

**LOCAL 2725**



**The Collective  
Bargaining Agreement**

**between**

**Government of the  
District of Columbia**

**Department of Consumer  
and  
Regulatory Affairs**

**and**

**American Federation of  
Government Employees  
AFL—CIO  
Local 2725**

*Effective through September 30, 1990*



**Government of the District of Columbia  
Marion Barry, Jr., Mayor**

TABLE OF CONTENTS

<u>Article</u>		<u>Page</u>
	Preamble .....	1
1	Recognition .....	1
2	Employee Rights .....	2
3	Management Rights .....	3
4	Governing Laws and Regulations .....	4
5	Union Representation .....	4
6	Distribution of Agreement and Orientation of Employee.	7
7	Union Security and Union Dues Deductions .....	7
8	Non-Discrimination .....	9
9	Discipline .....	11
10	Grievance Procedure .....	12
11	Labor-Management Cooperation .....	16
12	Employee Lists and Information .....	17
13	Facilities and Services .....	18
14	Bulletin Boards .....	19
15	Safety and Health .....	20
16	Environmental Differential .....	23
17	Reassignments .....	23
18	Hours of Work/Overtime Administration .....	24
19	Use of Private Vehicles .....	24
20	Consultation and Counseling .....	25
21	Training, Career Development, and Upward Mobility ....	26
22	Performance Evaluation .....	28
23	Personnel Files .....	28
24	Merit Staffing .....	29
25	Details and Temporary Promotions .....	30
26	Position Classification .....	31
27	Reduction-In-Force .....	32
28	Contracting Out .....	32
29	Leave Administration .....	33
30	General Provisions .....	35
31	No Strike or Lockout .....	35
32	Saving Clause .....	36
33	Duration and Finality of Agreement .....	36

## PREAMBLE

This Agreement is entered into between the District of Columbia Department of Consumer and Regulatory Affairs (DCRA), the American Federation of Government Employees, Local 2725, (hereinafter referred to as the Union) and collectively known as the parties.

The purpose of this Agreement is:

1. to promote fair and reasonable working conditions;
2. to promote harmonious relations between the parties;
3. to establish an equitable and orderly procedure for the resolution of differences;
4. to protect the rights and interests of the employee, the Union and the Department; and
5. to promote the efficient operations of the Department.

Each party affirms without reservation the contents of this Agreement. Now therefore, in consideration of mutual covenants and promises contained herein, the Department and the Union do hereby agree as follows:

## ARTICLE 1 RECOGNITION

### Section A:

Local 2725 of the American Federation of Government Employees, AFL-CIO is hereby recognized as the sole and exclusive representative for all employees in the bargaining units as described in Section B of this Article.

The Union as the exclusive representative of all employees in the unit has the right, as provided in Title 1, Chapter 6, Subchapter XVIII of the D.C. Code (1987 Rpl.) to act for and negotiate agreements covering all employees in the Unit and is responsible for representing the interests of all such employees without discrimination and without regard to membership in the labor organization.

### Section B:

The bargaining units represented by the American Federation of Government Employees, Local 2725 are as follows:

1. All employees of the Service Facility Regulation Administration; Housing and Environmental Regulation Administration; Building and Land Regulation Administration; and Office of Consumer Education and Information excluding management officials, confidential employees, supervisors or any employees engaged in personnel work in other than a purely clerical capacity and employees engaged in administration of the provisions of Title 1, Chapter 6, Subchapter XVIII of the D.C. Code (1987 Rpl.) and of the District of Columbia Comprehensive Merit Personnel Act of 1978.

Section C:

When a position(s) changes or a new position(s) is established and the parties differ as to whether the position(s) is inside or outside the bargaining unit, either party may file a unit clarification petition with the D.C. Public Employee Relations Board (PERB).

ARTICLE 2  
EMPLOYEE RIGHTS

Section A.- General:

1. All employees shall be treated fairly, equitably and with respect, in accordance with District of Columbia laws, rules and regulations.
2. Instructions and guidances shall be given in a reasonable and constructive manner.
3. The Department shall not retaliate against any employee for the exercise of his/her rights under this Agreement or any applicable laws, rules or regulations.

Section B:

1. The Department and the Union agree that employees have the right to join, organize, or affiliate with, or to refrain from joining, organizing, or affiliating with the Union. This right extends to participating in the management of the Union, or acting as a representative of the Union, including representation of its view to the officials of the Executive Branch, City Council, or other appropriate authority.

2. Employees shall be free from interference, restraint, coercion and discrimination in the exercise of their right to organize and designate representatives of their own choosing for the purpose of collective bargaining and Labor-Management cooperation.

ARTICLE 3  
MANAGEMENT RIGHTS

Section A:

The Department shall retain the sole right, in accordance with applicable laws, rules and regulations:

1. to direct employees of the Department;
2. to hire, promote, transfer, assign and retain employees in positions within the Department and to suspend, demote, discharge or take other disciplinary action against employees for cause;
3. to relieve employees of duties because of lack of work or other legitimate reasons;
4. to maintain the efficiency of the District Government operations entrusted to them;
5. to determine the mission of the Department, its budget, its organization, the number of employees and the number, types and grades of positions of employees assigned to an organizational unit, work project or tour of duty, and the technology of performing its work; or its internal security practices; and,
6. to take whatever actions may be necessary to carry out the mission of the Department in emergency situations.

Section B:

Notwithstanding Section A above, the Union may grieve, if in exercising Management's rights, the Department violates any provisions of this Agreement or any Government-wide laws, rules or regulations which are grievable under this Contract.

ARTICLE 4  
GOVERNING LAWS AND REGULATIONS

Section A:

In the event any D.C. Government-wide or Department rules, regulations, issuances or policies are in conflict with the provisions of this Agreement, this Agreement shall prevail.

Section B:

It is understood that D.C. Government-wide laws, rules and regulations that are not in conflict with this Agreement and are not specifically incorporated herein are, nevertheless, applicable to bargaining unit employees.

Section C:

If during the life of this Agreement a law from a higher authority invalidates or requires an amendment to any part of this Agreement the parties shall meet promptly upon request of either party to negotiate the change.

Section D:

The Department shall communicate, consult with and negotiate with the Union on matters related to working conditions affecting bargaining unit members. However, in accordance with the provisions of Article 10, Grievance Procedure, the Department may communicate with a grievant and/or authorized non-union representative in order to resolve a grievance related to the working conditions of the grievant.

Section E:

Except in emergency situations, the Department shall consult with the Union prior to changing Department rules, regulations or policies which affect the working conditions of bargaining unit employees. When the change directly impacts on the conditions of employment of bargaining unit members, such impact shall be a proper subject of negotiation.

ARTICLE 5  
UNION REPRESENTATION

Section A:

The Employer will recognize elected Union Officials, Stewards, and nonemployee Union Officials as duly authorized representatives of the Union and employees of the bargaining unit.

There shall be twenty-five (25) shop stewards assigned throughout the Department in the recognized bargaining unit. Employee representatives, excluding Union president, elected officials and designated chief-steward, shall only be authorized to engage in permissible Labor-Management business (as defined by this Article) within the shift and work area designated by the Union as agreed to by Management.

Section B:

The Union will furnish the Department a written list of elected officials, stewards and authorized employee representatives and submit changes as they occur. Recognition will be given to those representatives whose names have been submitted to the Department.

