# 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:

Admin Leave - Bereavement
Admin Leave - Blood Donation
Admin Leave-Bone Marrow Donation
Admin Leave - Cnty Facilty Clsd
Admin Leave - Court Appearance
Admin Leave - FOP Business
Admin Leave - General Emergency
Admin Leave - IAFF Business
Admin Leave - IAFF Negotiations
Admin Leave - Jury Duty
Admin Leave - MCGEO Business
Admin Leave - Military - Active
Admin Leave - Military Res Trng
Admin Leave - Organ Donation
Admin Leave - Other
Admin Leave - Prof Improvement
Admin Leave - Relieved From Duty

- **COLLBARG** – This code should be use for activities such as preparing for, and participating in, collective bargaining and negotiations.
- **REPRESNT** – 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.
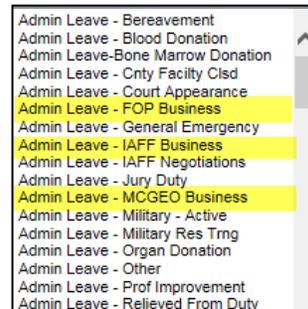
As of September 4, the pay code **Admin Leave – Other** should no longer be used for union-related activities. Additionally, the pay code **Admin Leave – IAFF Negotiations** will be removed from the pay code drop-down list. IAFF members should record their time related to negotiations and/or collective 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.