

CD10-OWI-008

REVISION A

EFFECTCTIVE DATE: JULY 12, 2000

ORGANIZATIONAL WORK INSTRUCTION

CD10

FEDERAL LABOR RELATIONS PROGRAM

APPROVING
AUTHORITY

<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
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CHECK THE MASTER LIST—
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline	N/A	09/30/99	Baseline
Revision	A	07/12/00	Changed format and spelled out acronyms
		05/28/03	Document Review
		09/9/03	Document Review

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1. PURPOSE

This Organizational Work Instruction (OWI) establishes procedures and responsibilities for the Human Resources Department (HRD) that relate to the Federal Labor Relations Program. The goal of the Labor Relations Program is to ensure that Marshall Space Flight Center (MSFC) managers do not violate either the negotiated agreements or the labor relations statute in their dealings with unions and bargaining unit employees. The Labor Relations Program also ensures that union concerns are dealt with appropriately by MSFC management.

2. APPLICABILITY

This OWI applies to the interaction of MSFC managers with bargaining unit employees and the interaction of the HRD with the unions.

3. APPLICABLE DOCUMENTS

(All use is current revision unless there is overriding authority)

- a. Collective Bargaining Agreement Between MSFC and Marshall Engineers and Scientists Association (MESA), International Federation of Professional and Technical Engineers (IFPTE), Local 27
- b. Collective Bargaining Agreement Between MSFC and American Federation of Government Employees (AFGE), AFGE, Local 3434
- c. Chapter 71 of Title 5 of the U.S. Code
- d. NPG 1441.1 - NASA Records Retention Schedule

4. DEFINITIONS

Collective Bargaining Agreement - Negotiated agreement (contract) between MSFC and a union.

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Conditions of Employment - Personnel policies and practices affecting working conditions.

FLRA - Federal Labor Relations Authority

Grievance - Complaint related to conditions of employment or violations of a Collective Bargaining Agreement.

Unfair Labor Practice - Complaint related to violations of the Labor/Management Relations Statute (Chapter 71 of Title 5 of the U.S. Code).

Program Manager - Federal Labor Relations Program Manager, Human Resources Department, Marshall Space Flight Center.

5. INSTRUCTIONS

The guidelines established in the referenced "Applicable Documents" (above) will be adhered to in all matters related to the Federal Labor Relations Program. The functions of the Federal Labor Relations Program will be performed by the Program Manager.

Upon learning of problems or changes related to the conditions of employment for bargaining unit members, the Program Manager should investigate the situation and determine the appropriate course of action. The Program Manager will advise managers on how to implement changes and how to respond to labor/management concerns in accordance with the law and union agreements.

When grievances or Unfair Labor Practices are filed by either unions or management, the Program Manager will provide managers with advice on filing procedures, time-frames for responding to charges and appropriate responses. The Program Manager will coordinate management responses to all union charges. Responses will be coordinated with the unions, management, the Human Resources Manager, and the Office of Chief Council, as necessary.

The Program Manager will negotiate both collective bargaining agreements and single-issue agreements with the unions as necessary.

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6. NOTES

None

7. SAFETY PRECAUTIONS AND WARNING NOTES

None

8. APPENDICES, DATA, REPORTS, AND FORMS

None

9. RECORDS

Record Type: Records of labor negotiations, grievances, petitions and unfair labor practice charges, and correspondence with labor unions, Federal Labor Relations Authority (FLRA) and Federal Services Impasses Panel (FSIP).

Responsible Party: Program Manager

Location: Human Resources Department
 Building 4200
 Room 312

Records Retention Schedule: Records of Labor Relations activities will be retained in accordance with the NASA Records Retention Schedules NPG 1441.1

10. TOOLS, EQUIPMENT, AND MATERIALS

None

11. PERSONNEL TRAINING AND CERTIFICATION

None

12. FLOW DIAGRAM

None