Section C:

Stewards are authorized to perform and discharge the duties and responsibilities of their position as it relates to representing the employees of the unit. Requests by Stewards to meet with employees or requests of employees to meet with Stewards shall not require prior explanation to the supervisor of the problems involved other than to identify the area to be visited, and the general nature of the Union business to be conducted.

Section D:

The Department shall make every reasonable effort to notify the Union prior to placing Union representatives on special assignments, details and/or making shift changes. In the case of reassignments or transfers, the requirements of Article 17 shall not be used as a means of punishment or retaliation.

Section E:

A Union representative, when leaving work to transact permissible labor-management business as defined by this Article, during work hours, first shall request permission from his/her immediate supervisor or designee. Steward requests shall not be denied for arbitrary or capricious reasons.

Section F:

Upon entering a work area other than his/her own, the Union representative shall advise the appropriate supervisor of his/her presence and the name of the employee he/she desires to visit. The Union representative will notify the appropriate supervisor of his/her intent to confer with employees in his/her own work area. In the event the Union representative wishes to visit a work area but not to meet with a Union member, he/she must notify the appropriate supervisor upon arrival.

Section G:

Union representatives who are unit employees will be permitted official time in accordance with this Article to engage in the following labor-management activities.

1. Assist employees in the preparation of grievances, complaints, or appeals;
2. Furnish the employee advice on his/her rights and privileges under this Agreement and applicable laws, rules and regulations;
3. Arrange for witnesses and to obtain other information or assistance relevant to a grievance or appeal;
4. Consult with Management officials or other appropriate District Government officials as provided for mutual cooperation; and,
5. Conduct other legitimate labor-management business as provided for by this Agreement.

Section H:

The Union agrees that grievances should preferably be investigated, received, processed and presented during the first and last hour of the grievant's scheduled tour of duty unless otherwise authorized. The Employer recognizes that this is not always practicable and will not prevent Union representatives from representing employees at other times consistent with the provisions of this Article.

Section I:

The Department agrees that permission for a Union representative to participate in the grievance process will not be unreasonably delayed; however, the Union recognizes that workload and scheduling considerations will not always allow for release of employees from their assignments at the time requested.

Section J:

The Department reserves the right to grant permission for attendance (with no loss of leave) at Union meetings during work hours when such assemblage is in the interest of the Department, provided that release of employees would not unduly interrupt the work force in the judgment of Management.



ARTICLE 6  
DISTRIBUTION OF AGREEMENT AND ORIENTATION OF EMPLOYEES

Section A:

The Department shall print and distribute a copy of this Agreement to each individual in the bargaining unit. The costs associated with the reproduction of this Agreement shall be borne by the Department.

Section B:

When the Department conducts orientation sessions for new employees, thirty (30) minutes shall be allocated to the Union to make a presentation and distribute the Union's membership packet. The Department shall provide each new employee with a copy of this Agreement, the Department's Employee Handbook and other relevant information.

Section C:

The Department shall provide the Union with reasonable written advance notice of the date, time and place of each orientation session.

Section D:

The Department shall list the Union in each publication of its telephone directory.

ARTICLE 7  
UNION SECURITY AND UNION DUES DEDUCTIONS

Section A:

The terms and conditions of this Agreement shall apply to all employees in the bargaining unit without regard to Union membership. Employees covered by this Agreement have the right to join or refrain from joining the Union.

Section B:

The Department agrees to deduct Union dues from each employee's biweekly pay upon authorization on D.C. Form 277. Union dues withholding authorization may be cancelled upon written notification to the Union and the Department thirty (30) days prior to each annual anniversary date (effective date) of this Agreement, regardless of the provisions on the D.C. 277 Form. When Union dues are cancelled, the Department shall withhold a service fee in accordance with Section C of this Article.

Section C:

Because the Union is responsible for representing the interests of all unit employees without discrimination and without regard to Union membership, (except as provided in Section E below), the Department agrees to deduct a service fee from each non-union member's biweekly pay without written authorization. The service fee and/or Union dues withheld shall be transmitted to the Union, minus a collection fee of five cents (\$.05) per deduction per pay period. Upon a showing by the Local Union of sixty percent (60%) of the eligible employees in the bargaining unit for which it has certification are Union members, the Department shall begin withholding, not later than the second pay period after this Agreement becomes effective and the showing of sixty percent (60%) is made, a service fee applicable to all employees in the bargaining unit(s) who are not Union members. The service fee withholding shall continue for the duration of this Agreement. Payment of dues or service fees through wage deductions shall be implemented in accordance with procedures established by the Department and this Article. Employees who enter the bargaining unit where a service fee is in effect shall have the service fee or Union dues withheld by the Department within two (2) pay periods of his/her date of entry on duty or D.C. 277 Form authorization.

Section D:

The service fee applicable to non-union members shall be equal to the biweekly Union membership dues that are attributable to representation.

Section E:

Where a service fee is not in effect, the Union may require that any employee who does not pay dues or a service fee shall pay all reasonable costs incurred by the Union in representing such employee(s) in grievance or adverse action proceedings in accordance with provisions of Title 1, Chapter 6 of the D.C. Code and the Comprehensive Merit Personnel Act (CMPA).

Section F:

Within two (2) pay periods following the submission of an employee's application for membership and dues check-off the Department shall start deducting Union dues from the employee.

Section G:

Within two (2) pay periods following the effective date of an employee's separation from the bargaining unit, the Department shall stop deducting Union dues or service fees from the affected employee.

Section H:

Payment of dues or service fees shall not be a condition of employment.

Section I:

The Department shall be indemnified or otherwise held harmless for any good faith errors or omissions in carrying out the provisions of this Article.

ARTICLE 8  
NON-DISCRIMINATION

Section A:

The Department and the Union agree not to discriminate for or against employees covered by this Agreement on account of membership or non-membership in the Union, or on account of race, color, religion, sex (including sexual harassment), national origin, age, physical handicap, marital status, political affiliation or other criteria prohibited by law. The Department recognizes its responsibility to promote and ensure equal employment for all persons on the basis of merit without discrimination based on race, religion, color, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation and to promote the full realization of EEO through positive programs of affirmative action at every management level within the Department.

Section B:

The Department agrees to provide the Union with copies of the Affirmative Action Plan and furnish each employee with a copy. The EEO complaint regulations and procedures will be published, posted and distributed to each employee as well as be included in the Affirmative Action Plan. The parties agree that EEO complaints shall be processed in accordance with District law, rules and regulations. This does not preclude the non-EEO aspects of mixed grievances (where clear distinction can be made and where such complaints are within the scope of the grievance procedure as defined within this Agreement) from going through the negotiated procedure.

Section C:

The Union recognizes its responsibility as bargaining agent and agrees to represent all employees in the unit without discrimination.

Section D:

Appointment of EEO Counselors is a management responsibility; h

ever; the Department agrees that the Union may submit names of employees to the Department for consideration for appointment to EEO Counselor, using the same criteria as are used for any other nominee. The Union shall be promptly notified in writing of the names and telephone numbers of the EEO Counselors.

Section E:

The names and telephone numbers of the EEO Counselors shall be posted on all bulletin boards in the Department.

Section F:

The Union shall have one (1) member on the Employee's Women's Program Advisory Committee selected by the Union representing a cross section of unit employees. The Union may designate an alternate to serve in the absence of its regular representative.

