

September every year

TO: All FAS Employees

FROM: Labor Relations Specialist
Human Resources Division

SUBJECT: Annual Notice of Right to Request Union Representation

The Civil Service Reform Act (CSRA) of 1978 and the Foreign Service Act (FSA) of 1980 give certain rights to employees who are represented by labor organizations. If you are a bargaining unit employee, you have the right to be accompanied by a union representative during an examination by a representative of the agency in connection with an investigation if:

- a. You reasonably believe that the examination may result in disciplinary action against you, and
- b. You request representation.

The CSRA and FSA require that a notice of the above right be provided to bargaining unit employees each year. In addition, the CSRA and FSA require that a recognized labor organization be given the opportunity to be present during any formal discussion between one or more representatives of the agency and one or more bargaining unit employees, if the discussion concerns any grievance, personnel policy or practice, or other general condition of employment.

The American Federation of State, County, and Municipal Employees, Local 3976, is the exclusive representative of Civil Service employees in the Washington, D.C., metropolitan area. The American Foreign Service Association is the exclusive representative of Foreign Service employees worldwide.