

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



**Official Time Usage in the
Federal Government
Fiscal Year 2009
Survey Responses**

May 2011

a New Day for Federal Service

Introduction

The Civil Service Reform Act of 1978 includes the following Congressional finding:

(a) The Congress finds that--

(1) experience in both private and public employment indicates that the statutory protection of the right of employees to organize, bargain collectively, and participate through labor organizations of their own choosing in decisions which affect them—

(A) safeguards the public interest,

(B) contributes to the effective conduct of public business, and

(C) facilitates and encourages the amicable settlements of disputes between employees and their employers involving conditions of employment; and

(2) the public interest demands the highest standards of employee performance and the continued development and implementation of modern and progressive work practices to facilitate and improve employee performance and the efficient accomplishment of the operations of the Government.

Therefore, labor organizations and collective bargaining in the civil service are in the public interest.

5 U.S.C. 7101(a) (emphasis supplied).

President Obama reinforced this Congressional finding through issuance of Executive Order 13522, “Creating Labor-Management Forums to Improve Delivery of Government Services.” The order recognizes that “Federal employees and their union representatives are an essential source of front-line ideas and information about the realities of delivering Government services to the American people.” Moreover, in addition to promoting satisfactory labor relations, the President noted that “[a] non-adversarial forum for managers, employees, and employees’ union representatives to discuss Government operations will ... improve the productivity and effectiveness of the Federal Government.”

The role of unions in the Federal sector is significantly different than it is in the private sector. Indeed, the CSRA establishes a collective bargaining system that is tailored to the unique concerns of the Federal Government, carefully balancing the interests of the public, agency management, and employees. Thus, Federal employees are prohibited by law from striking. See 5 U.S.C. 7116(b)(7). Many of the terms and conditions of employment of a Federal employee (including pay and benefits for most employees) are set by law and not subject to bargaining. Others are taken off the bargaining table by a broad management rights provision. See 5 U.S.C. 7106(a). Finally, Federal sector unions must represent all employees in a bargaining unit, regardless of whether the employee is a dues-paying member of the union or not. See 5 U.S.C. 7114(a)(1). Membership in labor unions is therefore totally voluntary for Federal employees and, as a result, there are fewer incentives for Federal employees to join and pay union dues

than there are for private sector and many state and local government employees. This voluntary membership in Federal sector unions results in considerable reliance by unions on the volunteer work of bargaining unit employees, rather than paid union business agents, to represent the union in representational matters such as collective bargaining and grievances.

"Official time," authorized by 5 U.S.C. 7131, is a core component of the Federal government's carefully crafted collective bargaining system. Official time is time spent by Federal employees performing representational work for a bargaining unit in lieu of their regularly assigned work. It allows unions to satisfy their duty of fair representation to members and non-members alike.

Official time is available for representational tasks only. It is therefore not available:

- for conducting internal union business (such as union elections or conventions);
- to pursue lawsuits against the Federal government; or
- for any other purpose not tied directly to representation of bargaining unit employees in matters concerning conditions of employment.

Rather, union representatives use official time in the service of bargaining unit members, including

- to participate in labor-management workgroups;
- to represent bargaining unit employees in meetings;
- to facilitate implementation of new workplace initiatives;
- to assist the agency in communicating important information about workplace matters to employees;
- to negotiate contracts and other collective bargaining agreements; and
- to represent employees in grievances and disciplinary actions.

Official Time Statistics for 2009

OPM has produced reports on official time usage since 2002. Though there are no legal or regulatory requirements to publish any official time data, OPM chose to issue the call and guidance for reporting Fiscal Year (FY) 2009 official time data in an October 26, 2010 memorandum to Federal departments and agencies. Annual reporting on official time was initiated by OPM to reinforce accountability on the part of both labor and management, emphasizing their shared responsibility that official time is authorized and used appropriately. OPM expects management and labor to develop sensible arrangements for official time that meet the needs and expectations of agencies,

employees, and the ultimate customers – the American people. There are no legal or regulatory requirements to publish this report

OPM continues to refine official time data collection, using figures gathered from automated time and attendance systems. FY 2009 was the first time that OPM relied upon agency official time usage data extracted from the Enterprise Human Resources Integration (EHRI) system. Agencies were asked to verify the official time hours used by employee representatives within their organizations, and to validate how those hours were used within four pre-defined categories (See Appendix A).