Section G:

The Department and the Union recognize that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship and adversely affects employee opportunities. All employees must be allowed to work in an environment free from unsolicited and unwelcomed sexual overtures. Sexual harassment is defined in Equal Opportunity rules governing complaints of discrimination in the District of Columbia Government (31 DCR 56):

"Sexual harassment" means unwelcome sexual advance, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting such employee; or (3) such conduct has the purpose of or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment may include, but is not limited to, (a) verbal harassment or abuse, (b) subtle pressure for sexual activity, (c) patting or pinching, (d) brushing against another employee's body, and (e) demands for sexual favors.

Section H:

Through the procedures established for Labor-Management cooperation, each party shall advise the other of equal employment opportunity programs of which they are aware. The Department shall ensure that problems brought to its attention under this Article shall be promptly remedied.

Section I:

In the development and implementation of its affirmative action plan, and in accordance with District laws and regulations, the Department agrees to consider the following:

1. Procedures to allow for the redesigning of jobs to reflect the needs of the Department and the skills of employees;
2. Reasonable accommodations to the religious needs of employees; and
3. Ensuring that discriminatory personnel management policies, procedures, or practices shall be handled in accordance with EEO procedures and statutes.

ARTICLE 9  
DISCIPLINE

Section A:

Disciplinary action(s), including adverse action(s), corrective action(s) and admonishment(s) shall be imposed against a bargaining unit employee only for cause as defined in D.C. Code, §1-617.1(d) (1987 ed.).

Section B:

Employees have the right to contest corrective or adverse actions taken for cause through either Office of Employee Appeals (OEA) or the negotiated grievance procedure. An employee shall elect either of these procedures in writing and the selection once made cannot be changed.

1. Should the employee elect to appeal the action to OEA, such appeal shall be filed in accordance with OEA regulations.
2. Should the employee elect to grieve the action under the negotiated grievance procedure, the grievance must be filed at the appropriate step within twenty (20) work days from the effective date of the action. However, should the employee elect to utilize the negotiated grievance procedure, only the Union may take the appeal of a corrective or adverse action to arbitration.

Section C:

The parties agree to the concept of progressive discipline and in imposing disciplinary actions, the Department shall consider the principles of progressive discipline and shall consider the mitigating factors in accordance with Chapter 16 of the DPM.

Section D:

If the Department has reason to counsel an employee, it shall be done in private so as not to unnecessarily embarrass the employee before other employees or the public.

Section E:

Employees against whom disciplinary action(s) is proposed shall be informed in writing of the right to Union representation. If a supervisor believes that any meeting with an employee could result in disciplinary action, the employee may request to have a Union representative present at said meeting. Such requests shall not be denied.

ARTICLE 10  
GRIEVANCE PROCEDURE

Section A:

The purpose of this Article is to provide a mutually acceptable method for the prompt and equitable settlement of grievances.

Section B:

A grievance is a complaint by a party or parties that:

1. There has been a violation, misapplication or misinterpretation of this Agreement;
2. That there has been a violation or misapplication of appropriate term(s) and condition(s) of the Compensation Agreement for Units 1 and 2; and,
3. There has been a violation or misapplication of any law, rule or regulation which effects a term(s) or condition(s) of employment.

Section C - Presentation of Grievance:

1. This procedure is designed to enable the parties to settle grievances at the lowest possible administrative level.

2. Catagories of Grievance:

- a. Personal: A grievance of a personal nature requires signature of the aggrieved employee at Step 2 even if the grievant is represented by the Union. In the case of an individual grievant proceeding without Union representation, the Union shall be given the opportunity pursuant to advance notification to be present and offer its view at any meeting held to adjust the grievance.

b. Class: A grievance involving all the employees in the bargaining unit must be filed and signed by the Union President directly at Step 4 of the grievance procedure. Grievances so filed will be processed only if the issue raised is common to all unit employees. A class grievance must contain all information specified in Step 2 of the grievance procedure and the Department Head, or his designee shall respond in writing within twenty (20) working days of its receipt.

c. Group: If a grievance involves a group of bargaining unit employees within the Department, the grievance may be filed by the group of employees at the appropriate step of the grievance procedure where resolution is possible.

In the event the group is not represented by the Union, the Union must be given opportunity pursuant to advance notification to be present and offer its view at any meeting held to adjust the grievance.

Section D - Procedure:

a. Step 1: The aggrieved employee, with or without a Union representative, shall orally present and discuss the grievance with the employee's immediate or acting supervisor within twenty (20) work days of the occurrence of the event giving rise to the grievance, or within twenty (20) work days of the employee's or Union's knowledge of such event. The supervisor shall make a decision on the grievance and reply to the employee and his/her representative within ten (10) work days after oral presentation of the grievance.

b. Step 2: If the grievance is not settled, the employee with or without his/her Union representative, shall submit a signed, written grievance to the appropriate management official within ten (10) work days following the supervisor's oral response. The grievance at this and subsequent steps shall contain:

1. Description of the nature of the grievance and the specific provision(s) of the agreement alleged to be violated or the Department rule or regulations;
2. The date(s) on which the alleged violation occurred;
3. A statement of the remedy or adjustment sought;
4. The manner in which the alleged violation occurred;
5. Authorization by the employee if Union representation is desired; and,

6. The signature of the aggrieved employee and the Union representative, if applicable, according to the category of the grievance.

Should the grievance not contain the required information, the grievant shall be so notified in writing and given five (5) work days from receipt of notification to resubmit the grievance. Failure to resubmit the grievance as required within the five (5) days shall void the grievance.

The appropriate Management official shall submit a signed, written response to the grievance, to the employee and his/her Union representative within ten (10) work days of its receipt.

c. Step 3: If the grievance remains unsettled, the grievance shall be submitted to the Administrator/Office Chief within ten (10) days following the appropriate Management Official's response at Step 2. The Administrator/Office Chief shall respond in a signed statement within ten (10) days of receipt of the grievance.

d. Step 4: If the grievance remains unsettled, the employee shall submit the grievance to the Director or his/her designee within ten (10) days following the response of the Administrator/Office Chief in Step 3. The Director or his/her designee shall respond in a signed statement within fifteen (15) days of the receipt of the grievance. The Director or his/her designee and those he/she may further name will meet with the aggrieved person and his/her Union representative in an attempt to settle the grievance.

e. Step 5: If the grievance remains unsettled, the Union, within twenty (20) working days from the receipt of the Director's response shall advise the Director in a signed statement whether the Union intends to request arbitration of the matter on behalf of the employee(s). Only the Union can refer a grievance to arbitration.

#### Section E - Arbitration:

1. Selection of an Arbitrator: Within seven (7) work days from the Department's receipt of the arbitration request, the moving party shall solicit a panel of seven (7) impartial arbitrators from the Federal Mediation and Conciliation Service (FMCS) or the American Arbitration Association (AAA). Upon receipt of the FMCS or AAA panel, the parties shall select a mutually agreeable arbitrator. If the list does not contain a mutually agreeable arbitrator, then each party shall alternately strike names from the panel until one (1) remains.

If, before the selection process begins, either party maintains that the panel of arbitrators is unacceptable, a request for a new panel from FMCS or AAA shall be made. Subsequent requests can be made until the parties receive an acceptable panel.



If either party refuses to participate in the selection of an arbitrator, FMCS or AAA may be requested to appoint one.

2. The Department shall provide the hearing site, which must be agreeable to both parties. If any additional costs are involved, they shall be borne equally by the parties.

