

## Union Release Time by Unit

UNIT	PROCESS	CBA LINK
<b>Unit 1 (UAPD)</b> Union of American Physicians and Dentists	<b>Article 6:</b> <ul style="list-style-type: none"> <li>• Granted to one union steward per campus</li> <li>• Non-reimbursable release time is not deniable by a department</li> </ul>	<a href="#">Unit 1 UAPD</a>
<b>Unit 2, 5, 7 &amp; 9 (CSUEU)</b> California State University Employee's Union	<b>Article 5:</b> <ul style="list-style-type: none"> <li>• <b>.11(a)-.11(c)</b> – Non-reimbursable release time is not deniable by a department</li> <li>• <b>.11(d)</b> – Non-reimbursable release time can be denied if department operational needs cannot be met</li> <li>• <b>.13(a)-.13(c)</b> – Reimbursable release time is not deniable but is reimbursable to a department</li> </ul>	<a href="#">Unit 2, 5, 7 &amp; 9 CSUEU</a>
<b>Unit 4 (APC)</b> Academic Professionals of California	<b>Article 8:</b> <ul style="list-style-type: none"> <li>• <b>.11</b>- Reimbursable release time is not deniable but is reimbursable to a department</li> <li>• <b>.12(a)</b> – Non-reimbursable release time can be denied for bona fide work reasons</li> <li>• <b>.12(b)</b> – Reimbursable release time can be denied for bona fide work reasons</li> <li>• <b>.12(c)</b> - Non-reimbursable release time can be denied for bona fide work reasons</li> </ul>	<a href="#">Unit 4 APC</a>
<b>Unit 6 (SETC)</b> State Employee Trades Council	<b>Article 7:</b> <ul style="list-style-type: none"> <li>• <b>.13</b> - Non-reimbursable release time is not deniable by a department</li> <li>• <b>.14</b> - Reimbursable release time can be denied for bona fide work reasons</li> <li>• <b>.15</b> - Non-reimbursable release time can be denied for bona fide work reasons</li> </ul>	<a href="#">Unit 6 SETC</a>
<b>Unit 8 (SUPA)</b> Statewide University Police Association	<b>Article 5:</b> <ul style="list-style-type: none"> <li>• Reimbursable release time can be denied due to work requirements</li> </ul>	<a href="#">Unit 8 SUPA</a>

### Process:

The Chancellor's Office will receive notice from the union requesting release time for an employee (union representative). A request form is generated and sent to the Office of Human Resources (HR). HR will fax the request to the employee's department requesting an approval of the release time. Based on the Article sighted on the request, it will be non-reimbursable or reimbursable release time.

**Non-reimbursable** – A department will not be compensated by the union for the time an employee is out on union business.

**Reimbursable** – A department will be compensated by the union for the time an employee is out on union business. This is handled by the Office of Human Resources. Please refer to the CBAs for rate of compensation.

When an employee is out on union business they are paid as they normally would be based on their employment status. Full-time employees will be paid for the day they are out on union business and half-time or hourly employees will be paid on an hour for hour basis. For example: If a half-time/hourly employee were out on union business for 8 hours but was only scheduled to work 4 hours, they would be paid for only 4 hours. The university is not obligated to pay for time the half-time/hourly employee wasn't scheduled to work.

Release time must be entered into the timekeeping system using the following codes:

**UTN Union Time – Non-reimbursable**

**UTR - Reimbursable**

For more information please refer to the appropriate Collective Bargaining Agreement:

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/current\\_cba.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/current_cba.shtml)

Any questions can be directed to the Office of Human Resources at extension 6566.