Each agency that reported official time electronically received a consolidated report, encompassing all subcomponents, of their official time usage within each of the four categories. Since the EHRI system tracks individual records, it may not have accounted for changes to an employee's bargaining unit status during the course of the fiscal year. Recognizing this system's limitation, agencies were requested to authenticate this data against their internal records to ensure that the data reported for each agency was accurate and complete. Agencies that have not transitioned to an e-Payroll system were asked to submit their official time usage manually for FY 2009. Because FY 2009 was the first year for use of electronically collected data, additional time was required to compile and verify all the required information, causing a delay in developing the final report.

All 59 Executive departments and agencies that have employees represented by labor organizations, as well as the Government Printing Office and U.S. Capitol Police, confirmed or updated their official time data. Responding agencies and departments reported 2,991,378 official time hours used in FY 2009. The average number of official time hours used per bargaining unit employee (HPE) rate was 2.58 percent, a slight decrease from FY 2008. Compared to FY 2008, the total number of hours reported increased by 3.37 percent and the total number of employees in a bargaining unit increased by 3.91 percent in FY 2009 from 1,115,667 employees to 1,159,396 employees.

TOTAL OFFICIAL TIME HOURS - FY 2005-2009					
	FY 2009	FY 2008	FY 2007	FY 2006	FY 2005
Total Official Time Hours	2,991,378	2,893,922	2,800,741	2,718,142	3,359,057
Rate (Hours per BU Employee)	2.58	2.60	2.69	2.60	3.20

Comparison of Hours Reported to Previous Fiscal Year. The following table shows the hours reported by agency in FY 2008 and FY 2009, and the change in percentage between the two years. The data show wide variations in official time hours reported among agencies compared to the previous year. Many of the agencies showing the widest variation from the previous year, however, have a small number of bargaining unit employees. Thus, modest numerical changes in reported hours translate into significant percentage changes for these agencies. Thirty-four of the 61 agencies reported reductions in the number of official time hours used.

OFFICIAL TIME HOURS – FY 2009 vs. FY 2008							
Departments/ Agencies	FY 2009 Official Time Hours	FY 2008 Official Time Hours	% Change	Departments/ Agencies	FY 2009 Official Time Hours	FY 2008 Official Time Hours	% Change
Less than 1,000 bargaining unit employees							
African Development Foundation	0	0	0.00%	Merit Systems Protection Board	16	44	-63.64%
Armed Forces Retirement Home	0	5	-100.00%	National Credit Union Association	284	742	-61.73%
Commission on Civil Rights	0	0	0.00%	National Endowment for the Humanities	409	242	69.01%
Commodity Futures Trading Commission	142	391	-63.68%	National Gallery of Art	475	659	-27.92%
Consumer Product Safety Commission	51	389	-86.89%	National Mediation Board	0	0	0.00%
Corporation for National and Community Service	175	65	169.23%	National Science Foundation	1,644	1,066	54.22%
CSOSA	594	1,235	-51.90%	National Transportation Safety Board	12	44	-72.73%
CSOSA - Pre Trial	597	455	31.21%	Overseas Private Investment Corporation	300	12	2,400.00%
Export-Import Bank	4	61	-93.44%	Peace Corps	165	125	32.00%
Federal Election Commission	609	290	110.00%	Pension Benefit Guarantee Corporation	241	1,525	-84.20%

OFFICIAL TIME HOURS – FY 2009 vs. FY 2008

Departments/ Agencies	FY 2009 Official Time Hours	FY 2008 Official Time Hours	% Change	Departments/ Agencies	FY 2009 Official Time Hours	FY 2008 Official Time Hours	% Change
Federal Trade Commission	203	1,180	-82.80%	Presidio Trust	18	337	-94.66%
FMCS	0	53	-100.00%	Railroad Retirement Board	4,986	5,030	-0.87%
Holocaust Memorial Museum	0	0	0.00%	U.S. Capitol Police	2,092	2,049	2.10%
International Boundary & Water Commission	0	0	0.00%	U.S. International Trade Commission	35	4,460	-99.22%
1,000 to 25,000 bargaining unit employees							
Agency for International Development	4,472	4,370	2.33%	Housing & Urban Development	44,845	33,525	33.77%
Broadcasting Board of Governors	4,811	6,400	-24.83%	Interior	14,554	15,885	-8.38%
Commerce	38,079	41,603	-8.47%	Labor	52,344	53,621	-2.38%
Education	5,217	6,117	-14.71%	NASA	18,694	15,613	19.73%
EEOC	3,318	15,998	-79.26%	National Archives and Records Administration	4,543	6,544	-30.58%
Energy	9,472	16,903	-43.96%	National Labor Relations Board	12,222	13,447	-9.11%
EPA	31,828	35,364	-9.99%	Nuclear Regulatory Commission	3,436	4,019	-14.51%
FCC	1,238	1,504	-17.69%	Office of Personnel Management	6,150	6,170	-0.32%