3. The arbitrator shall hear and decide only one (1) grievance in each case unless the parties mutually agree to consolidate grievances.

4. The arbitration hearing shall be informal and the rules of evidence shall not strictly apply.

5. The hearing shall not be open to the public or persons not immediately involved.

6. Witnesses shall be sequestered upon request of either party.

7. Either party has the right to record the hearing or to have a verbatim stenographic record made at its own expense. The expense may be shared upon mutual agreement.

8. If the parties fail to agree to a joint submission of the issue for arbitration, each shall submit a separate submission and the arbitrator shall determine the issue or issues to be heard consistent with this Agreement.

9. An individual employee may present a grievance at any time without the intervention of the Union, provided, however, that the Union is afforded an opportunity to be present and to offer its views at any meetings held to adjust the complaint.

10. The arbitrator's award shall be in writing and shall set forth the arbitrator's findings, reasonings and conclusions within thirty (30) days after the conclusion of the hearing or within thirty (30) days after the arbitrator receives the briefs, if filed, whichever is later.

11. The arbitrator shall not have the power to add to, subtract from, or modify the provisions of this Agreement through the award. The arbitrator shall confine his/her award to the issue(s) presented.

12. The arbitrator shall have full authority to award a remedy.

13. The arbitrator's award shall be binding upon both parties during the life of this Agreement.

14. A statement of the arbitrator's fee and expenses shall accompany the award. The fees and expenses of the arbitrator shall be borne equally by the parties. Either party may appeal the arbitrator's award in accordance with applicable law and regulations.

Section F - General:

1. All time limits shall be strictly observed unless the parties mutually agree to extend said time limits.

2. The presentation and discussion of grievances shall be conducted at a time and place which will afford a fair and reasonable opportunity for both parties and their witnesses to attend. Such witness(es) shall be present only for the time necessary for them to present evidence. When discussions and hearings required under this procedure are held during the work hours of the participants, all unit employees entitled to be present shall be excused with pay for that purpose. An employee whose tour of duty is other than the administrative work week shall have his/her tour adjusted to be placed in a duty status for any hearing at which they are called as witness.

3. If either party considers a grievance to be either substantively or procedurally non-grievable or non-arbitrable, that party shall so notify the other party prior to the date of the hearing.

4. Disputes of procedural grievability or arbitrability shall be referred to arbitration as a threshold issue.

5. No complaint shall be entertained as a grievance unless it is raised within fifteen (15) working days of the occurrence of the event giving rise to the grievance, or within fifteen (15) days of the employee's knowledge of the occurrence of the event giving rise to the grievance.

6. Any grievance not advanced to the next step by the employee or the Union representative within the time limit specified in that step shall be deemed abandoned. If the Department does not respond within the time limit specified in each step, the employee may invoke the next step, treating the lack of response as a denial of the grievance.

ARTICLE 11  
LABOR-MANAGEMENT COOPERATION

Section A:

The Department and the Union shall establish a joint labor-management committee that will meet on a monthly basis. The agenda for the scheduled meeting shall be exchanged at least five (5) work days prior to the meeting. If unusual circumstances or timeliness of events do not allow particular discussion items to be included on the agenda submitted in advance of the meeting, the Department or the Union may nevertheless present those discussion items at the scheduled meeting, and the issues thus presented may either be discussed by both parties or tabled for later discussion by either

party. Labor-Management meetings shall be held with the Director of the Department or his/her designee.

Section B:

The Labor-Management Committee shall consist of five (5) members representing the Union and five (5) members representing Management. It shall be the function of this Labor-Management Committee to discuss different points of view and exchange views on working conditions, terms of employment, matters of common interest or other matters which either party believes will contribute to improvement of the relations between them within the framework of this Agreement. It is understood that appeals, grievances or problems of individual employees shall not be subject of discussion at these meetings, nor shall the meeting be for any other purpose which will modify, add to or detract from the provisions of this Agreement. Other meetings of the committee may be scheduled as the need arises upon the request of either party at times mutually agreed upon.

Section C:

The standing members of the Labor-Management Committee appointed by the Union shall be granted official time to attend the above conferences when the conferences occur during the regular working hours of the employees. Except in the case of emergency, the Union shall notify the Department at least three (3) days in advance of any scheduled meeting if an alternate(s) will attend in the absence of the appointed member(s).

Section D:

Each party may have other officials who are not employees of the Department attend the meeting. However, such representatives shall not exceed two (2), unless otherwise mutually agreed upon.

Section E:

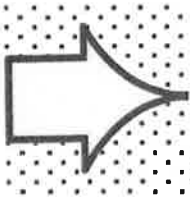
A brief summary of the matters discussed and any understandings reached at all meetings as well as the position taken by the parties in a disagreement will be prepared and initialed by both parties.

ARTICLE 12  
EMPLOYEE LISTS AND INFORMATION

Section A:

The Department will provide the Union with a list of bargaining unit employees covered by this Agreement quarterly. The employee list shall include:

1. Name
2. Job Title



3. Grade
4. Date of employment with the Department
5. Names of employees transferred or separated from the Department
6. Not to exceed dates for term employees

Section B:

The Department telephone directory will be provided to the Union President or Chief Shop Steward when published and updated.

Section C:

The Union shall also be provided the following information:

1. EEO Reports, as they are printed; and,
2. Merit staffing vacancy announcements as they are posted.

Section D:

Management agrees to provide the Union with a copy of updates and changes to the Comprehensive Merit Personnel Act (CMPA), the District Personnel Manual (DPM), and all written Department administrative issues which affect working conditions of bargaining unit employees as they are issued.

Section E:

The Department will notify the Union of reorganization/realignment plans within the Department prior to implementation.

Section F:

Within thirty (30) days after the effective date of this Agreement, the Department shall provide the Union with an approved, standardized copy of the position description for each job category in the bargaining unit.

ARTICLE 13  
FACILITIES AND SERVICES

Section A:

The Department agrees to the use of facilities for meeting purposes for the Union subject to the following conditions:

1. Meetings will be held before the start of business, during lunch periods and after the close of business.

2. The use of facilities will not involve any additional expense to the District Government other than the normal expenses which are incurred for items such as heating and lighting.

3. The Union will request in writing the use of D.C. Government facilities for the purpose of Union meetings no later than two (2) working days in advance of requested meeting date. The Department will reply within two (2) days of initial request.

4. The Union recognizes its responsibility in using District facilities to observe all applicable security and public safety regulations and to conduct its meetings in a orderly manner so as not to interfere with normal work operations, and assumes responsibility for all damages to District property occasioned by its use. The Union agrees to leave the facility in a clean and neat condition.

#### ARTICLE 14 BULLETIN BOARDS

##### Section A:

The Employer agrees to provide space on designated bulletin boards in appropriate work areas.

##### Section B:

Union representatives will be responsible for the posting of materials. Posted materials will not contain statements which reflect on or attack the integrity or motives of individuals, the Department of Consumer and Regulatory Affairs, or other agencies of the District Government. Posted material will clearly identify the Union official responsible for its content.

##### Section C:

1. The Employer agrees to notify the President of the Union or his/her designee upon determination that posted materials violate Section B above.

2. The Union agrees to remove any such material in violation of Section B.

##### Section D:

The Employer reserves the right to remove materials from Bulletin Boards deemed in violation of Section B above, if the Union does not comply with the Employer's request.

