



**STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT**

Office of Labor Relations

August 30, 2010

General Notice 2010-09

TO: Labor Relations Designees

SUBJECT: NEW Core Codes Concerning Union Leave

As the Office of Labor Relations Staff endeavored to advise agencies on issues concerning paid leave time for stewards engaged in "processing grievances," it became apparent that the existing CORE-CT Codes for paid Union leave time (i.e. LUADP, LUBLP and RUBRL) were not being used uniformly and/or did not adequately capture the information needed to assess whether such leave time was being used consistent with the applicable Collective Bargaining Agreement. Accordingly, the Office of Labor Relations and CORE-CT developed the following CORE Codes in an effort to more adequately describe the paid leave for union stewards and other union officials as set forth in the Agreements. The following new codes will replace the former codes and they are effective 8/27/10. Please also refer to CORE-CT's 8/30/10 Daily Mail and TRC Job Aid on this subject.

LUBEA	Union Steward Employee Agency	Paid leave for union stewards and other union officials to attend to contract administration duties at the steward's or official's own agency and work site that does not involve the participation of management representatives (e.g. meet with an employee(s) to process a grievance).
LUBEO	Union Steward Employee Outsd	Paid leave for union stewards and other union officials to attend to contract administration duties away from the steward's or official's own agency and/or work site that does not involve the participation of management representatives (e.g. meet with an employee(s) to process a grievance).
LUBLP	Union Business Leave Paid	Paid leave for union stewards and other union officials when they are authorized to leave their work site on Union Business Leave (UBL). This time is deducted from the contractual bank of hours provided in each contract for such things as steward training, conventions, etc. This leave must be pre-approved by OLR. Not to be used by P-1 or NP-6 (1199) employees.
RUBLP	Union Business Release	Paid leave for union stewards and other union officials when they are authorized to leave their work site on Union Business Leave (UBL). This time is deducted from the contractual bank of hours provided in each contract for such things as steward training, conventions, etc. This leave must be pre-approved by OLR. For use by P-1 or NP-6 (1199) employees only.
LUBMR	Union Steward with Mgmt Rep	Paid leave for union stewards and other union officials for activities that involve the participation of management representatives , such as attending grievance conferences, arbitrations or prohibited practice conferences, representing employees at investigatory interviews or pre-disciplinary meetings (Loudermills), and/or participating in labor management meetings.

Employees with questions concerning this information should contact their agency human resources office. Agency Labor Relations Designees with questions should contact Christine Cieplinski at 418-6321 or Diane Fitzpatrick at 418-6327.

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