OFFICIAL TIME HOURS – FY 2009 vs. FY 2008

Departments/ Agencies	FY 2009 Official Time Hours	FY 2008 Official Time Hours	% Change	Departments/ Agencies	FY 2009 Official Time Hours	FY 2008 Official Time Hours	% Change
FDIC	4,640	4,258	8.97%	SEC	2,629	3,590	-26.77%
Federal Energy Regulatory Commission	414	507	-18.34%	Small Business Administration	3,616	3,927	-7.92%
General Services Administration	33,440	32,352	3.36%	Smithsonian	399	800	-50.13%
Government Printing Office	7,908	6,950	13.78%	State (includes AFSA unit)	13,359	12,314	8.49%
More than 25,000 bargaining unit employees							
Agriculture	110,942	117,934	-5.93%	Social Security Administration	215,027	229,141	-6.16%
Defense	370,149	331,099	11.79%	Transportation	199,569	188,048	6.13%
Health & Human Services	36,580	25,371	44.18%	Treasury	670,357	634,191	5.70%
Homeland Security	108,049	87,787	23.08%	Veterans Affairs	801,294	774,679	3.44%
Justice	144,735	143,438	0.90%	Government- wide	2,991,378	2,893,922	3.37%

Official Time Rates. The official time rate, also referred to as the Hours Per Employee (HPE) rate, which indicates the average number of official time hours expended per bargaining unit employee, allows for meaningful comparisons of official time usage among agencies. The average FY 2009 government-wide HPE rate was 2.58 which represents a less than one percent decrease from the FY 2008 HPE rate. Changes in an agency's official time rate must be viewed together with the number of total official time hours used.

OFFICIAL TIME RATE - FY 2009 vs. FY 2008

Departments/ Agencies	FY 2009 Official Time Rate	FY 2008 Official Time Rate	% Change	Departments/ Agencies	FY 2009 Official Time Rate	FY 2008 Official Time Rate	% Change
African Development Foundation	0.00	0.00	0.00%	International Boundary & Water Commission	0.00	0.00	0.00%
Agency for International Development	3.73	2.23	67.26%	Justice	4.37	4.63	-5.62%
Agriculture	2.83	2.94	-3.74%	Labor	4.39	4.90	-10.41%
Armed Forces Retirement Home	0.00	0.03	-100.00%	Merit Systems Protection Board	0.21	0.55	-61.82%
Broadcasting Board of Governors	4.45	5.84	-23.80%	NASA	1.89	1.60	18.13%
Commerce	1.91	2.14	-10.75%	National Archives and Records Administration	2.31	3.39	-31.86%
Commission on Civil Rights	0.00	0.00	0.00%	National Credit Union Association	0.35	0.98	-64.29%
Commodity Futures Trading Commission	0.71	2.61	-72.80%	National Endowment for the Humanities	5.17	2.44	111.89%
Consumer Product Safety Commission	0.23	1.21	-80.99%	National Gallery of Art	1.19	1.65	-27.88%
Corporation for National and Community Service	0.49	0.20	145.00%	National Labor Relations Board	11.57	12.18	-5.01%
CSOSA	1.61	3.54	-54.52%	National Mediation Board	0.00	0.00	0.0%
CSOSA - Pre Trial	2.00	1.68	19.05%	National Science Foundation	1.78	1.20	48.33%
Defense	0.88	0.80	10.00%	National Transportation Safety Board	0.05	0.17	-70.59%

