been identified through the job analysis, the applications will be used to gather job-related background data to be used in the evaluation process. Experience will be evaluated in terms of type and quality in relation to the requirements of the position. Length of service or experience will only be used when there is a clear relationship with quality of performance or when necessary to break ties when all other ratings are equal. Experience will be rated in categories as shown below on each KSA determined in the job analysis:

a. "A" level experience. Candidate possesses type and quality of experience that substantially exceed the basic requirements of the position, including selective placement factors, and that would allow the candidate to perform effectively in the position almost immediately or with a minimum of training and/or orientation.

b. "B" level experience. Candidate possesses type and quality of experience that exceed the basic requirements of the position, including selective placement factors, and that would allow the candidate to perform effectively in the position within a reasonable period of time (e.g., 3 to 6 months).

c. "C" level experience. Candidate satisfies the basic requirements of the position with respect to experience, including placement factors, but: (trainee level)

(1) Type and quality of experience beyond that which is basically required are minimal, and/or

(2) Extensive additional training and/or orientation would be required to enable the candidate to satisfactorily perform the duties of the position.

d. Individual does not meet basic requirement.

3. Awards. Credit is awarded for pertinent honorary and monetary awards and excellent performance rating conferred at the next lower qualifying grade. When performance was recognized by an excellent performance rating and a monetary or honorary award for the same period of time, only one of the two will be credited. The HRO staffing representative will analyze the awards record to assess the qualifications demonstrated and their bearing on the requirements of the position being filled.

The recency of the award or rating is also considered to assure that current qualifications are reflected. Awards that are more than 3 years old will not be considered. A maximum of six points may be credited for this factor. Points are assigned as follows:

	<u>1ST YEAR</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
Excellent Performance Rating	3 points	3 points	2 point
Fully Successful Performance Rating	2 points	1 point	0 point
Sustained Superior Performance	1 point	1 point	0 point
Suggestion Award	1 point	0 point	0 point

5. Training and Education. A maximum of twenty (20) points will be awarded for this factor. This refers to training and education, other than that credited for basic eligibility that was not considered elsewhere in the evaluation process, which is relevant to the position.

6. Overall Rating. The overall rating for each factor (experience, performance, training and education, and awards) will be combined, and the total score for all factors recorded.

Section 16.12 - Referral and Selection Register

1. Normally the top eight (8) candidates determined through the evaluation process will be listed on the Referral and Selection Certificate.

2. Referral and Selection Procedures: The selecting supervisor will interview each eligible candidate on the certificate. This assures eligible candidates that they are being considered, increases understanding and confidence in the promotion process, and furthers the objective of selecting the best qualified. The selecting official is entitled to select or non select any candidate referred to him/her.

a. Selection will be indicated by completing the Referral and Selection Certificate and returning it to the Human Resource Office through appropriate channels.

b. If all candidates are rejected, the selecting official should return the certificate to the HRO with full justification as to why a selection could not be made.

c. Selecting officials will contact interviewed applicants who were not selected and make themselves available to the civilian technicians regarding what they might do to improve their chances in future actions.

d. The HRO will notify those candidates not selected, in writing, indicating selection was or was not made. Arrange for a release date in coordination with the supervisors concerned. Prepare promotion file. (See Section 16.13).

3. Release of Technician Selected for Promotion. The Selecting Supervisor is responsible for requesting the release of the technician selected for promotion. The civilian technician selected will normally be released at the end of the first full pay period after the date of selection or, in the case of an employee selected in advance of an actual vacancy, the end of the first full pay period following the date on which the position is vacated. If a civilian technician cannot be released at that time without hampering important operations, the release date may be postponed for a period, not to exceed four weeks, which is acceptable to both the losing and gaining offices. In the event an agreement cannot be reached, the decision will be made by the Adjutant General.

4. Special Promotion Actions:

a. Temporary Promotions:

(1) Except when the service is for a brief period (30 days or less), a temporary promotion generally is the most appropriate means of meeting a situation requiring the temporary service of an employee in a higher grade position. It may be used, for example, when an employee has to perform the duties of a position during the extended absence of the incumbent or to fill a position which has become vacant until a permanent appointment is made. However, temporary promotions will not exceed 60 days.

(2) Merit promotion procedures are required for temporary promotions exceeding 60 days.

