



Record Series Code: HUM-720

RF-3307  
(Rev. 9-2017)

### Authorization for Payment of Union Management Conference Time

Print Name		
AT&T UID	CWA Local Number	
This is to authorize payment of the employee named above for time spent during <u>scheduled hours</u> in a Union Management Conference/Meeting, and for necessary and reasonable travel time. Travel time is defined as reasonable travel time to the meeting from the employee's work location and back to the work location. Authorized meeting and reasonable travel time will be coded to Union Activity Paid (UAP or MXUP) upon receipt of this authorization form by the employee's supervisor. Time not authorized will not be paid.		
Meeting Date (MM/DD/YYYY)	Reason for meeting	
Grieving Employee's Company		
Briefly describe the reason for the meeting. For example: Grievance meeting regarding suspension for attendance on Jane Doe.		
	<b>Starting Time</b>	<b>Ending Time</b>
<b>Session 1</b>	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM
<b>Session 2</b>	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM
Travel time to be paid	Total Time to be paid (nearest ¼ hour)	
<b>Signed</b>	<b>Authorized By</b> (By signing below, I authorize payment of the time spent meeting with me.)	
Employee To Be Paid (Union Representative) (Signature)	Management Representative (Printed Name)      Title	
Company of Employee to be Paid <b>AT&amp;T UID</b>	Management Representative (Signature)	
Date (MM/DD/YYYY)      Phone Number	AT&T UID      Date (MM/DD/YYYY)	

#### Summary of Instructions:

- This form must be completed by all Union Representatives for every 15 minutes of UAP time to be paid by the Company (scheduled time only; the Company does not pay overtime for meetings).
- The form must be prepared in ink and all lines must have an entry (i.e., if there is no meeting time for the 2nd session show "NA").
- The hours paid must be the total of the session times and travel time.
- The manager signing the form is responsible for ensuring the form is prepared in accordance with the meeting and reasonable travel time is reflected on the form (travel time to or from the union hall to a meeting is not paid by the Company). A form should never be signed without reviewing the start and end time.
- The employee's immediate supervisor should ensure the form is filled out correctly, completely, and maintained for 3 years.
- Examples of appropriate UAP time are discipline meetings, formal grievance meetings, informal grievance meetings (15 minutes or more), solicitors in joint Company/CWA sponsored programs such as blood drives, United Way, or Savings Bond Campaigns – where both Management and Union attend the meeting, miscellaneous meetings requested by management where management agrees to pay for the time (on a case by case basis such as dialogue meetings, conferences, etc.), meetings with other AT&T Companies or other departments on grievances, discipline meetings, etc.
- Forms for surplus, Permanent Medical Restrictions (PMR) or selection grievance meetings should ONLY be authorized/approved by a Staffing Manager.