OFFICIAL TIME RATE - FY 2009 vs. FY 2008

Departments/ Agencies	FY 2009 Official Time Rate	FY 2008 Official Time Rate	% Change	Departments/ Agencies	FY 2009 Official Time Rate	FY 2008 Official Time Rate	% Change
Education	2.08	2.38	-12.61%	Nuclear Regulatory Commission	1.24	1.45	-14.48%
EEOC	1.93	10.05	-80.80%	Office of Personnel Management	5.97	5.67	5.29%
Energy	1.29	2.19	-41.10%	Overseas Private Investment Corporation	3.00	0.12	2,400.00%
EPA	2.65	2.99	-11.37%	Peace Corps	0.40	0.36	11.11%
Export-Import Bank	0.06	0.84	-92.86%	Pension Benefit Guarantee Corporation	0.43	3.05	-85.90%
FCC	1.06	1.28	-17.19%	Presidio Trust	0.11	2.03	-94.58%
FDIC	0.97	1.25	-22.40%	Railroad Retirement Board	7.07	7.13	-0.84%
Federal Election Commission	2.68	1.26	112.70%	SEC	1.00	1.36	-26.47%
Federal Energy Regulatory Commission	0.37	0.52	-28.85%	Small Business Administration	2.75	3.40	-19.12%
Federal Trade Commission	0.60	3.31	-81.87%	Smithsonian	0.15	0.30	-50.00%
FMCS	0.00	1.77	-100.00%	Social Security Administration	4.10	4.63	-11.45%
General Services Administration	4.51	4.66	-3.22%	State (includes AFSA unit)	0.72	0.75	-4.00%
Government Printing Office	4.32	3.78	14.29%	Transportation	5.15	5.10	0.98%

OFFICIAL TIME RATE - FY 2009 vs. FY 2008							
Departments/ Agencies	FY 2009 Official Time Rate	FY 2008 Official Time Rate	% Change	Departments/ Agencies	FY 2009 Official Time Rate	FY 2008 Official Time Rate	% Change
Health & Human Services	1.17	0.99	18.18%	Treasury	7.35	7.21	1.94%
Holocaust Memorial Museum	0.00	0.00	0.00%	U.S. Capitol Police	2.14	1.62	32.10%
Homeland Security	1.69	1.49	13.42%	U.S. International Trade Commission	0.14	2.28	-93.86%
Housing & Urban Development	6.59	4.91	34.22%	Veterans Affairs	3.47	3.47	0.00%
Interior	0.72	0.80	-10.00%	Grand Total - all agencies	2.58	2.60	-0.77%

Categories. Agencies report official time by categories: Term Bargaining, Mid-Term Bargaining, Dispute Resolution, and General Labor-Management issues. Official time usage for General Labor-Management issues accounted for the greatest share of government-wide official time hours. Agencies reported 2,309,371 hours in the General Labor-Management category, representing 77.20 percent of all reported official time hours.

OFFICIAL TIME USE BY CATEGORY – FY 2009						
DEPARTMENT/AGENCY	Bargaining Unit Employees	Term Bargaining	Mid-Term Bargaining	Dispute Resolution	General Labor- Mgmt	2009 Total Hours
African Development Foundation	1	-	-	-	-	-
Agency for International Development	1,200	624	260	572	3,016	4,472
Agriculture	39,153	5,695	1,816	11,138	92,293	110,942
Armed Forces Retirement Home	152	-	-	-	-	-
Broadcasting Board of Governors	1,082	-	29	161	4,621	4,811

OFFICIAL TIME USE BY CATEGORY – FY 2009						
DEPARTMENT/AGENCY	Bargaining Unit Employees	Term Bargaining	Mid-Term Bargaining	Dispute Resolution	General Labor-Mgmt	2009 Total Hours
Commerce	19,971	8,022	2,288	7,916	19,853	38,079
Commission on Civil Rights	12	-	-	-	-	-
Commodity Futures Trading Commission	200	-	-	-	142	142
Consumer Product Safety Commission	222	2	9	40	-	51
Corporation for National and Community Service	358	-	1	10	164	175
CSOSA	370	545	-	6	44	594
CSOSA - Pre Trial	299	10	7	83	497	597
Defense	419,589	45,349	4,774	110,000	210,026	370,149
Education	2,514	154	71	2,867	2,126	5,217
EEOC	1,723	18	19	276	3,005	3,318
Energy	7,368	71	8	3,178	6,215	9,472
EPA	12,011	46	250	8,987	22,545	31,828
Export-Import Bank	68	-	-	-	4	4
FCC	1,169	-	75	557	607	1,238
FDIC	4,780	270	16	447	3,909	4,640
Federal Election Commission	227	-	85	-	525	609
Federal Energy Regulatory Commission	1,106	5	-	7	402	414
Federal Trade Commission	336	12	36	9	146	203
FMCS	24	-	-	-	-	-
General Services Administration	7,420	151	1,333	13,814	18,142	33,440
Government Printing Office	1,830	-	-	2,373	5,535	7,908