(3) If the position is to be filled permanently upon expiration of the 60 days, merit promotion procedures outlined in this plan must be followed.

b. Repromotions:

(1) Prior to filling any vacancies, special consideration will be given to all qualified civilian technicians who have been demoted without personal cause; that is, without misconduct or inefficiency on the part of the employee and not on his/her request.

(2) The Human Resource Office will maintain listings of those civilian technicians who have been demoted.

Section 16.13 - Placement/Promotion Records

1. Purpose. Complete promotion records will be maintained by the HRO to:

- a. Provide a clear record of the action taken.
- b. Evaluate the merit placement program.
- c. Provide proof that filling technician vacancies are being made on a fair and equitable basis in accordance with this plan.

2. Records Required. Sufficient records are required to allow reconstruction of the placement action. As a minimum, the following information and forms will be retained in the record:

- a. Copy of the vacancy announcement.
- b. List of all applicants' names.
- c. Copy of application documents.
- d. Forms used in the evaluation and rating process.

- e. Referral and selection certificate signed by selecting official.
- f. Record of the "Stopper List" having been cleared (for competitive positions).

3. Duration. Records will be maintained for a minimum of two years. If a grievance is pending, records will be maintained until resolution.

4. Privacy Protection. Information relating to individual placement actions or to the candidate will not be discussed with or shown to unauthorized individuals. Supervisors and personnel specialist participating in merit placement actions will not disclose the details of their work to unauthorized persons.

Section 16.14 - Grievances and Complaints.

1. General: A copy of this Labor Management Relations Agreement will be made available for review in all units and activities. Civilian technicians who have questions about it or who wish information as to the qualification requirements applied in any promotion action, should contact their supervisors.

2. Grievances and Complaints: A technician who believes that proper procedures were not followed in a particular placement action for which he/she was an applicant may present a grievance under applicable grievance procedures. A grievance will not be considered when it is based solely on non selection.

3. Discrimination Complaints: Allegations of discrimination because of race, color, religion, sex, age, handicapping condition, or national origin made during any phase of selection process will be considered under the New Hampshire National Guard Equal Employment Opportunity Program.

4. Other: Other complaints or inquiries including those made by non-technician candidates should be directed to the HRO. All such inquiries will be considered and every effort made to resolve such complaints. All civilian technicians have a right to request an administrative review of their non selection for promotion or failure to be included on the Certified List. Request for administrative review will be submitted in writing to the Human Resource Office within fifteen days after the date on which the technician learns of his/her non selection or failure to be included on the Certified List.

ARTICLE XVII

REDUCTION IN FORCE

Section 17.1 - General:

The Adjutant General is responsible for implementing a reduction in force.

Section 17.2 - Procedures:

Procedures relating to reduction in force will be governed by provisions of National Guard Bureau Regulation TPR 300, Chapter 351. Procedures used by Management in exercising its authority are negotiable and to that extent the Adjutant General, State of New Hampshire, in recognizing the responsibility of ACT to represent the bargaining unit employees, agrees to negotiate appropriate arrangements for bargaining unit employees adversely affected by implementation of this article.

Section 17.3 - Definitions:

a. A reduction in force (RIF) occurs when a technician is released from his or her competitive level by separation, change to lower grade, furlough for more than 30 days, or reassignment involving displacement of another technician. Such action may be due to a lack of work or funds, reorganization, transfer of functions, or the need to place a technician exercising restoration rights.

b. The following actions do not constitute a RIF.

(1) Separation of civilian technicians who fail to accompany a transfer of function.

(2) Management reassignment of a civilian technician to a vacancy at the same grade or representative rate.

(3) Termination of temporary civilian technicians.

(4) Downgrades as a result of reclassification.

(5) Termination of temporary promotions.

(6) Elimination of civilian technicians through disciplinary/adverse action procedures.

(7) Furlough of 30 days or less.

c. Competitive Areas: The Competitive area is established as the total bargaining unit work force for all New Hampshire Army National Guard and or New Hampshire Air National Guard bargaining unit members.

d. Competitive Levels:

(1) A competitive level consists of all positions within a competitive area, which are in the same grade, same service (Excepted or Competitive) and are so alike in qualification requirements, duties, and responsibilities that the incumbents can be moved from one position to another without undue interruption to the work program.

