

## **BARGAINING UNIT REPRESENTATION AT A FORMAL MEETING**

**O-1. DETERMINATION OF A FORMAL DISCUSSION.** Exclusive labor organizations are entitled to send a representative to any meeting between management and bargaining unit members when a change in policy, a change in working conditions is contemplated or resolution of a grievance is being formally discussed. Before holding a meeting, determine if it is a formal discussion requiring an invitation to the exclusive bargaining unit for a representative to attend.

- The formal discussion is between one or more management representatives of the agency AND one or more bargaining unit employees or their representatives,

**AND**

- The discussion will concern a grievance of a bargaining unit employee, or—
- The discussion will concern any personnel policy, practice, or matter affecting working conditions of bargaining unit employees.

### **O-2. DISCHARGING THE OBLIGATION.**

Federal law (5 USC 7114(a)(2)(A)) requires that management allow the exclusively recognized union to be represented by:

- Notifying the labor organization reasonably in advance of the meeting, giving the LO time, date, place, and general subject of the discussion, AND
- If a union representative attends, allow the representative to ask relevant questions and make relevant comments on behalf of the bargaining unit.