

NEW CASTLE COUNTY

PERSONNEL POLICY

NUMBER 3.06

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DATE 05/01/01

SUBJECT: UNION CONVENTION LEAVE

APPROVED:



OBJECTIVE: To further define and explain the method by which an employee requests union convention leave, the status of employee benefits as a result of this leave, and any other information pertinent to obtaining a union convention leave.

STATEMENT: This leave covers employees who serve as delegates to union conventions and who attend organization and training conferences relating to the union. The purpose of this leave is for training and education in grievance handling, labor/management relations, human resources administration and so forth.

Procedure: The various unions shall provide the Chief Human Resources Officer with advance notice of intention to attend and the names of the employees who will be attending, as follows:

Local 1607 shall provide the County with five (5) working days advance notice.

Locals 459 and 3109 shall provide ten (10) working days advance notice.

Lodge No. 5 of the FOP shall provide advance notice in accordance with the directive of the Chief of Police. Furthermore, the FOP shall provide the total number of hours each employee will be utilizing while on this leave.

Leaves of absence with pay to attend and serve as a delegate to union conventions and organization and training conferences relating to the Union shall be granted. The unions are limited to the number of employees eligible to attend and the length of period for which union convention may be utilized in any given calendar year, as follows:

Local 1607 - No more than five (5) employees to utilize no more than a total of two (2) work weeks per delegate in a calendar year.

Local 459 - No more than five (5) employees to utilize no more than a total of two (2) work weeks per delegate.

Local 3109 - No more than two (2) employees per bargaining unit (the managers and administrators unit and the professionals unit) to utilize no more than a total of two (2) work weeks per delegate. This leave of absence with pay shall be granted to the extent operational necessity permits.

FOP - no limitations on the number of employees permitted to attend except that appointments to attend union conventions must be made in such a manner so as to prevent serious manpower shortages within any one division, squad, or platoon. Such leave shall not exceed a total of one thousand five hundred (1,500) work hours in any three (3) year period.

Method of Pay: Employees attending as delegates to a union convention shall receive their full base pay for the period of time they attend the conventions pursuant to the limitations described in this policy.

Benefit Status: Benefits are not affected by leave to attend union conventions.

REQUIRED ACTION: The Chief Human Resources Officer shall be responsible for the implementation of this policy.

Established: 10/13/87
Revised: 07/01/97
Revised: 05/01/01