(2) Supervisory positions will not be placed in the same competitive level as non-supervisory positions. Non-bargaining unit employees will not compete with bargaining unit employees for bargaining unit positions.

e. Tenure Groups: Civilian technicians are divided into three (3) Tenure Groups:

Group I - Civilian technicians under career/permanent appointment who are not serving on probation or trial periods.

Group II - Civilian technicians serving on probation or trial periods.

Group III - Civilian technicians who have been given indefinite appointments in the excepted service.

f. Retention Registers: A record that lists civilian technicians in descending order, within their competitive levels, starting with the technician with the highest rating first.

(1) A civilian technician retention standing will be computed using the following:

(a) Technician Performance Appraisal will be used in descending order, Excellent, Fully Successful and Unacceptable.

(b) Service Computation Date (used as tie breaker)

(c) Civilian Technician Service Date (further tie breaker)

(3) Once authority for a RIF has been received, receipt of a new performance appraisal will not affect the civilian technician's standing in the current RIF.

(4) Civilian technicians with an overall performance rating of unacceptable may only compete with or displace other civilian technicians with unacceptable performance appraisals.

Section 17.4 - HRO Responsibilities:

- a. Meet with ACT to explain the need for a RIF and procedures to be used.
- b. After Appropriate Arrangements with ACT, notification of the RIF will be in the form of a posted written general notice as far in advance as possible.
- c. Upon posting of a general notice, a hiring freeze will be initiated on all vacancies and promotion actions except for positions that must be filled due to mission necessity.
- d. Screen the manning documents to determine which vacancies will be needed for placement action.
- e. Develop an aggressive placement program to include contact with other states, local federal activities, local government and private employers.
- f. A separate written notice will be given to each affected civilian technician to be RIF'd at least (60) days prior to the effective date of the action. This notice will state specific actions and known alternatives to be offered to the individual.
- g. Civilian technicians RIF'd will be placed on a reemployment Priority List and will be notified by mail of any position opening and will be afforded priority consideration. This provision shall apply two (2) years from the notification of the RIF action.

Section 17.5 - Appeals:

a. A competing civilian technician may appeal to the Adjutant General when he has received a specific notice of reduction in force, and he believes that the Employer incorrectly applied the provisions of TPR 351.

(1) An appeal may be submitted upon receipt of a specific notice, but no later than 30 calendar days before the effective date of the action.

(2) The appeal must clearly state the reason the civilian technician believes the action affecting him is inappropriate, and must show that the Employer failed to comply with the RIF procedures outlined in TPR 351; e.g., insufficient notice, improper tenure grouping, and errors in service computation date.

b. Extension of time limit. The Adjutant General may extend the appeal time limit when the civilian technician indicates that he was not notified of a time limit and otherwise was not aware of it, or that circumstances beyond his control prevented him from appealing within the time limit.

c. Decision on appeal. The Adjutant General will issue a written decision and, where applicable, direct the HRO to take any necessary corrective action. A copy of the decision stating what corrective action will be taken is then forwarded to the technician. The decision of the Adjutant General is final, and there is no further right of appeal. A copy of the decision issued by the Adjutant General will be furnished to the Labor Organization.

d. Corrective action. The decision of the Adjutant General may require the HRO to take corrective action as follows:

(1) Correct the retention register.

(2) Correct the technician's specific notice.

(3) Restore the technician to his former grade or pay level or one of like seniority, status, and pay when the technician was reduced or separated improperly.

(4) Reimburse the civilian technician for all pay lost as a result of any improper RIF action.

e. When a civilian technician's appeal uncovers an error that does not change the outcome of the RIF, the Adjutant General will correct the error without requiring restoration or recall of the technician or civilian technicians involved

ARTICLE XVIII

CONTRACTING OUT

Section 18.1 - General:

Office of Management and Budget (OMB) Circular No A-76, requires that agencies periodically compare the overall cost of continuing to perform certain what could be termed "commercial activities" using civil service personnel. The Agency will notify the Labor Organization of its intent to contract out work which is traditionally performed by civilian technicians and could result in a reduction in force, transfer, or loss of function affecting employees in the bargaining unit. The Agency will take all possible actions to minimize the impact on affected civilian technicians.

Section 18.2 - Appropriate Arrangements (AA):

When the Agency determines that certain services/activities are to be accomplished by contracting out to outside agencies, the Labor Organization will be provided the opportunity to participate in AA bargaining.

