Understanding the LR Negotiation Report

The LR Negotiation Report displays information about negotiation cases handled by the WRD’s Labor Relations Team.
Report Parameters

- **Status of Actions**: Indicate if you wish to view actions with a specific status (Active, Closed, or Archived or Closed or Archived) or if you wish to view actions of all status types.
- **Generate Report By**: You can pull the cases to be included in your report by either the date the case was received in HR or the date the case was closed.
- **Start/End Date**: Your report will display only cases with dates within this date range based on the date you selected above.
- **IC**: Indicate if you wish to filter cases by a specific Institute or Center (IC) or if you wish to view cases for all ICs.
- **Search Admin Code**: Indicate whether you would like to view actions for a specific admin code, a root admin code, or ‘All.’ By choosing ‘By Exact Match’ you can enter a specific admin code and the report will only return actions for that admin code. By choosing ‘Begins With,’ you can enter the root admin code for an organization. *For example, if you enter HN32, the report will return all actions that have an admin code beginning with HN32 (HN3212, HN32A, etc.).*
- **Labor Organization**: Indicate if you wish to filter cases by a specific Labor Organization or if you wish to view cases for all labor orgs.
- **Display By**: Indicate if you wish to filter the report by a particular LR Specialist or LR Team Leader.
- **LR Team Lead**: Select the LR team lead you wish to filter the report by.
- **LR Specialist**: Select the LR specialist you wish to filter the report by.

After you have selected your report parameters, click the ‘Generate Report’ button to retrieve your report. Note that you also have the option of generating a 508 compliant report by selecting the ‘Generate Report (508 Compliant Export)’ button.
The report displays basic information about the case (WiTS #, Action Status Code, LR Team, LR Branch Chief, LR Team Leader, and LR Specialist) and the IC contact:

**Note:** By selecting the case number hyperlink, you can access more details about the specific case.
The report also displays detailed information about the case:

<table>
<thead>
<tr>
<th>Date Received in HR</th>
<th>Related Matter</th>
<th>Labor Org</th>
<th>Negotiation Type / Did Union Invoke Bargaining?</th>
<th>Notice to Union? / Date of Notice to Union</th>
<th>Negotiated Agreement Articles</th>
<th>FMCS Request? / Date of FMCS Request</th>
<th>FSIP? / Date Sent to FSIP / FSIP Outcome / Date of Impasse Certificate</th>
<th>Negotiation End Date / Negotiation Resolution</th>
<th>Contract/MOU Amendment Effective Date</th>
<th>Date Case Closed</th>
<th>Days From Case Receipt to Case Close</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/25/14</td>
<td>14 - Overtime Priority for FOP</td>
<td>2171 - FOP (Police)</td>
<td>Yes / 09/29/14</td>
<td>Yes / 09/29/14</td>
<td>Yes / 09/29/14</td>
<td>Yes / 09/14 / Mediation / Arbitration / 10/14</td>
<td>Impasse</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Date Received in HR**: The date that the case was received by WRD’s Labor Relations Team.
- **Related Matter**: If applicable, the LR Matter (the overarching issue) related to the case.
- **Labor Organization**: The union or bargaining unit that is the subject of the case.
- **Negotiation Type/Did Union Invoke Bargaining**: The type of negotiation and if the union invoked bargaining.
- **Notice to Union/Date of Notice**: If applicable, was there notice sent to the union and if so, the date of the notice.
- **Negotiated Agreement Articles**: The negotiated agreement articles of the union’s contact related to the negotiation.
- **FMCS Request/Date of FMCS Request**: If applicable, was there an FMCS request and if so, the date of the FMCS request.
- **FSIP/Date Sent to FSIP/FSIP Outcome/Date of Impasse Certificate**: If applicable, was the FSIP involved in the case, if so, the date the case was sent to the FSIP, and the FSIP outcome, and the date FMCS certifies that the matter is at impasse.
- **Negotiation End Date/Negotiation Resolution**: The end date of the negotiation and the negotiation resolution.
- **Contract/MOU Amendment Effective Date**: The date the contract/MOU amendment is effective.
- **Date Case Closed**: The date the case was closed in WiTS.

Comments and additional information about the case is displayed directly under each entry:
About Metrics

The LR Negotiation Report contains one metric:

- **Days from Case Receipt to Case Close:** WiTS counts the number of days between when the case was received in HR and when the case was closed and displays the count in the last column:

![Days from Case Receipt to Case Close](image)

Summary Data

The last page of the LR Negotiation Report contains a table that lists the total active and closed/archived cases, by union/labor organization, that are included in your report.

<table>
<thead>
<tr>
<th>Union / Labor Org</th>
<th>Active Cases</th>
<th>Closed / Archive Cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>8888 - Not Eligible</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>0</strong></td>
<td><strong>1</strong></td>
</tr>
</tbody>
</table>

**Total Number of Cases: 1**
Exporting and Printing

The report can be printed and/or exported to Excel, PDF or Word by clicking on the icon on the toolbar:

Note: When printing to a desktop printer it is important to print the report on paper that is 11 X 8.5 inches. To do this:

1. Select the “Fit” button under Size Options.
2. Make sure the “Choose paper source by PDF page size” button is unchecked.
3. Select print