New Reason Codes for Union Administrative Business
Instructions for Employees, Supervisors and HR Liaisons

Effective September 4, 2016, employees performing union-related activities should enter time in MCtime using both a pay code and a reason code. Please review the following information regarding the new pay codes to accurately record union-related activities.

Understanding the New Reason Codes

Each union has a union specific pay code Admin Leave – XXXX Business (e.g., Admin Leave – FOP Business, Admin Leave – IAFF Business, and Admin Leave – MCGEO Business). Once the appropriate pay code has been selected, employees should now also select one of four new activity-specific reason codes:

- **COLLBARG** – This code should be used for activities such as preparing for, and participating in, collective bargaining and negotiations.
- **REPRESENT** – This code should be used when participating in activities such as Alternative Dispute Resolution (ADR) meetings, trainings, grievances, and conflict resolution.
- **NON-REP** – This code should be used when participating in consultations, distributing literature and posting notices.
- **UELECTED** – This code should be used by elected union officials, who are County employees, for their union-related activities.

As of September 4, the pay code Admin Leave – Other should no longer be used for union-related activities. Additionally, the pay code Admin Leave – IAFF Negotiations will be removed from the pay code drop-down list. IAFF members should record their time related to negotiations and/or collective bargaining using the pay code Admin Leave – IAFF Business and the reason code COLLBARG.

If you have any questions, please contact your assigned OHR Labor and Employee Relations representative.