Section 18.3 - Third Party Intervention:

The Labor Organization will be provided the opportunity to conduct AA in accordance with PL 95-454. In event the Labor Organization files a grievance over actions arising from the decision to contract out, the Agency and the Labor Organization agree to use an accelerated grievance procedure. The Agency will forestall awarding the contract pending the outcome of the grievance, unless the delay would seriously interfere with management's right to contract out.

ARTICLE XIX

TRAINING/EDUCATION

Section 19.1 - General:

Although it is expected that personnel are basically qualified to perform their duties as a prerequisite to employment, the Employer and the Labor Organization recognize the continuing need for additional training or retraining.

Section 19.2 - Training Programs:

The Employer is responsible for training programs as may be required to improve the efficiency of the New Hampshire National Guard Civilian Technician Program. In developing those training programs, the Employer agrees to review plans with and consider recommendations from the Labor Organization.

Section 19.3 - Training Prerequisites:

Nothing in this article is to be construed as waiving the training prerequisites outlined in appropriate position descriptions.

Section 19.4 - Training Option:

Civilian technicians involved in a reduction in force or a major equipment change and assigned to a position that is not related to their past job description will be considered for a resident school, if one is available, for retraining. Civilian technicians will have the option of selection of training in a civilian/military status, subject to the approval of the Adjutant General.

Section 19.5 - Notification of Training Availability:

a. The Employer is responsible for insuring that civilian technicians are made aware of the availability of funded civilian and military training courses on a timely basis.

b. Schools that become available at no cost to the government, may be requested at which attendance will be at the discretion of the Employer.

Section 19.6 - Adjustment in Work Schedules for Educational Purposes:

Civilian technicians who are enrolled in a civilian educational program may be permitted to revise their daily/weekly work schedule in order to attend a course of instruction not normally conducted during non duty hours. Every effort will be made to accommodate the civilian technician consistent with the mission of the organization.

Section 19.7 - Military Service Schools:

a. Training in a civilian technician status is authorized under TPR 400 and other appropriate regulations.

b. Before civilian technicians attend military service schools, they will be advised of the school's requirements to the extent possible. Civilian technicians must comply with the requirements of the school, including the wearing of the military uniform, unless civilian clothes are specifically authorized by the Agency, and applies to the same extent as if they were attending in their National Guard military status.

c. Government quarters must be used if available in accordance with Volume II, Joint Travel Regulations (JTR), and will be occupied based on military grade.

d. Civilian technicians will not be required to perform incidental military duties such as charge-of-quarters, barracks chief, officer-of-the-day, etc., but will be expected to perform additional duties required of any civilian class member.

ARTICLE XX

TRAVEL AND TEMPORARY DUTY (TDY)

Section 20.1 - Per Diem:

a. Travel and per-diem will be authorized in accordance with Department of Defense (DOD) Joint Travel Regulations (JTR) Volume II. Civilian technicians will not be directed to perform official travel at their own expense or at rates of allowances or reimbursement inconsistent with the provisions contained in Volume II of the JTR.

b. Technician travel orders will be issued when civilian technicians are given work assignments at locations where the combination of actual hours of work and travel time exceeds 10 hours.

c. Government credit cards will be made available for individuals needing advance travel funds.

Section 20.2 - Travel Notification:

Prior to a planned TDY in a civilian technician status away from home station, affected personnel should be briefed by appropriate management representatives no later than five days prior to the civilian technician's departure. The briefing should include, but not limited to, areas concerning pay, allowances, types of travel, types of quarters, types of leave used, use of credit cards and acceptance of them at the TDY location, and the names of supervisors in charge of all aspects of the duty. Under conditions of an operational emergency requiring TDY, whenever possible, civilian technicians will be afforded a 72-hour advance notice. Volunteers will be requested and considered in all such operations.

Section 20.3 - Quarters:

a. Quarters for civilian technicians on TDY will be based upon the installation's published standards. The actual assignment of quarters is at the discretion of the installation billeting office. If the installation billeting office determines that quarters are not available, a certificate of non availability will be provided. Where adequate government quarters are not available, the Employer is responsible to provide transportation between the duty station and quarters when required for accomplishment of the mission. Per diem may be authorized and will be provided consistent with the JTR's.

b. Upon return to home station, after completion of a TDY tour, if a civilian technician alleges that quarters were severely inadequate and not in accordance with established regulations, the supervisor will investigate the complaint. The results of this investigation/inquiry will be given to the civilian technician and the Union, as required.