ARTICLE 15  
SAFETY AND HEALTH

Section A:

The Employer shall provide safe and healthy working conditions in accordance with Title XX of the CMPA and all applicable laws and regulations. In the event an employee believes a working condition to be unsafe, he/she shall report the condition to his/her immediate supervisor who shall investigate the matter immediately and take appropriate action.

Section B:

The Department shall make available training, at no expense to the employee, in cardiopulmonary resuscitation (CPR) and first aid. The Department shall provide first aid kits for each administration. The names, work telephone numbers and work locations of all employees trained in CPR techniques and first aid shall be provided to the Union and included in the Department's telephone book. In addition, the Department shall provide one (1) first aid kit for each outside property. The Department and the employees will cooperate in ensuring that all first aid kits are maintained. The Department agrees to contact emergency medical services when appropriate.

Section C:

The Department agrees to maintain the work place and its equipment in good condition. Deficiencies in this area shall be discussed and corrected. Shower rooms and related facilities shall be repaired and maintained in good condition.

The Union and the Department shall make every effort to prevent accidents of any kind. As promptly as the situation allows, accidents are to be reported to the supervisor by the injured employee and/or his/her co-workers. The supervisor must report injuries to the Safety Officer.

Section D:

In the event of excessive temperature or equipment failure, non-essential employees may be reassigned or released in accordance with the District Personnel Manual, Chapter 12.

Section E:

Employees shall promptly report to Management all deficiencies in maintenance of vehicles for corrective action. The Department agrees to present vehicles of D.C. Safety Inspection at the prescribed time(s).

Section F:

When the Department is aware of a workplace inspection or investigation that is conducted by a Department safety representative or by an outside agency, such as OSHA or NIOSH, in response to a complaint by the Union, the Union may be given the opportunity to participate. During the course of any such inspection or investigation any employee may bring to the attention of the inspector any unsafe or unhealthy working condition.

Section G:

Employees shall be protected against penalty or reprisal for reporting any unsafe or unhealthy working condition or practice, assisting in the investigation of such conditions, or for participating in any occupational safety and health program and activities.

Section H:

The Department shall prepare and post instructions to evacuate the building at 614 H Street, N.W. or any other worksite of DCRA in case of emergency.

Section I:

The Department agrees to take necessary steps to ensure the safety of employees who are required to work alone. The Department agrees to immediately implement all present security/safety measures affecting these employees and to ensure that these procedures are known and carried out by all employees. Where necessary, the Department agrees to revise and/or implement security/safety measures for the protection of employees. A continuous review of security/safety measures shall be the joint responsibility of Management and the Union.

Section J:

The Department shall acquire, maintain and require employees to use safety/protective equipment to protect them from hazardous conditions encountered during the performance of official duties.

The Union may recommend new protective clothing and equipment and modifications to existing equipment for consideration by the Department. The Union shall be consulted prior to purchase of major new equipment and/or devices impacting upon working conditions and/or personnel.

The Union agrees to promote and encourage employees to follow safety procedures.

Section K:

The Department agrees to provide to potentially exposed employees and the Union, all information available to the Department con-

cerning hazardous substances. A listing of all chemicals used by the Agency along with their generic names shall be provided annually to the Union. Such listing shall indicate chemical use by work area. Within budgetary limitation, emergency shower facilities shall be provided at locations where employees are required to be exposed to hazardous substances.

Section L - Safety Committee:

A safety committee of three (3) representatives from the Union and three (3) representatives from Management, one of whom shall be the Department's Safety Officer, will be established in the Department. One (1) Union and one (1) Management representative shall serve as co-chairpersons. The Committee shall:

1. Meet once a month, or at the call of either co-chairperson, to review special conditions which may develop.
2. Conduct safety surveys and inspections and make joint recommendations to the appropriate administrator, through the Safety Officer.
3. Seek resources and coordinate the development and conduct of appropriate health and safety training programs. All training must be coordinated with the Office of Administration and Management.
4. Consult with, and render assistance to the Department Safety Officer upon request.

Section M:

The Department is responsible for providing injured employees with information regarding proper accident reporting forms.

Section N:

The safety officer shall provide the Union a copy of the monthly report of on-the-job injuries, submitted to the Department of Employment Services, Office of Occupational Safety and Health. The Safety Officer shall promptly notify the Union in the event of an on-the-job death.

Section O:

Within space limitations, the Department agrees to provide an employee lunchroom at the main offices of DCRA which may be used by employees during their lunch period. If this is not possible, and at other Department facilities, Management shall attempt to identify space in which employees may eat lunch.



Section P:

The Department and the Union mutually recognize the need for protection of employees from assault and intimidation at the workplace and will work cooperatively to obtain appropriate protective measures.

Section Q:

An employee may be accompanied by a Union representative at any meeting regarding a fitness-for-duty examination.

ARTICLE 16  
ENVIRONMENTAL DIFFERENTIAL

The Union may submit to the Department a list of positions which it has determined to be eligible for an environmental differential. The Department shall submit this list, along with the necessary supporting information, to the D.C. Office of Personnel for approval or disapproval. Personnel's decision will be made available to the Union.

ARTICLE 17  
REASSIGNMENTS

Section A:

If any employee is to be reassigned, he/she will be given advance notice of the reassignment including an explanation related thereto. If reassignment involves a relocation to a different facility or building, five (5) working days notice will be given. Any notification of reassignment will be accompanied by a request for personnel action.

Section B:

In no instance will reassignment or transfer from the bargaining unit be used as a means of punishment or retaliation.

Section C:

In the event a reassignment of a Union Steward, Chief Steward or President is planned, the Union President will be given fifteen (15) working days written notice regarding such anticipated reassignment.

Section D:

Employees requesting reassignment or transfer within the same organizational unit or to other organizational units shall submit a request in writing inclusive of the supportive reasons to their

immediate supervisor. If denied by the immediate supervisor, the request may be appealed through the appropriate levels of supervision up to the Director. Response to the request shall be issued at each level within a reasonable period of time.

ARTICLE 18  
HOURS OF WORK/OVERTIME ADMINISTRATION

Section A:

To the extent possible employees shall be notified five (5) work days in advance of any permanent change in their scheduled tour of duty.

Section B:

The use of compensatory time shall be governed by the provisions of the Compensation Units 1 and 2 Agreement.

Section C:

Overtime assignments shall be distributed equitably among volunteers from the work unit in which the overtime work is to be performed. If there are not enough volunteers, Management shall distribute the remaining overtime assignments equitably among qualified employees. An employee assigned to work overtime may be excused at the supervisor's discretion if he/she has a valid reason. Each such situation shall be considered on its merits.

Section D:

The Department shall make every effort to notify employees in advance when overtime work will be required. When a supervisor requests or directs an employee to perform overtime work the supervisor shall make every reasonable effort to give the employee a written statement that the overtime work has been authorized by the Director.

Section E:

The Department shall properly record on time and attendance forms overtime hours worked, and shall process the forms so that the employee(s) may be paid no later than the first pay period following the one in which the work was performed.

ARTICLE 19  
USE OF PRIVATE VEHICLES

Section A:

Employees using their personal vehicles in the performance of

their duties shall be reimbursed at the rate established between the Employer and the Union in accordance with Compensation Agreement for Units 1 and 2.

