



**MEMORANDUM OF UNDERSTANDING**

*between*

**City of Atlanta**

*and*

**THE AMERICAN FEDERATION OF STATE,  
COUNTY AND MUNICIPAL EMPLOYEES**

**Local 1644**

**December 2022**

If it is determined that the requested leave time hinders the job operations of the Department for that date, a written justification of the undue burden should be submitted to the requesting representatives within a twenty-four (24) hour time period.

Following each day(s) used for release time, the released individual shall submit a report or documentation, accounting for the usage of the time and attendance. Copies of the Union release leave form shall be sent to the appropriate Department Head and the Commissioner of Human Resources, when necessary for proper documentation purposes.

In order to provide for an effective system of tracking release time hours, designated individuals requesting to utilize release time will request the Union to complete a Request for Release Time Form on his/her behalf, which shall be submitted by the Union to the member's immediate supervisor or department head for approval, prior to taking release time. Approval shall not be unreasonably withheld. Once the request form has been submitted and approved, the Union and/or the supervisor or department head shall submit the completed and approved request form to the Department of Human Resources for the purposes of recording all release time utilized by designated Union Stewards and Representatives.

**Compensation for Union Representatives for Union-Related Work.** Designated Union Officers and Union Stewards shall be granted reasonable paid time off during working hours to investigate employee concerns, attend employee meetings during the grievance and/or disciplinary processes, or to meet and confer with the Mayor, Commissioner of Human Resources, City Council and/or Department Heads. A Union Officer or Steward shall give their supervisor notice of any representational meeting that requires the officer/steward's attendance. Upon reasonable notice, the supervisor shall not withhold approval. The Union Steward, the Executive Board member, the aggrieved employee, and required witnesses shall be granted reasonable paid time off during working hours to meet with the appropriate persons at each step in the grievance and disciplinary process.

**Rights to Union Representation (Classified Employees).** Any Classified Employee in a department who is represented by AFSCME shall have the right to request a union representative

sit in on any meeting of an investigative nature that may lead to discipline or a change in working conditions. Pursuant to Section 114-522 of the Code of Ordinances, classified employees shall have the right of representation at adverse action procedures and at all stages of the grievance and progressive discipline processes, including during any investigatory interview of the employee that could reasonably lead to disciplinary action. After a request for representation, a reasonable amount of time must be afforded to the employee to secure his/her representative. If a representative is not immediately available, the departments agree to postpone the meeting for a maximum of one (1) business day to allow time for the employee to secure his/her representative, except in the event of exigent circumstances.

**Compensation for Witnesses.** If an appellant/grievant or witness for either party is required by the City to come in when he/she is not scheduled to work in order to attend the grievance meeting, or appeal hearing, the employee shall be compensated in the manner provided by City ordinance. *See Code Section 114-550 (4).*

**Presence at Employee Orientations.** The Union may attend all new employee orientations, make a brief presentation about the benefits of membership in the Union and distribute literature promoting membership in the Union. Upon request, an employee may sign up for membership at that time. In the event that New Employee Orientation is virtual, the Union may provide a video of its presentation to be presented during the virtual orientation.

**Grievance Discipline and Appeals.** Employee grievances should, to the fullest extent practicable, be promptly considered and/or equitably resolved. The City establishes its policy to encourage employees to seek review of legitimate grievances and to require that the managerial and supervisory personnel of all City departments make every effort to fairly resolve grievances of employees in their respective departments at the earliest opportunity. The matters for which grievances may be filed shall apply to the following:

- (1) Supervisory-employee relationships;
- (2) Working conditions;
- (3) Classification and pay issues;