



MILLERSVILLE, MARYLAND

WRITTEN DIRECTIVE

MEMORANDUM: 07-036

FILE BEHIND: Index Code 701

TO: ALL PERSONNEL

FROM: Colonel James Teare, Sr. *JT*
Chief of Police

EFFECTIVE DATE: July 1, 2007

SUBJECT: **UNION BUSINESS/RELEASE TIME**

BACKGROUND:

It is the policy of Anne Arundel County to comply with the provisions in the County's Union contracts for use of paid Union Business, or paid Union Release Time. The Office of Personnel has developed Policies and Procedures to accomplish this. These policies and procedures are effective July 1, 2007.

AFSCME, Local 582: Contract Section 13.5 – Release Time

County shall grant up to an aggregate maximum of five hundred (500) hours of leave with pay in each year of this Agreement to employees designated by the President or in his/her absence, his/her designee, to deal with Union business.

AFSCME, Local 2563: Contract Section 13.5 – Union Business

The County shall grant up to two hundred (200) hours of Union Business Leave with pay per year. The County shall also grant up to 16 hours per week of Union Business Leave to the President of the Union for the duration of this Agreement.

Anne Arundel County Police Supervisors Association: Contract Section 14.3 – Membership Meetings

Employees elected or appointed to Association offices as President, Vice-President, Secretary, Treasurer, and two (2) Directors shall be granted administrative time allotment for Association related business for up to a combined maximum of seven hundred and twenty (720) hours per year divided among the members at the discretion of the President.

Fraternal Order of Police, Lodge 70: Contract Section 15.6 – Lodge Business

County shall grant up to an aggregate maximum of one hundred (100) days of leave with pay in each year of this Agreement to employees scheduled to attend conferences, seminars and conventions dealing with matters affecting Lodge.

PROCEDURES:

- A. The Union employee will complete and submit the “Union Leave Application Form” to the Chief of Police (or his/her designee).
- B. The Chief of Police (or his/her designee) will approve/disapprove the Union Business Leave or Union Release Time and submit a copy of the form to the timekeeper and the Employee and Labor Relations Section of the Office of Personnel, as well as to the Union employee requesting the leave. The original form will be forwarded to Police Personnel for retention.
- C. The timekeeper will code the approved leave as Union Business Leave in the time and attendance system.
- D. The Chief of Police (or his/her designee) should contact the Employee and Labor Relations Section of the Office of Personnel if there are any questions regarding the approval or disapproval of Union Business Leave or Union Release Time.
- E. The Office of Personnel will monitor the use of Union Business Leave and Union Release Time for compliance with this policy by having monthly reports prepared and forwarded to the appropriate departments for their review.

For greater insight on these policies and procedures, refer to Personnel Bulletin #07-03-02, Policy and Procedure For Requesting and Approval of Union Business.

The Union Leave Application Form is available on the CountyWeb as an attachment to Personnel Bulletin #07-03-02.