

# AFGE Union Representation Bi-weekly Time Report

U.S. Department of Housing  
and Urban Development

APPENDIX C



Employee's Name :	Pay Period :	Year :
Position \ Title :	Series :	Grade :
	Union Designation :	

Date	How to contact representative: e.g. phone number, location	Actual Time		Minutes/ Hours	Code *	Supervisor's Initials**
		Begin	End			
<b>Total Minutes/Hours →</b>						

Supervisor's Signature :

Employee's Signature :

\* Codes: 35 = Formal discussions or meetings with mangement; Investigatory interviews; Representative or witness at impasse proceedings; 36 = Midterm negotiations. 37 = Labor / Management committe meetings. 38 = Meetings to resolve grievances and appeals; Meetings with FLRA pursuant to ULP or complaint; Representative or witness at ULP / arbitration hearings / meetings.  
 \*\* Daily certification not required for representatives with 100% official time, which requires the supervisor's bi-weekly certification in the designated space.