



DEPARTMENT OF DEFENSE



Defense Civilian Personnel Advisory Service

Official Time Reporting

Training Resource Slides

**Labor and Employee Relations Division
HR Operational Programs & Advisory Services Directorate
Defense Civilian Personnel Advisory Service**



What is Official Time?

- Official time is paid time away from assigned Government duties, without charge to leave, to represent a union or bargaining unit employees that union represents

- It allows unions to satisfy their duty of fair representation to members and non-members alike in:
 - Term Bargaining (negotiations for a new Collective Bargaining Agreement (CBA))
 - Mid-term Bargaining (negotiations during the term of a CBA)
 - Dispute Resolution (e.g., grievances)
 - General Labor Relations (e.g., formal discussions)





What is NOT Official Time?

- Activities performed by any employee relating to the internal business of a labor organization including (but not limited to):
 - Solicitation of membership
 - Elections of labor organizations
 - Elections of labor organization officers / representatives
 - Collection of dues

- Such activities shall not be performed during the time the employee is in a duty status





Why is Official Time Important

- Accurately recording and carefully validating time and attendance entries ensures accuracy, improves accountability, and guards against misuse of paid time
- Accurate recording and validation ensures official time is not counted towards those work hours considered part of the mission or productivity
- Accurate official time recording improves payroll records provided to OPM for overall official time reporting
- Proper reporting of official time ensures CBA provisions regarding official time are followed





Requirement

- The Department requires accurate reporting of time & attendance, including official time (section 051408 of DoD Financial Management Regulation (FMR), Volume 8)
- Official time is to be recorded in time & attendance systems by the employee; accuracy verified and certified/approved by the supervisor; and submitted
- Agencies report official time annually through payroll systems; OPM prepares an annual report on official time use from the various agencies' payroll records





Labor Representatives and Timekeeper Specific Responsibilities

- Labor Representatives / Employees request official time in accordance with the CBA, and ensure time spent on official time duties is accurately entered in T&A system (e.g., filing a grievance, negotiations, etc.)
- Timekeepers: Review official time entries and ensure correct amount of official time granted / approved is recorded in T&A system





Supervisor Specific Responsibilities

- Consider requests for, and grant official time in accordance with the CBA and mission needs

- Inform employees who serve as labor representatives of their obligation to properly record official time

- Ensure official time that was used is accurately recorded in T&A, in accordance with FMR
 - Official time is recorded as a tertiary code
 - Review time and tertiary code entries for accuracy
 - Secure corrections prior to certification / approval





Management Responsibilities

- Ensure employees and employee labor representatives are informed of their obligation to properly record official time
- Ensure supervisors are fully aware of their obligation to:
 - Review employee T&A entries and secure corrections prior to certification/approval
 - Keep employees informed of their obligation to correctly enter official time
- Ensure instruction / training on official time obligations is locally documented
- Ensure appropriate corrective action is taken for failure to comply with instructions





Questions



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