Section 20.4 - Work Performance:

a. At least two civilian technicians will be assigned to travel together when tasks or travel to be performed cannot reasonably and safely be accomplished by a single civilian technician.

b. Civilian technicians may earn compensatory time while performing technician duties at the TDY station when the hours of work extend beyond the normal duty day.

Section 20.5 - Credit Cards (Government Charge Card Program):

The issuance of credit cards to bargaining unit members will be consistent with the provision of Code of Federal Regulations.

Section 20.6 - Travel Options:

a. Civilian technicians have the option of selecting their choice of transportation for Employer directed travel. If travel is scheduled by common carrier and the technician elects to provide his own transportation, reimbursement will be made in accordance with applicable JTR's. If travel is furnished by government vehicle, aircraft, auto, bus, etc., the civilian technicians is not entitled to reimbursement. Official travel time for civilian technicians providing their own transportation will be the required time of the scheduled common carrier or the government furnished transportation.

b. Compensatory time may be granted when a civilian technician(s) is traveling from a TDY station to permanent duty station and a transportation delay occurs causing arrival at home station after normal duty hours.

ARTICLE XXI

DUES AUTHORIZATION & REVOCATION PROCEDURES

Section 21.1 - Purpose:

The purpose of this article is to provide a procedure for the authorization and revocation of voluntary allotments from the pay of civilian technician members of the Labor Organization (bargaining unit) for the payment of labor organization dues. This procedure is entered into under the provisions of § 7115, Public Law 95-454.

Section 21.2 - Technician Eligibility:

The Labor Organization has exclusive recognition to represent the members in a bargaining unit consisting of all wage grade/leader and general schedule civilian technicians employed by the New Hampshire National Guard, excluding all management officials, supervisors, guards, and employees engaged in Federal personnel work in other than a purely clerical capacity as defined in Public Law 95-454. This article is applicable to all civilian technicians of the bargaining unit who are members in good standing of the Labor Organization, and who:

- a. Have voluntarily authorized payroll deductions for payment of dues to the Labor Organization with full knowledge of the method of revocation of the authorization;
- b. Receive an established normal amount of pay on regularly scheduled pay days and that such net salary, after other legal and authorized deductions, is sufficient to cover the full amount of the authorized allotment for dues; and,
- c. Are covered by the bargaining unit for which exclusive recognition has been granted.

Section 21.3 - Dues Allotments:

a. Dues in the amount of .7% (seven tenths of one percent) of the member's base rate of pay will be deducted from the biweekly pay of any eligible civilian technician of the unit who is a member of the Labor Organization and who has voluntarily authorized such deduction on a properly executed Standard Form (SF) 1187. The base rate of pay shall be exclusive of any hazardous duty, overtime, shift differential, premium, or other related pay outside the technician's basic rate of pay.

b. A civilian technician may have only one dues allotment per pay period payable to the Labor Organization.

c. If the amount or rate of regular dues is changed, the Labor Organization will notify the Human Resource Office (HRO), in writing, of the change. This section would then be amended to reflect the revised amount (percentage) in accordance with regulations. Only one such change will be made in any period of 12 consecutive months.

Section 21.4 - Allotment Authorization Procedures:

a. The Labor Organization will inform each of its members of the voluntary nature of the authorization for payment of labor organization dues and of the prescribed procedure for revoking same.

b. The Labor Organization agrees to purchase and distribute to its members in good standing the prescribed authorization form, SF 1187, Request for Payroll Deductions for Labor Organization Dues. The Labor Organization chairman, secretary, or treasurer will be designated to receive properly executed forms, certify the labor organization portion of the forms, and submit the forms to the appropriate payroll Customer Service Representative (CSR).
AIR: Payroll Office is the Customer Service Rep.
Army: HRO Office is the Customer Service Rep.

c. Allotments authorized on properly completed and certified forms which are received by the CSR will be processed. The authorized amount shall be withheld from the civilian technician's pay and will continue until the allotment is terminated under one of the conditions stated in section 21.5, below.