OFFICIAL TIME USE BY CATEGORY – FY 2009						
DEPARTMENT/AGENCY	Bargaining Unit Employees	Term Bargaining	Mid-Term Bargaining	Dispute Resolution	General Labor-Mgmt	2009 Total Hours
Health & Human Services	39,005	1,608	2,478	6,320	26,174	36,580
Holocaust Memorial Museum	9	-	-	-	-	-
Homeland Security	64,038	10,562	10,783	30,849	55,855	108,049
Housing & Urban Development	6,806	19,262	1,244	21,648	2,692	44,845
Interior	20,283	1,403	688	1,450	11,013	14,554
International Boundary & Water Commission	192	-	-	-	-	-
Justice	33,097	18,596	3,670	15,901	106,569	144,735
Labor	11,927	337	581	6,221	45,205	52,344
Merit Systems Protection Board	75	-	-	-	16	16
NASA	9,913	207	684	7,158	10,645	18,694
National Archives and Records Administration	1,969	-	16	728	3,799	4,543
National Credit Union Association	817	-	91	133	60	284
National Endowment for the Humanities	79	13	37	66	293	409
National Gallery of Art	400	-	4	33	438	475
National Labor Relations Board	1,056	-	1,140	5,568	5,514	12,222
National Mediation Board	14	-	-	-	-	-
National Science Foundation	922	248	9	19	1,369	1,644
National Transportation Safety Board	253	-	-	6	6	12
Nuclear Regulatory Commission	2,764	17	14	862	2,544	3,436
Office of Personnel Management	1,031	-	580	1,820	3,750	6,150
Overseas Private Investment Corporation	100	-	-	90	210	300

OFFICIAL TIME USE BY CATEGORY – FY 2009						
DEPARTMENT/AGENCY	Bargaining Unit Employees	Term Bargaining	Mid-Term Bargaining	Dispute Resolution	General Labor-Mgmt	2009 Total Hours
Peace Corps	412	-	-	15	150	165
Pension Benefit Guarantee Corporation	555	-	119	-	123	241
Presidio Trust	168	-	-	-	18	18
Railroad Retirement Board	705	2	-	491	4,494	4,986
SEC	2,625	-	15	748	1,867	2,629
Small Business Administration	1,316	2,093	26	1,275	222	3,616
Smithsonian	2,621	-	-	359	40	399
Social Security Administration	52,507	967	2,213	9,574	202,273	215,027
State (includes AFSA unit)	18,500	1,043	1,869	2,352	8,095	13,359
Transportation	38,725	3,684	2,181	12,791	180,913	199,569
Treasury	91,180	10,646	14,641	49,478	595,592	670,357
U.S. Capitol Police	976	32	-	89	1,971	2,092
U.S. International Trade Commission	257	-	-	-	35	35
Veterans Affairs	230,914	37,582	30,391	89,708	643,613	801,294
Grand Total - all agencies	1,159,396	169,272	84,546	428,190	2,309,371	2,991,378

Cost. Costs were estimated based on September 2009 wage data provided through the Central Personnel Data File (CPDF). We estimate each agency's official time wage costs by multiplying the reported official time hours by each agency's average bargaining unit employee hourly wage plus fringe benefits. In comparing FY 2008 and FY 2009 data, we find the cost of official time hours increased by 6.93 percent. This increase reflects, in part, the increased number of bargaining unit employees and the corresponding increase in official time usage government-wide.

OFFICIAL TIME COST BY AGENCY – FY 2009 vs. 2008

DEPARTMENT/ AGENCY	FY 09 Cost	FY 08 Cost	DEPARTMENT/ AGENCY	FY 09 Cost	FY 08 Cost
African Development Foundation	\$0	\$0	International Boundary & Water Commission	\$0	\$0
Agency for International Development	\$289,203	\$274,302	Justice	\$5,613,521	\$5,401,108
Agriculture	\$3,597,265	\$3,725,576	Labor	\$2,574,262	\$2,553,118
Armed Forces Retirement Home	\$0	\$139	Merit Systems Protection Board	\$1,427	\$3,729
Broadcasting Board of Governors	\$267,147	\$339,728	NASA	\$1,325,172	\$1,052,839
Commerce	\$1,899,827	\$2,051,189	National Archives and Records Administration	\$163,182	\$225,693
Commission on Civil Rights	\$0	\$0	National Credit Union Association	\$16,114	\$41,414
Commodity Futures Trading Commission	\$11,286	\$29,730	National Endowment for the Humanities	\$22,108	\$12,422
Consumer Product Safety Commission	\$3,027	\$21,580	National Gallery of Art	\$13,679	\$22,304
Corporation for National and Community Service	\$7,758	\$2,797	National Labor Relations Board	\$733,622	\$772,632
CSOSA	\$27,879	\$54,994	National Mediation Board	\$0	\$0
CSOSA - Pre Trial	\$27,996	\$20,247	National Science Foundation	\$111,903	\$67,920
Defense	\$13,988,798	\$12,141,699	National Transportation Safety Board	\$810	\$2,966
Education	\$320,132	\$355,290	Nuclear Regulatory Commission	\$237,257	\$263,865
EEOC	\$163,548	\$781,160	Office of Personnel Management	\$284,649	\$273,130
Energy	\$557,555	\$981,303	Overseas Private Investment Corporation	\$17,951	\$669
EPA	\$2,001,095	\$2,131,330	Peace Corps	\$7,024	\$5,416

