

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC

---

---

**FSIS NOTICE**

---

---

35-18

7/2/18

**APPROVAL OF OFFICIAL TIME FOR UNION ACTIVITIES**

**I. PURPOSE**

This notice informs all Office of Field Operations (OFO) supervisory personnel of new procedures regarding the approval of official time for union activities, effective upon receipt of this notice.

**II. BACKGROUND**

A. In accordance with Article 7, Section 4, (C) of the Labor-Management Agreement between the Parties, the union is afforded 15,000 hours of official time per fiscal year (FY) for representational activities. Unused official time hours do not carry over into the next fiscal year.

B. As of June 23, 2018, the union has used the allotted 15,000 hours for the FY.

**III. SUPERVISORY RESPONSIBILITIES**

A. Upon receipt of this notice, OFO supervisory personnel are not to approve any official time for union activities on or after July 8, 2018.

B. If OFO supervisory personnel have already approved official time for union activities for July 8, 2018 (pay period 14 FY 2018) or later, they are to rescind the approval immediately.

**IV. QUESTIONS**

Refer questions regarding this notice through supervisory channels.



Assistant Administrator  
Office of Policy and Program Development

---

**DISTRIBUTION:** Electronic; All Field Employees

**NOTICE EXPIRES:** 7/1/19

**OPI:** OPPD