Section 21.5 - Terminating Allotments:

The CSR will take action to terminate an allotment:

a. Within 15 days after the Labor Organization loses exclusive recognition under any of the conditions specified in PL 95-454, or other pertinent regulations, provided that during the 15-day period the Labor Organization has not reacquired its exclusive recognition.

b. At the end of the pay period when, or during which, a civilian technician separates from the bargaining unit or moves to a position not serviced by the appropriate civilian technician payroll office.

c. When the CSR receives written notice from the applicable Labor Organization President that the civilian technician is no longer a member in good standing.

d. Upon receipt of a properly executed SF 1188, Cancellation of Payroll Deductions for Labor Organization Dues, providing such allotment was withheld from the technician's pay for a period of at least one year.

e. When the civilian technician who authorized the allotment dies, retires, or separates from technician employment.

Section 21.6 - Voluntary Allotment Revocation by Civilian Technician:

Any civilian technician who wishes to terminate his allotment may submit a properly executed SF 1188, providing such allotment was withheld from the civilian technician's pay for a period of at least one year. Completed SF's 1188 will be submitted to the CSR for processing. Voluntary revocations will become effective during the pay period in which received in the servicing payroll office.

Section 21.7 - Responsibilities:

a. Labor Organization - The Labor Organization will:

- (1) Comply with the terms of this article.
- (2) Purchase SF's 1187 and distribute said forms to its members.
- (3) Assure that allotments on the part of its members are voluntary.
- (4) Certify as to the amount or rate of its regular dues.
- (5) Forward completed SF's 1187 to the CSR for information and processing to the servicing technician payroll office.
- (6) Educate its members on the overall program for payroll allotment for payment of labor organization dues, its voluntary nature, and the availability of SF 1187.
- (7) Inform its members of the conditions governing revocation of allotments and the availability of SF 1188.
- (8) Notify the CSR, in writing, within five workdays, when a member of the Labor Organization is expelled or for any reason ceases to be a member in good standing.
- (9) Promptly notify the HRO in the event of a change in dues structure or other change requiring an amendment to this article.
- (10) Promptly forward to the CSR any written revocation of allotment.

b. The NHNG will:

- (1) Comply with the terms of this article.
- (2) Upon receipt of SF 1187 from the Labor Organization, insure the named civilian technician meets the requirements for dues withholding and promptly forward the request.

(3) Insure a supply of SF 1188 is available for use in revocation of allotments and make the forms available to civilian technicians on request.

(4) Provide the applicable NH State Chapter with a copy of SF 1188 (or written letter or revocation, if applicable) when a civilian technician voluntarily terminates labor organization dues.

(5) Provide the Labor Organization with a copy of any published pay scale memorandums (general schedule and wage system). Furthermore, the HRO will provide twice yearly (30 April, as of 31 March; and 31 October, as of 30 September) a listing in SSN sequence for bargaining unit members who were granted a promotion, change to lower grade, QSI, WIGI, and change in a wage system area since the previous listing. The listing will show reason for change, name, SSN, location, title, series, grade, step, and salary/rate. Situations which could cause delay or deviation in format, such as automation system malfunctions or unforeseen emergencies, will be coordinated and discussed with the Labor Organization.

(6) Notify the applicable NH State Chapter treasurer when an individual applies to buy back leave due to an OWCP case. This will alert the State Chapter of the impending action to raise any concerns pertinent to the request.

(7) Insure that properly executed SF's 1187/SF 1188's for dues allotments for members of the Labor Organization are verified and processed so as to be effective during the next full pay period.

(8) Insure that the remittance of dues, to include a dues check-off listing for each payroll for which dues deductions have been made, will be processed within five workdays, providing it does not conflict with the customer service rep. SOP, as follows:

(a) The listing will contain name and SSN of technician members of the Labor Organization having current allotment authorizations on file, the amount withheld from each member's pay, and a statement showing the total amount withheld. Also identified will be those members whose pay was not sufficient to cover the full amount of the deduction.

(b) Bargaining unit members entering into an unpaid leave status for more than one pay period will remain on the dues check off listing. The civilian technician's name and SSN will be provided on the listing.

(c) The remittance check and one copy of the listing will be forwarded to the national office at ACT at:

Treasurer
Association of Civilian Technicians, Inc.
12501B Lake Ridge Drive
Lake Ridge, VA 22192-2335

(d) One copy will be retained for payroll records.