OFFICIAL TIME COST BY AGENCY – FY 2009 vs. 2008					
DEPARTMENT/ AGENCY	FY 09 Cost	FY 08 Cost	DEPARTMENT/ AGENCY	FY 09 Cost	FY 08 Cost
Export-Import Bank	\$168	\$2,408	Pension Benefit Guarantee Corporation	\$13,716	\$79,977
FCC	\$86,075	\$98,273	Presidio Trust	\$705	\$12,655
FDIC	\$297,298	\$272,534	Railroad Retirement Board	\$237,815	\$232,405
Federal Election Commission	\$32,669	\$14,588	SEC	\$229,906	\$296,288
Federal Energy Regulatory Commission	\$27,243	\$29,434	Small Business Administration	\$190,487	\$200,313
Federal Trade Commission	\$10,638	\$52,513	Smithsonian	\$14,689	\$27,087
FMCS	\$0	\$1,987	Social Security Administration	\$8,890,079	\$9,190,073
General Services Administration	\$1,698,543	\$1,595,486	State (includes AFSA unit)	\$708,166	\$606,131
Government Printing Office	\$343,660	\$285,141	Transportation	\$12,619,748	\$11,801,306
Health & Human Services	\$1,626,668	\$1,181,762	Treasury	\$27,724,032	\$25,402,860
Holocaust Memorial Museum	\$0	\$0	U.S. Capitol Police	\$91,414	\$81,796
Homeland Security	\$4,285,982	\$3,346,755	U.S. International Trade Commission	\$2,303	\$280,985
Housing & Urban Development	\$2,515,084	\$1,792,687	Veterans Affairs	\$32,505,688	\$29,970,114
Interior	\$509,847	\$538,929	Grand Total -all agencies	\$129,100,798	\$120,730,471

Conclusion. Total official time hours across the government have increased 3.37 percent from fiscal year 2008 to fiscal year 2009. The hours expended per bargaining unit employee fell at a marginal rate of less than one percent from 2.60 to 2.58 percent from fiscal year 2008 to fiscal year 2009.

For further information regarding this report, please contact Partnership and Labor Relations at PLR@OPM.gov.

Definitions and Terminology

Official Time means all time, regardless of agency nomenclature, granted to an employee by the agency to perform representational functions under 5 U.S.C. Chapter 71 and by collective bargaining agreement when the employee would otherwise be in a duty status.

Official Time Reporting Categories— agencies are being asked to report four categories of official time use.

- Term Negotiations— this category for reporting official time hours refers to time used by union representatives to prepare for and negotiate a basic collective bargaining agreement or its successor.
- Mid-Term Negotiations— this category for reporting official time hours refers to time used to bargain over issues raised during the life of a term agreement.
- Dispute Resolution— this category for reporting official time hours refers to time used to process grievances up to and including arbitrations and to process appeals of bargaining unit employees to the various administrative agencies such as the MSPB, FLRA and EEOC and, as necessary, to the courts.
- General Labor-Management Relations— this category for reporting official time hours refers to time used for activities not included in the above three categories. Examples of such activities include: meetings between labor and management officials to discuss general conditions of employment, labor-management committee meetings, labor relations training for union representatives, and union participation in formal meetings and investigative interviews.

Representational Functions refers to activities undertaken by employees acting on behalf of the labor organization or fulfilling the organization's responsibility to represent bargaining unit employees in accordance with 5 U.S.C. Chapter 71 and a collective bargaining agreement.

