

Appendix K – Labor Relations Requirements

Changes to Labor Relations Requirements from Version 2.0		
Requirement	Changes Made	Reason
LR23 Subscribe to applicable OPM policy listservs through the OPM website.	Added	Policy Update

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The Shared Service Center *may* have a role in providing and operating the facility or system to address the functionality, transaction, or process described by these requirements in accordance with the priority specified.

If an SSC chooses to offer services for any of the non-core services, it must meet the applicable mandatory requirements at the time such services are provided to the customer.

Nothing in these requirements implies or authorizes the performance of inherently governmental functions by non-governmental entities.

Primary Reference	Unique ID	Requirement Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
Best Business Practice	LR1	Provide training to appropriate employees in labor relations.	Service	Critical	Shared Service Center/ Agency	9.1.5 Prepare for Negotiation	9.1.8 Administer Agreements			
Best Business Practice	LR2	Ensure that collective bargaining agreements are recorded in appropriate databases.	Technology	Critical	Shared Service Center/ Agency	9.1.7 Perform Agency Head Review	9.1.8 Administer Agreements			
5 USC 7114(b)(5)	LR3	Support the implementation of an agreement made between management and the exclusive representative of a labor unit.	Policy	Mandatory	Shared Service Center/ Agency	9.1.8 Administer Agreements	9.2.1 Identify Issue (Informal Grievance)			
5 USC 7115(c)	LR4	Verify deduction of dues from the pay of the union members is appropriate in accordance with 5 USC 7115(c).	Policy	Mandatory	Shared Service Center/ Agency	9.1.8 Administer Agreements				
5 USC	LR5	Provide training on bargaining contract details to management, supervisors and employees, as appropriate.	Policy	Critical	Shared Service Center/ Agency	9.1.8 Administer Agreements				
5 USC 7114(a)(3)	LR6	Inform employees annually of their Weingarten rights IAW 5 USC 7114(a) (3).	Policy	Mandatory	Shared Service Center/ Agency	9.8.1 Administer Agreements	9.3.5 Participate in Hearing/Meeting			
5 USC	LR7	Capture data related to labor relations contract administration.	Technology	Critical	Shared Service Center/ Agency	9.1.8 Administer Agreements				

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HCAAF Section IV: Labor Management Relations, (Sept. 2005)	LR8	Provide labor relations support that enables the agency to accomplish its mission.	Policy	Mandatory	Shared Service Center/ Agency	9.1.8 Administer Agreements	9.1.3 Establish Communication Protocol	9.1.9 Provide for Government-wide or National Consultation		
5 USC 7101 et.seq.; HCAAF Section IV: Labor Management Relations, (Sept. 2005)	LR9	Assist management in complying with statutory labor-management relations obligations, including collective bargaining agreements.	Policy	Mandatory	Shared Service Center/ Agency	9.1.1 Obtain Recognition	9.1.2 Clarify Bargaining Unit(s) and Representation	9.1.3 Establish Communication Protocol	9.1.4 Initiate Bargaining Process	9.1.5 Prepare for Negotiation
Linkages for LR9 continued						9.1.6 Conduct Negotiation	9.1.7 Perform Agency Head Review	9.1.8 Administer Agreements	9.1.9 Provide for Government-wide or National Consultation	9.1.10 Provide Information to Unions
5 USC 7114(b)(4)	LR10	Provide agency information to unions, as appropriate.	Policy	Mandatory	Shared Service Center/ Agency	9.1.10 Provide Information to Unions				
HCAAF Section IV: Labor Management Relations, (Sept. 2005)	LR11	Analyze data related to labor-management relations programs.	Service	Critical	Shared Service Center/ Agency	9.1.8 Administer Agreements	9.2.5 Process Grievance	9.3.1 File With a Third Party		
Best Business Practice	LR12	Capture data related to labor-management relations programs.	Technology	Critical	Shared Service Center/ Agency	9.2.5 Process Grievance	9.3.1 File With a Third Party	9.1.8 Administer Agreements		
5 USC	LR13	Compile information related to a labor dispute (e.g., collect data).	Policy	Mandatory	Shared Service Center/ Agency	9.2.5 Process Grievance	9.3.2 Engage in Discovery			
5 USC	LR14	Support the agency in arbitration.	Policy	Mandatory	Shared Service Center/ Agency	9.2.7 Participate in Arbitration Process				

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5 USC 7122 and 7123	LR15	Support the filing of an exception/ appeal to the arbitrator's decision to the appropriate third party IAW 5 USC 7122, 7123 and other appropriate laws, regulations, policies, and guidelines.	Policy	Mandatory	Shared Service Center/ Agency	9.2.8 Challenge Arbitrator's Decision	9.3.1 File With a Third Party			
5 USC 6131(a) and 7119(b)(1)	LR16	Support the agency in impasse proceedings.	Policy	Mandatory	Shared Service Center/ Agency	9.3.1 File With a Third Party				
5 USC 7119(a)	LR17	Support the agency's request for mediation services IAW 5 USC 7119.	Policy	Mandatory	Shared Service Center/ Agency	9.3.1 File With a Third Party				
5 USC 7117(c)(3)	LR18	Support filing appropriate statements with the Federal Labor Relations Authority IAW 5 USC 7117.	Policy	Mandatory	Shared Service Center/ Agency	9.3.3 Prepare a Response to Third Party Filing	9.1.10 Provide Information to Unions			
5 USC 7118(a)(3)	LR19	Support filing agency responses to unfair labor practice complaints.	Policy	Mandatory	Shared Service Center/ Agency	9.3.3 Prepare a Response to Third Party Filing				
5 USC 7118(a)(5); 7119; HCAAF Section IV: Labor Management Relations, (Sept 2005)	LR20	Support the agency in alternative dispute resolution.	Policy	Mandatory	Shared Service Center/ Agency	9.2.2 Advise on Means of Resolution	9.2.4 Engage in Alternative Dispute Resolution	9.3.4 Participate in Alternative Dispute Resolution		
5 USC 7118(a)(6), 5 USC 7117(b)(4)	LR21	Represent the agency in a third party hearing to address labor disputes IAW 5 USC Chapter 7117 and 7118.	Policy	Mandatory	Shared Service Center/ Agency	9.3.5 Participate in Hearing/ Meeting	9.1.6 Conduct Negotiation			
5 USC 7123(a)	LR22	Assist management in filing a petition for review of a Federal Labor Relations Authority's final order in the appropriate United States court of appeals.	Policy	Mandatory	Shared Service Center/ Agency	9.3.6 Appeal Third Party Decision				

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Best Business Practice	LR23	Subscribe to applicable OPM policy listservs through the OPM website.	Policy	Mandatory	Shared Service Center/ Agency	All Activities				