(9) Furnish the appropriate State Chapter treasurer a copy of the collection voucher of actual amount of union dues that will be withdrawn from the ACT account as a result of leave buy-back from an OWCP case.

Section 21.8 - Exclusionary Provisions from LMRA (Labor Management Relations Agreement):

a. The Labor Organization and the Employer recognize that the expiration of the Labor-Management Relations Agreement shall not terminate or in any way affect dues withholding under this article. The parties agree that dues withholding shall continue under the procedures set forth in this article during renegotiations of the Labor Management Relation Agreement or until other wise changed by mutual, written consent of the parties.

b. This article shall be terminated:

(1) By mutual, written consent of the parties.

(2) On the 15th day after the Labor Organization shall have lost its certification for exclusive recognition, provided that during the 15-day period the Labor Organization shall not have reacquired its status as exclusive representative.

ARTICLE XXII

USE OF FACILITIES

Section 22.1 - Space for Labor Organization Meetings and Training:

Upon request of the Labor Organization, the Employer will provide space, when available, for the conduct of official Labor Organization meetings or Labor Organization sponsored training sessions. The Labor Organization will normally submit written requests for meeting space five days in advance of the date on which the meeting will be held. The Employer will respond, in writing, indicating concurrence/nonconcurrence and, in the event of nonconcurrence, provide the Labor Organization reasons for such action.

Section 22.2 - Bulletin Boards:

a. The Employer will provide bulletin board/space at every work place for the exclusive use of the Labor Organization. Any material posted, which is deemed by the Employer to be derogatory or scurrilous in nature, will be removed by the Labor Organization. The recommended size of the bulletin board will be, as a minimum, 3.5 ft. x 4.0 ft.

b. The Labor Organization is responsible for maintaining bulletin board space in an orderly condition.

c. All costs incident to the preparation and posting of material will be borne by the Labor Organization and such work shall be accomplished during non duty hours.

d. Union officials or designated representatives are the only personnel authorized to post or remove material from the bulletin boards.

e. Violation of this agreement, concerning the materials posted to the Union bulletin boards, shall be ground for revocation of the privilege, when the violation was effected by an ACT official or representative.

Section 22.3 - Interoffice Mail:

The Labor Organization shall have access to the use of interoffice mail and messenger service at each activity for correspondence between the Labor Organization and management officials. All correspondence which requires a response within a specified time frame will be signed and dated upon receipt. The response period begins upon receipt.

Section 22.4 - Lunch and Sanitation Facilities:

The Employer agrees to maintain existing lunch and sanitation facilities. Upon request from either party, the Employer and the Labor Organization will meet at a mutually agreed upon time to discuss improvements to these facilities. If there is a demonstrated need, management agrees to meet to discuss the establishment of such facilities, consistent with appropriate rules and regulations.

Section 22.5 - Office Space and Equipment:

a. The Employer agrees to provide office space for each Chapter President. The Employer agrees to joint discussion with the Labor Organization regarding location of office space. The office space will be allocated as mutually agreed to by the parties. The Labor Organization is permitted to install a telephone in the office with all expenses incurred in the installation and use of the telephone to be borne by the Labor Organization. The actual location of the telephone may be changed, by mutual agreement. The President and/or his representative may have access, subject to security regulations, to the designated office space before, during, and after normal duty hours. All expenses incurred in the installation and use of office equipment will be borne by the Labor Organization. Air's office room is 42a Bldg 254.

b. Labor Organization officials will be afforded telephone access at the work site for official Union business. Such telephone usage may be private in nature, but will be limited to Union issues.

Section 22.6 - Radios In the Work Area:

The employer agrees to allow the playing of a radio in work areas, ie, shops, warehouse, and offices, with discretion, as long as it is played in such a manner as not to disturb work or cause a noise disturbance, or when it becomes a subject of continued controversy.

ARTICLE XXIII

WAGE SURVEYS

Section 23.1 - General:

The Employer shall notify the Labor Organization as soon as practical when information is received that higher authority has directed the start of an official wage survey in the area. When the wage survey lead agency requests the Agency to participate in the wage survey, the Employer will notify the Labor Organization who will nominate Labor Organization representative(s) for appointment to the wage survey data collection team. The number of personnel to be appointed to the data collection team will be determined by the lead agency. However, the Employer agrees to appoint at least one representative of the Labor Organization to the team.