Appendix B

OFFICIAL TIME SUMMARY BY AGENCY – FY 2009

Department/ Agency	2009 BU Employees	Term Bargaining	Mid-Term Bargaining	Dispute Resolution	General Labor-Mgmt	2009 Total Hours ¹	Hours per B/U employee	Hourly Rate	Salary Cost	Salary + Benefits Cost
African Development Foundation	1	-	-	-	-	-	0.00	30.70	\$0	\$0
Agency for International Development	1,200	624	260	572	3,016	4,472	3.73	47.46	\$212,259	\$289,203
Agriculture	39,153	5,695	1,816	11,138	92,293	110,942	2.83	23.80	\$2,640,194	\$3,597,265
Armed Forces Retirement Home	152	-	-	-	-	-	0.00	21.24	\$0	\$0
Broadcasting Board of Governors	1,082	-	29	161	4,621	4,811	4.45	40.75	\$196,071	\$267,147
Commerce	19,971	8,022	2,288	7,916	19,853	38,079	1.91	36.62	\$1,394,369	\$1,899,827
Commission on Civil Rights	12	-	-	-	-	-	0.00	34.51	\$0	\$0
Commodity Futures Trading Commission	200	-	-	-	142	142	0.71	58.54	\$8,283	\$11,286
Consumer Product Safety Commission	222	2	9	40	-	51	0.23	43.56	\$2,222	\$3,027

¹ Numbers may not total due to rounding.

Appendix B

OFFICIAL TIME SUMMARY BY AGENCY – FY 2009

Department/ Agency	2009 BU Employees	Term Bargaining	Mid-Term Bargaining	Dispute Resolution	General Labor-Mgmt	2009 Total Hours ¹	Hours per B/U employee	Hourly Rate	Salary Cost	Salary + Benefits Cost
Corporation for National and Community Service	358	-	1	10	164	175	0.49	32.54	\$5,694	\$7,758
CSOSA	370	545	-	6	44	594	1.61	34.43	\$20,462	\$27,879
CSOSA - Pre Trial	299	10	7	83	497	597	2.00	34.43	\$20,548	\$27,996
Defense	419,589	45,349	4,774	110,000	210,026	370,149	0.88	27.74	\$10,267,008	\$13,988,798
Education	2,514	154	71	2,867	2,126	5,217	2.08	45.04	\$234,959	\$320,132
EEOC	1,723	18	19	276	3,005	3,318	1.93	36.18	\$120,036	\$163,548
Energy	7,368	71	8	3,178	6,215	9,472	1.29	43.20	\$409,214	\$557,555
EPA	12,011	46	250	8,987	22,545	31,828	2.65	46.14	\$1,468,694	\$2,001,095
Export-Import Bank	68	-	-	-	4	4	0.06	30.87	\$123	\$168
FCC	1,169	-	75	557	607	1,238	1.06	51.02	\$63,174	\$86,075

Appendix B

OFFICIAL TIME SUMMARY BY AGENCY – FY 2009

Department/ Agency	2009 BU Employees	Term Bargaining	Mid-Term Bargaining	Dispute Resolution	General Labor-Mgmt	2009 Total Hours¹	Hours per B/U employee	Hourly Rate	Salary Cost	Salary + Benefits Cost
FDIC	4,780	270	16	447	3,909	4,640	0.97	47.03	\$218,200	\$297,298
Federal Election Commission	227	-	85	-	525	609	2.68	39.37	\$23,977	\$32,669
Federal Energy Regulatory Commission	1,106	5	-	7	402	414	0.37	48.30	\$19,995	\$27,243
Federal Trade Commission	336	12	36	9	146	203	0.60	38.46	\$7,808	\$10,638
FMCS	24	-	-	-	-	-	0.00	28.54	\$0	\$0
General Services Administration	7,420	151	1,333	13,814	18,142	33,440	4.51	37.28	\$1,246,637	\$1,698,543
Government Printing Office	1,830	-	-	2,373	5,535	7,908	4.32	31.90	\$252,227	\$343,660
Health & Human Services	39,005	1,608	2,478	6,320	26,174	36,580	0.94	35.71	\$1,306,170	\$1,779,656
Holocaust Memorial Museum	9	-	-	-	-	-	0.00	27.78	\$0	\$0
Homeland Security	64,038	10,562	10,783	30,849	55,855	108,049	1.69	29.11	\$3,145,675	\$4,285,982