Section B:

Employees required to travel without the use of private vehicles shall receive adequate public transportation allowance, consistent with District and Department rules and regulations.

Section C:

An employee whose vehicle is rendered inoperable during the course of official duties will be granted reasonable time, upon notification to the supervisor as is practicable, to make a minor repair or get the vehicle to a garage and return to the Office.

Section D:

It is understood by the parties that employees using private vehicles in the performance of their official duties may receive parking violations. The Employer will make available to employees information concerning the proper procedures for, and the Department's role in, the adjudication of parking violations received during the performance of their official duties.

ARTICLE 20  
CONSULTATION AND COUNSELING

Section A:

The parties recognize that alcoholism, drug abuse and emotional disorders are illnesses that can interfere with job performance. As such the Department shall make substantial efforts in accordance with the District EAP Program to assist bargaining unit employees, suffering from these illnesses, to recover.

Section B:

When a bargaining unit employee's excessive absenteeism or performance deficiencies are suspected to be due to alcoholism, drug abuse or an emotional disorder, the Department shall refer the employee, in writing, to a counseling or treatment program. If the employee accepts the Department's referral and participates in the counseling or treatment program, the Department must give the employee a reasonable period of time after completion of the treatment program to recover and to improve his/her performance and/or attendance.

Section C:

If the employee refuses to seek counseling and/or there is not an adequate improvement in work performance and/or attendance, as determined by the supervisor, disciplinary action or appropriate administrative action shall be initiated as warranted. Employees accepting direct referral will be provided reasonable time prior to adverse action being taken to improve work performance and/or attendance record provided however, that employees adhere to the requirements of the employee consultation and counseling service and the employee's work performance satisfactorily improves.

Section D:

The Employer will post a notice on bulletin boards describing the consultation and counseling service.

Section E:

The Department shall grant excused leave in accordance with the DPM (i.e. Annual Leave, Sick Leave or Leave Without Pay) to an employee suffering from alcoholism, drug abuse or an emotional disorder for the time he/she participates in a counseling or treatment program. Such leave must be requested in advance and scheduled so as not to unduly interfere with the work of the Department.

Section F:

The Department shall give written referrals to the D.C. Employee Consultation and Counseling Service to an employee who is experiencing other personal problems which are causing an adverse affect on his/her job performance and/or attendance.

If the employee accepts the Department's referral and participates in the Service, the Department shall give the employee a reasonable opportunity to improve his/her performance and/or attendance. If the employee's performance and/or attendance does not improve, the Department may initiate disciplinary action against the employee for cause in accordance with Article 9 of this Agreement and applicable D.C. laws and regulations.

Section G:

With respect to any programs or services attended by employees pursuant to this Article, the release of information and records to any supervisor or to the Department shall be done in accordance with District Personnel regulations.

ARTICLE 21  
TRAINING, CAREER DEVELOPMENT, AND UPWARD MOBILITY

Section A:

Consistent with employee development and affirmative action

program guides, it is the Department's intention to provide training and career development opportunities for bargaining unit employees for the purpose of developing and maintaining their skills so that they may perform at their highest possible levels in their positions and advance in accordance with individual potential and abilities.

Section B:

1. The Department will offer to assist employees in implementing individual career development plans by providing easy access to information on training opportunities, publicizing current training programs. The Department will inform employees of the time or financial assistance the Employer may be able to provide.

2. The Department shall post a list of training programs offered by or through the Department.

3. Employees shall be given reasonable opportunities to discuss training needs and/or opportunities with their supervisors and/or other Department or Personnel Officials.

Section C:

A record of satisfactorily completed training courses may be filed by each employee in their Official Personnel File.

Section D:

The parties recognize the importance of career development, training and upward mobility. The Labor-Management Committee established in this Agreement shall on a periodic basis perform the following functions:

a. review existing policies and practices, with respect to training and career development and recommend changes in existing programs;

b. recommend the adoption of new programs, policies and practices;

c. review and offer comments on programs proposed by the Department; and

The Labor-Management Committee may, if it deems necessary, establish a subcommittee to deal with these issues.

Recommendations submitted to the Director by the Committee shall be given careful consideration and the Committee shall be informed within a reasonable period of time of the status of its recommendations.

ARTICLE 22  
PERFORMANCE EVALUATION

The parties agree that a performance rating plan has not been established as provided in Section 1401 of the Comprehensive Merit Personnel Act. The present system used to evaluate performance will continue to be used until such time as the performance rating plan prescribed in Title 14 of the CMPA is established after negotiation with the Union.

ARTICLE 23  
PERSONNEL FILES

Section A:

The Official Personnel File of all employees in the bargaining unit covered by this Agreement shall be maintained by the Office of Personnel.

Section B:

An employee shall have the right to review his/her Official Personnel File and upon request, inspect and make copies of any document appearing in his/her Official Personnel File.

Section C:

Upon presentation of written authorization signed by an employee, the Union representative may examine the employee's Official Personnel File and request that copies be made of materials contained therein, in accordance with D.C. Personnel rules and regulations.

Section D:

The Department shall keep all arrests from the Metropolitan Police Department, fingerprint records and other confidential reports in a confidential file apart from the Official Personnel folder. No person shall have access to the confidential file without authorization from the Director of Personnel.

Section E:

Each employee shall have the right to present information immediately germane to any information contained in his/her Official Personnel File and have, in accordance with D.C. Personnel rules and regulations, irrelevant or untimely information removed from the record.

Section F:

The access card signed by all those who have requested and have been given access to the employee's file, as required by personnel

regulations and procedures, shall be made available for review by the employee.

**ARTICLE 24**  
**MERIT STAFFING**

**Section A:**

1. The Department shall ensure that merit promotion principles are applied in a consistent and equitable manner to all applicants in bargaining unit positions.
2. All selections shall be based on objective, job-related selection criteria and shall be made without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, political affiliation or Union activity.

**Section B:**

All positions within the bargaining unit shall be filled in accordance with the District's Merit Staffing Plan.

**Section C:**

The Department agrees that vacancy announcements shall be posted in accordance with Personnel regulations for a period of at least ten (10) work days prior to the expiration date throughout the Department. Such announcements shall provide a synopsis of duties to be performed, qualifications required, any special knowledge, skills or ability that will be given consideration. The Union president or designee shall be furnished a copy of all vacancy announcements, cancellations, corrections or amendments.

**Section D:**

A review of an applicant's minimum qualifications shall be made by a representative of the D.C. Office of Personnel (DCOP). An applicant in the bargaining unit who is rated ineligible shall be notified by DCOP in writing. Redress, if any, shall be in accordance with the District's Merit Staffing Plan.

**Section E:**

If the selecting official interviews one (1) candidate, he/she shall interview all candidates in accordance with the District Personnel Manual. Interviews must be job-related, reasonably consistent, and fair to all candidates, consistent with D.C. laws and regulations.

ARTICLE 25  
DETAILS AND TEMPORARY PROMOTIONS

Section A. - Details:

1. A detail is the temporary official assignment of an employee to a different position for a specific time period with the employee returning to his/her regular duties at the end of the detail. The employee on detail shall at all times be considered the incumbent of his/her regular position.
2. Details shall be made in accordance with personnel regulations and will be used for meeting temporary needs of the Employer's work program and for on-the-job training. Details may be appropriately used to meet emergencies occasioned by abnormal work loads, changes in mission or organization, unanticipated absence, or to complete special projects.
3. When an employee is detailed to a higher graded position for more than ninety (90) days, he/she receive the higher rate of pay as acting pay, effective the pay period which begins on or after the ninety-first (91st) day.
4. For details in excess of thirty (30) days, the detail shall be documented, a copy given to the employee and a copy made a part of the employee's official personnel file.
5. For details in excess of ninety (90) days, the employee's performance in the position to which he/she has been detailed shall be evaluated (including a rating) by the detail supervisor; the detail evaluation shall be included in the employee's official personnel file.