Section 23.2 - Organization, Functions, and Responsibilities:

Organization, functions, and responsibilities of the Agency and local wage survey committees shall be as prescribed in accordance with current regulation. The Employer agrees that any representatives of the Employer that he shall appoint to serve on a wage survey team shall be a supervisor or HRO representative who has work experience, training, and is knowledgeable in the functional area of the civilian technicians covered by the survey.

Section 23.3 - Wage Survey Data:

The Employer agrees to furnish, at the request of the lead agency, wage survey supporting data needed to identify the numbers and classes of civilian technicians covered by the survey. Copies of such data will be provided to the Labor Organization.

ARTICLE XXIV

PUBLICATIONS

Section 24.1 - Publications:

Procurement of pertinent regulations, directives, and publications applicable to the civilian technician program will be the responsibility of the Labor Organization. The Employer agrees to provide Employer published regulations, directives, and publications upon request.

Section 24.2 - Manning Documents:

Upon request, the Employer will provide the Labor Organization a copy of the current civilian technician manning document showing the positions authorized.

Section 24.3 - Personnel Information:

The Employer agrees to provide the Labor Organization with a copy of the HRO Newsletter for internal use.

Section 24.4 - Access to Management Directives:

Civilian technicians/Union stewards, upon request, will be provided access to management regulations and policies normally maintained as part of the supervisors manual. Regulations and manuals are to be reviewed at the location where they are normally maintained. If extra copy is available, one would be given to the Union Steward.

ARTICLE XXV

AGREEMENT ADMINISTRATION

Section 25.1 - Effective Date:

The effective date of this agreement shall be after execution by the parties and approval by the Agency (Department of Defense). Both dates will be made part of the agreement prior to its distribution.

Section 25.2 - Agency Approval:

a. The head of the Agency shall approve the agreement within 30 days from the date the agreement is executed by the parties if the agreement is in accordance with the provisions of applicable law, rule, or regulation.

b. If the head of the Agency does not approve or disapprove the agreement within the 30-days period, the agreement shall take effect and be binding on the Employer and the Labor Organization subject to the provisions of applicable law, rule, or regulation.

c. In the event that a particular article or section of the agreement is not approved by the Agency, the remainder of the agreement shall take effect on the date specified in this section. The remainder of this agreement shall go into effect on the date specified, and the items not approved by the Agency shall later be incorporated as negotiations or appropriate direction dictate.

d. A particular article or section not approved by the Agency shall later be incorporated into the agreement, provided subsequent negotiations are warranted by third party decision.

Section 25.3 - Agreement Duration:

a. This agreement shall expire on_____. Further, the agreement will be terminated by the Adjutant General upon certification by proper authority that the Labor Organization no longer represents the employees in the bargaining unit.

b. The term of this agreement may be extended beyond the expiration date:

(1) For one year increments based on mutual agreement of the parties;
(2) During a period of declared national or state emergency by the mutual consent of the parties.

c. The provisions of this agreement will remain in effect until the agreement is approved by the Agency, provided those portions of the agreement which have not been settled have been submitted for third party decision.

Section 25.4 - Agreement Amendment:

- a. This agreement may be subject to modification as a result of a change in or issuance of an appropriate new law, rule, or regulation by proper authority at the Agency or higher level.
- b. By mutual consent of the parties.
- c. At any time supplements/additional provisions are desired on any subject matter not discussed or waived during negotiations for this agreement
- d. A request for an amendment or modification of this agreement by either party shall be in writing setting forth the need or reason for the proposed change and a summary of the change.
- e. Representative of the Employer and the Labor Organization will meet within 30 days to commence negotiating the proposed amendment or modification, unless a later date is mutually agreed upon. No changes other than those specified in the summary will be considered.

Section 25.5 - Negotiating a New Agreement:

- a. Negotiations for a new agreement will commence no earlier than 180 calendar days nor later than 90 calendar days prior to the termination of this agreement. In the event either party fails to request negotiations of a new agreement within the established time frame, this agreement will automatically extend for a period of one (1) year.
- b. Thirty (30) days prior to the start of negotiations of a new agreement, two representatives of the Employer and two representatives of the Labor Organization will meet to initiate a memorandum of understanding establishing the ground rules for the conduct of negotiations.