Appendix B

OFFICIAL TIME SUMMARY BY AGENCY – FY 2009

Department/ Agency	2009 BU Employees	Term Bargaining	Mid-Term Bargaining	Dispute Resolution	General Labor-Mgmt	2009 Total Hours¹	Hours per B/U employee	Hourly Rate	Salary Cost	Salary + Benefits Cost
Housing & Urban Development	6,806	19,262	1,244	21,648	2,692	44,845	6.59	41.16	\$1,845,933	\$2,515,084
Interior	20,283	1,403	688	1,450	11,013	14,554	0.72	25.71	\$374,200	\$509,847
International Boundary & Water Commission	192	-	-	-	-	-	0.00	21.97	\$0	\$0
Justice	33,097	18,596	3,670	15,901	10,769	144,735	4.37	28.47	\$4,120,016	\$5,613,521
Labor	11,927	337	581	6,221	45,205	52,344	4.39	36.10	\$1,889,367	\$2,574,262
Merit Systems Protection Board	75	-	-	-	16	16	0.21	65.48	\$1,048	\$1,427
NASA	9,913	207	684	7,158	10,645	18,694	1.89	52.03	\$972,604	\$1,325,172
National Archives and Records Administration	1,969	-	16	728	3,799	4,543	2.31	26.37	\$119,767	\$163,182
National Credit Union Association	817	-	91	133	60	284	0.35	41.66	\$11,826	\$16,114
National Endowment for the Humanities	79	13	37	66	293	409	5.17	39.72	\$16,226	\$22,108

Appendix B

OFFICIAL TIME SUMMARY BY AGENCY – FY 2009										
Department/ Agency	2009 BU Employees	Term Bargaining	Mid-Term Bargaining	Dispute Resolution	General Labor-Mgmt	2009 Total Hours ¹	Hours per B/U employee	Hourly Rate	Salary Cost	Salary + Benefits Cost
National Gallery of Art	400	-	4	33	438	475	1.19	21.14	\$10,039	\$13,679
National Labor Relations Board	1,056	-	1,140	5,568	5,514	12,222	11.57	44.05	\$538,438	\$733,622
National Mediation Board	14	-	-	-	-	-	0.00	30.26	\$0	\$0
National Science Foundation	922	248	9	19	1,369	1,644	1.78	49.95	\$82,130	\$111,903
National Transportation Safety Board	253	-	-	6	6	12	0.05	51.68	\$594	\$810
Nuclear Regulatory Commission	2,764	17	14	862	2,544	3,436	1.24	50.68	\$174,134	\$237,257
Office of Personnel Management	1,031	-	580	1,820	3,750	6,150	5.97	33.97	\$208,917	\$284,649
Overseas Private Investment Corporation	100	-	-	90	210	300	3.00	43.92	\$13,175	\$17,951
Peace Corps	412	-	-	15	150	165	0.40	31.24	\$5,155	\$7,024
Pension Benefit Guarantee Corporation	555	-	119	-	123	241	0.43	41.73	\$10,067	\$13,716

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OFFICIAL TIME SUMMARY BY AGENCY – FY 2009

Department/ Agency	2009 BU Employees	Term Bargaining	Mid-Term Bargaining	Dispute Resolution	General Labor-Mgmt	2009 Total Hours¹	Hours per B/U employee	Hourly Rate	Salary Cost	Salary + Benefits Cost
Presidio Trust	168	-	-	-	18	18	0.11	28.74	\$517	\$705
Railroad Retirement Board	705	2	-	491	4,494	4,986	7.07	35.00	\$174,543	\$237,815
SEC	2,625	-	15	748	1,867	2,629	1.00	64.18	\$168,738	\$229,906
Small Business Administration	1,316	2,093	26	1,275	222	3,616	2.75	38.67	\$139,807	\$190,487
Smithsonian	2,621	-	-	359	40	399	0.15	27.02	\$10,781	\$14,689
Social Security Administration	52,507	967	2,213	9,574	202,273	215,027	4.10	30.34	\$6,524,829	\$8,890,079
State (includes AFSA unit)	18,500	1,043	1,869	2,352	8,095	13,359	0.72	38.91	\$519,755	\$708,166
Transportation	38,725	3,684	2,181	12,791	180,913	199,569	5.15	46.41	\$9,262,200	\$12,619,748
Treasury	91,180	10,646	14,641	49,478	595,592	670,357	7.35	30.35	\$20,347,913	\$27,724,032
U.S. Capitol Police	976	32	-	89	1,971	2,092	2.14	34.28	\$71,714	\$91,414

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Department/ Agency	2009 BU Employees	Term Bargaining	Mid-Term Bargaining	Dispute Resolution	General Labor-Mgmt	2009 Total Hours¹	Hours per B/U employee	Hourly Rate	Salary Cost	Salary + Benefits Cost
U.S. International Trade Commission	257	-	-	-	35	35	0.14	48.29	\$1,690	\$2,303
Veterans Affairs	230,914	37,582	30,391	89,708	643,613	801,294	3.47	29.77	\$23,857,386	\$32,505,688
Grand Total - all agencies	1,159,396	169,272	84,546	428,190	2,309,371	2,991,378	2.58		\$94,757,501	\$129,100,798



UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT
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