Section B. - Temporary Promotions:

1. A career employee may be given a temporary promotion to meet a temporary need. At the end of the specified period of time, the employee shall be returned to the same or comparable position from which the employee was temporarily promoted.
2. A temporary promotion of 120 days or less may be made without regard to merit promotion requirements.
3. A temporary promotion exceeding 120 days shall be made in accordance with merit promotion procedures.



ARTICLE 26  
POSITION CLASSIFICATION

Section A:

Each position covered in the bargaining unit that is in existence or is established or changed must be accurately described in writing, and classified to the proper occupational title, series, schedule and grade.

Section B:

Employees shall be furnished a current, accurate, approved copy of the description of the position to which assigned at the time of the assignment, or upon request. Employees detailed or reassigned to established positions shall be given position descriptions at the time of assignment. Employees detailed to a unestablished position shall be furnished with statements of duties at the time of assignment to the detail.

Section C:

The position description shall be kept current and accurate. Changes to a position shall be incorporated in the position description to assure that the position is correctly classified/graded to the proper title, series, schedule and grade.

Section D:

Where language such as "other duties as assigned" or "performs other duties as assigned" appears in an employee's official position description, the clause shall mean those duties which must be performed and must be directly related to those duties listed in the employee's position description.

Section E:

The parties agree that the principle of equal pay for substantially equal work shall be applied to all position classifications and personnel actions in accordance with the D.C. Code.

Section F:

An employee, upon request, shall have access to organizational and functional charts, and other pertinent information directly related to the classification of his/her position.

Section G:

Violations of classification issues/equal pay for equal work shall be appealed through the procedures outlined in the District Personnel Manual.

ARTICLE 27  
REDUCTION-IN-FORCE

Section A:

The Department agrees to provide the Union with at least thirty (30) days notice prior to formal notification to employees of a proposed reduction-in-force due to reorganization or technological changes which may result in a reduction-in-force of employees in the bargaining unit. The Department further agrees to investigate alternatives for minimizing the effect on employees through reassignment, retraining, or job restructuring, restricting recruitment and other appropriate means to avoid separation of employees in full compliance with applicable laws and regulations.

Priority reemployment rights will be afforded to employees separated through reduction-in-force prior to filling vacant positions of the same or similar job classifications (except when the agency fills positions through in-service placement action) in accordance with District's reduction-in-force procedures.

Section B:

The Department shall implement all reduction-in-force in accordance with Title 1, Chapter 6, Subchapter XXV of the D.C. Code (1987 ed.) and Chapter 24 of the D.C. Personnel Regulations published in the D.C. Register.

Section C:

The Department shall implement the provisions of the Compensation Agreement for Compensation Units 1 and 2 concerning layoffs and furloughs.

ARTICLE 28  
CONTRACTING OUT

It is recognized that contracting out of work that is normally performed by employees covered by this Agreement is a mutual concern to the Department and the Union. The Department agrees to consult with the Union regarding the impact of such contracting out on employees covered by this Agreement. The Department agrees to abide by appropriate District rules and regulations regarding contracting out.

When there will be adverse impact to bargaining unit employees, the Employer shall consult with the Union ninety (90) days prior to final action, except in emergencies. The Union shall have full opportunity to make its recommendations known to the Employer who will duly consider the Union's positions and give reasons in writing to the Union for any contracting out action.

ARTICLE 29  
LEAVE ADMINISTRATION

Section A. - Maternity:

Absence for maternity reasons is a period of approved absence for incapacitation related to pregnancy and confinement.

The granting of leave for this purpose is a combination of leave without pay, accumulated sick leave and annual leave. A pregnant employee is entitled to use her accumulated sick leave for the period she is unable to work for medical reasons certified by a physician.

The employee is required to make known to her supervisor in advance her intent to request leave for maternity reasons, including the type of leave, approximate dates, and anticipated duration to allow the Department to arrange for any staffing adjustments which might be necessary.

Section B. - Paternity Leave:

A male employee may be granted accumulated annual leave, leave without pay or a combination of both, for purposes of assisting or caring for his minor children or the mother of his newborn child while she is incapacitated for maternity reasons.

Section C. - Leave for Adoptive Parents:

Request for leave by an employee, male or female, adopting a child may be granted his/her accumulated annual leave, leave without pay or a combination of both.

Section D:

Leave for maternity or paternity purposes may be granted for a period of up to three (3) months and may be extended to a maximum of six (6) months. The total amount of leave that can be granted for parenting reasons, consistent with this paragraph cannot exceed one (1) year.

Section E:

An employee will remain in the position or be placed in a position of like seniority, status and pay, upon return to work unless termination is otherwise required by expiration of appointment, by reduction-in-force, for cause, or for similar reasons unrelated to the maternity absence.

Section F:

Approval of leave shall be in accordance with District policies and regulations.

Section G. - Union Business Leave:

Employees elected to any Union office or selected to perform work which takes them from their employer shall submit a written request for a Leave of Absence Without Pay. A request for a leave of absence shall be submitted two (2) weeks in advance. Such requests shall contain justification and dates of commencement and termination of such leave. The Employer agrees that the initial request for a leave of absence shall not exceed one (1) year.

The Employer shall have the right to grant or deny such requests. If granted, the initial leave of absence shall not exceed one (1) year and the employee benefit costs during that period will not be borne by the District government.

Section H. - Education and Training Leave:

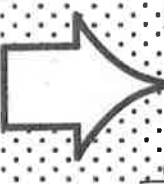
An employee may be granted a leave of absence without pay for up to one (1) year for educational or professional purposes. Such request must be submitted at least six (6) weeks in advance. The continuation of benefits shall be consistent with District's regulations and policies.

Section I. - Military and Reserve Component:

The parties agree that this section is placed in the Agreement for information purposes only and does not constitute as having negotiated this term. If there is a conflict between District policy and regulations regarding military and reserve components as stated herein, District policy and regulations shall prevail.

Members of the reserve components of the Armed Forces are entitled to leave with pay for a maximum of fifteen (15) calendar days in a calendar year upon submission of proper orders.

Members of the D.C. National Guard are entitled to unlimited military leave without loss of pay for all days of service for any parade or encampment which the D.C. National Guard, or any portion thereof, may be ordered to perform by the Commanding General, but does not include time spent on weekly drills and meetings of the D.C. National Guard. Notwithstanding the above, additional military leave with pay will be granted to members of the reserve component of the armed forces of the National Guard for the purpose of providing military aid to enforce law for a period not to exceed twenty-two (22) work days in a calendar year.

HERE  Section J. - Call-In-Time:

Request for leave for illness or emergencies are required at least one (1) hour prior to or within the first hour of the scheduled tour of duty. All requests shall be called in to the employee's immediate supervisor. If the immediate supervisor is not on duty, or cannot be reached, the employee should call the next designated supervisor or manager's office. The supervisor receiving the call shall convey the request to the proper supervisor.

