



United States Department of the Interior
BUREAU OF LAND MANAGEMENT



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1400-711 (CA 945) P

EMS TRANSMISSION: 6/16/10
Instruction Memorandum No. CA-2010-020
Expires: 9/30/11
To: Managers and Supervisors

From: Deputy State Director, Support Services

Subject: Providing the Union with Cost Codes

This Instruction Memorandum (IM) establishes policy regarding the funding of travel by Union Stewards for representational purposes. Supervisors and managers at the Field Offices will not provide the Union with cost codes. The Union must contact the California State Office, Labor Relations Specialist when a cost code is required.

The Master Labor Agreement (MLA), Article 17.5 outlines how the Union's travel and per diem will be funded. The Union is provided \$8,000.00 per year to fund reasonable travel and per diem in connection with proceedings of the Negotiated Grievance Procedure and travel costs associated with: disciplinary replies; mid-term negotiations instigated by the Union and such preparation for and participation in this bargaining; and, costs for use of government vehicles or privately owned vehicles. For its share, the Union is responsible to pay for Union representational costs for these activities after the expenditure of the \$8,000.00 allowance provided the Union by the Employer. A fund center and WBS codes have been established in connection with this \$8,000.00. Field Offices are not responsible for funding Union to attend Grievance Meetings.

For Union travel and per diem associated with Employer-instigated meetings requiring a Union presence such as a "Formal Meeting" or "Weingarten Meeting", the Employer is responsible for all appropriate Union travel and per diem costs. The Field Office requiring the participation of a Union Steward will typically be responsible for the Union's travel costs. However, in order to better manage and track Union travel cost, and ensure that the appropriate party pays, the Field Office will provide the cost code to CASO who will provide it to the Union.

For questions regarding this IM, please contact the Labor Relations Specialist, Christine Foley, at Christine_Foley@blm.gov or 916-978-4496

Signed by:
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