Section K. - Leave for Death in the Family:

In the event of a death in an employee's immediate family (grandparents, parents, spouse, children, brother or sister, mother or father-in-law, brother or sister-in-law, son or daughter-in-law) every effort will be made to grant the employee's request for annual leave or leave without pay.

ARTICLE 30  
GENERAL PROVISIONS

Section A. - Distribution of Health Benefit Plan Brochures:

The Department through the Servicing Personnel Office #2 agrees to distribute the AFGE Health Benefit Plan Brochure to all eligible unit employees upon their entrance on duty and during open health enrollment periods, provided such brochures are made available to the Department by the Union.

Section B. - Receipt of Biweekly Pay Checks:

All employees shall receive biweekly paychecks as soon as they are sorted and distributed to the various work locations. The Department shall distribute checks once they are processed.

ARTICLE 31  
NO STRIKE OR LOCKOUT

Section A:

Under the provisions of Section 1705 of D.C. Law 2-139, it is unlawful to participate in, authorize or ratify a strike.

Section B:

The term strike as used herein means a concerted refusal to perform duties or any unauthorized concerted work stoppage or slowdown.

Section C:

No lockout of employees shall be instituted by the Employer during the term of this Agreement, except that the Department in a strike situation retains the right to close down any facilities and provide for the safety of employees, equipment or the public.

ARTICLE 32  
SAVING CLAUSE

In the event any Article, Section or portion of the Agreement should be held invalid and unenforceable by any Court or higher authority of competent jurisdiction, such decision shall apply only to the specified Article, Section or portion thereof specified in the decision; and upon issuance of such a decision, either party may demand immediate negotiation for a substitute for the invalidated Article, Section, or portion thereof.

ARTICLE 33  
DURATION AND FINALITY OF AGREEMENT

Section A:

This Agreement shall remain in full force and effect until September 30, 1990. The Agreement will become effective upon the Mayor's approval subject to the provisions of D.C. Code §1-618.15 (1981 ed.) and ratification by the Union. If disapproved because certain provisions are asserted to be contrary to applicable law or if not ratified by the Union the parties shall meet within thirty (30) days to negotiate a legally constituted replacement provision or the offensive provision shall be deleted.

Section B:

The parties acknowledge that this contract represents the complete Agreement arrived at as a result of negotiations during which both had the unlimited right and opportunity to make demands and proposals with respect to any negotiable subject or matter. The Employer and the Union agree to waive the right to negotiate with respect to any subject or matter referred to or covered or not specifically referred to or covered in this Agreement for the duration of this contract, unless by mutual consent or as provided in this Agreement.

Section C:

In the event that a state of civil emergency is declared by the Mayor (civil disorders, nature disasters, etc.) the provisions of this Agreement may be suspended by the Mayor during the time of emergency.

Section D:

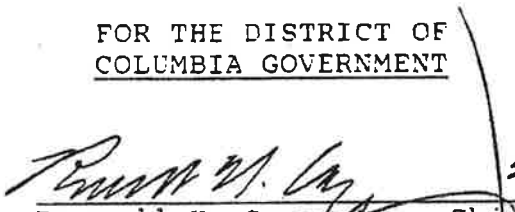
This Agreement shall remain in effect until September 30, 1990 in accordance with Section A of this Article, and will be automatically renewed for three (3) year periods thereafter unless either party gives to the the other party written notice of intention to terminate or modify the Agreement no later than May 4, 1990.

Section E:

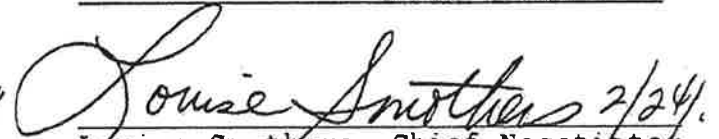
All terms and conditions of employment not covered by the terms of this Agreement shall continue to be subject to the Employer's direction and control provided, however, that if the Employer desires to institute a major change that has a significant impact upon the term(s) or condition(s) of employment of the entire bargaining unit or any group of bargaining unit employees the Employer shall provide the Union with advance notice and upon written request of the Union the parties shall promptly negotiate the impact of such change.

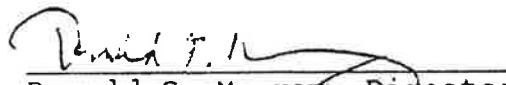
IN WITNESS THEREOF, the parties hereto have entered into this Agreement on this 24th day of February, 1989.

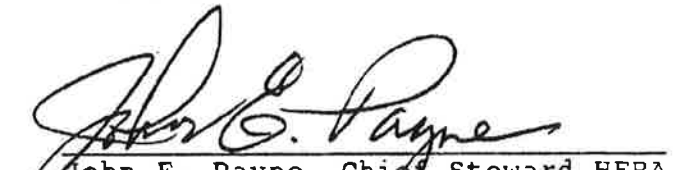
FOR THE DISTRICT OF  
COLUMBIA GOVERNMENT


  
Russell U. Carpenter, Chief  
Negotiator, D.C. Office of  
Labor Relations and Collective  
Bargaining


FOR THE AMERICAN FEDERATION OF  
GOVERNMENT EMPLOYEES, LOCAL 2725

  
Louise Smothers, Chief Negotiator,  
President, American Federation of  
Employees, Local 2725

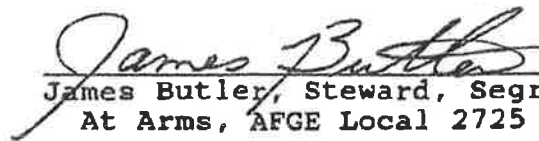
  
Donald G. Murray, Director  
Department of Consumer and  
Regulatory Affairs

  
John E. Payne, Chief Steward HERA  
AFGE Local 2725

  
Valerie A. Lemmie, Deputy  
Director, Department of  
Consumer and Regulatory  
Affairs

  
Kofi Boakye, Steward ELRA,  
AFGE Local 2725

  
Michael Fonseca, Esq., Program  
Manager, Department of Consumer  
and Regulatory Affairs

  
James Butler, Steward, Sergeant  
At Arms, AFGE Local 2725

Dorothy M. Martin, Steward, AFGE  
Local 2725

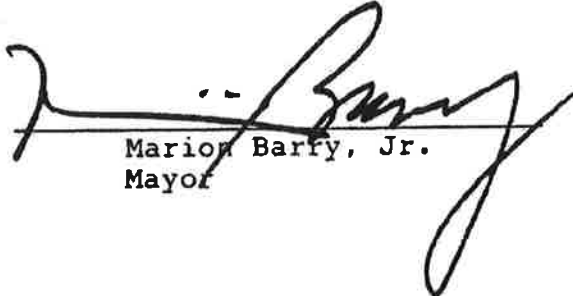
Ironia Broyles, Member of Contract  
Committee, AFGE Local 2725

  
Terrie Bjørklund, Attorney to AFO  
Local 2725



APPROVAL

This Collective Bargaining Agreement between the District of Columbia Government and the American Federation of Government Employees, Local 2725 dated February 24, 1989 has been reviewed in accordance with Section 1715(a) of the District of Columbia Comprehensive Merit Personnel Act of 1978 (D.C. Code, Section 1-618.15(a), (1987 Repl.)), and is hereby approved this 10th day of April, 1989.

  
\_\_\_\_\_  
Marion Barry, Jr.  
Mayor