

## Understanding the LR Representation Report

The **LR Representation Report** displays information about representation cases handled by the WRD's Labor Relations Team. These types of cases include clarifications/amendments of bargaining units, consolidations of existing units, determinations of eligibility for dues allotments, elections to decertify, petitions to request election, and requests for consultation rights.

The screenshot shows the WiTS Reports interface. At the top, there is a header with the WiTS logo and the word "Reports". Below this, there are two dropdown menus: "Choose a Report List:" and "Select Your Report:". The "Choose a Report List:" dropdown is set to "LR Report List". The "Select Your Report:" dropdown is set to "LR Representation Report", which is highlighted with a red box. Below these dropdowns, there is a description: "Provides detailed information on Representation Cases". A note below that states: "This report generates on legal size paper. For instructions on how to print to letter sized paper, see user guide". Below the description, there are several filter parameters, each with a dropdown menu and a help icon (question mark):

- Status of Actions: All
- Generate Report By: Date Action Received in HR
- Start Date: 9/17/2013
- End Date: 9/17/2013
- IC: ALL
- Search Admin Code: Exact ALL
- Labor Organization: ALL
- Display By: ALL
- LR Team Lead: ALL
- LR Specialist: ALL

### Report Parameters

- **Status of Actions:** Specify whether you would like to see active cases, completed cases, or archived cases, closed or archived cases or all cases.
- **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.
- **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.

After you have selected your report parameters, click the 'Generate Report' button to retrieve your report.

## Report View



### LR Case - Representation Report



IC: ALL      Admin Code: ALL      LR Team: ALL      Run Date: 9/16/2013 4:04:57 PM      Page 1 of 2

Status of Actions: All      Display by: ALL / ALL      Union/Labor Org: ALL      Actions Received in HR: 9/1/2013 to 9/16/2013

Case Number / Action Status Code	Contact's IC / Admin Code	LR Team	Branch Chief / Team Leader / Specialist	Date Received in HR	Contact	Related Matter	Case Subtype / Representation Case#	Labor Org	Date Petition Filed	Other Labor Organizations Affected by Petition	No of Employees in Question	Initial Resolution	FLRA Representati va / Brief Submission Date	Hearing Start Date / Hearing End Date	Decision Date / Decision	Appealed to Authority? / Appeal Decision / Appeal Decision Date	Date Case Closed	Date Petition Filed To Date Closed
<a href="#">28760</a>	OD - OHR / HNAM425	Team A	Lesiw, Roman / Coelho, Deborah / DAndrea, Michael	09/01/13	Michael D andrea	14 - Overtime Priority for FOP	Determination of Eligibility for Dues Allotment / FLRA_REP_#1234	0861 - FOP (Police)	09/01/13	0985 - AFGE 2923, 0990 - NFFE Local 1776	35	Union voting	Michael Johnson / 09/15/13	09/13/13 / 09/23/13	09/24/13 / Mixed Decision	Yes / Grant / N/A	10/01/13	30

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Comments: Representation Dues issues with FOP

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Description of the Unit (Excluded): Non-Police Officers

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Description of the Unit (Included): This contract applies to all Bargaining Unit Members of the National Institutes of Health Police.

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Employee Categories: (b)(1) Management Official, (b)(2)Confidential Employee, (b)(3)Personnel Work, (b)(4)Administer LR Statute, (b)(5)Professional Employee, (b)(6)Security Work, (b)(7)Internal Audit/Investigation Function

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:

Case Number / Action Status Code	Contact's IC / Admin Code	LR Team	Branch Chief / Team Leader / Specialist	Date Received in HR	Contact
<a href="#">28760</a>	OD - OHR / HNAM425	Team A	Lesiw, Roman / Coelho, Deborah / DAndrea, Michael	09/01/13	Michael D andrea



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It also displays detailed information about the case:

Date Received in HR	Contact	Related Matter	Case Subtype / Representation Case#	Labor Org	Date Petition Filed	Other Labor Organizations Affected by Petition	No of Employees in Question	Initial Resolution	FLRA Representative / Brief Submission Date	Hearing Start Date / Hearing End Date	Decision Date / Decision	Appealed to Authority? / Appeal Decision / Appeal Decision Date	Date Case Closed
09/01/13	Michael D andrea	14 - Overtime Priority for FOP	Determination of Eligibility for Dues Allotment / FLRA_REP_#1234	0861 - FOP (Police)	09/01/13	0985 - AFGE 2923, 0990 - NFFE Local 1776	35	Union voting	Michael Johnson / 09/15/13	09/13/13 / 09/23/13	09/24/13 / Mixed Decision	Yes / Grant / N/A	10/01/13

- **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) that the case is related to.
- **Case Subtype / Representation Case #:** The type of representation case (Clarification/Amendment of Bargaining Unit, Petition to Request Election, Election to Decertify, etc.) and the FLRA case #.
- **Labor Organization:** The union or bargaining unit that is the subject of the case.
- **Date Petition Filed:** The date the petition was filed.

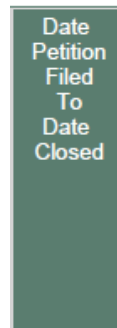
- **Other Labor Organizations Affected by Petition:** The union or other bargaining unit that is affected by the case.
- **Number of Employees in Question:** The employees affected by the case.
- **Initial Resolution:** The initial resolution of the case.
- **FLRA Representative / Brief Submission Date:** The name of the Federal Labor Relations Advisory representative assigned to the case and the date the brief was submitted.
- **Hearing Start / End Dates:** The start and end dates of the hearing.
- **Decision Date / Decision:** The final decision made and the date that it was rendered.
- **Appealed to Authority? / Appeal Decision / Appeal Decision Date:** Whether the decision was appealed, the decision and the date of the appeal decision.
- **Date Case Closed:** The date the case was closed in WiTS.

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

Comments:	Representation Dues issues with FOP
Description of the Unit (Excluded):	Non-Police Officers
Description of the Unit (Included):	This contract applies to all Bargaining Unit Members of the National Institutes of Health Police.
Employee Categories:	(b)(1) Management Official, (b)(2)Confidential Employee, (b)(3)Personnel Work, (b)(4)Administer LR Statue, (b)(5)Professional Employee, (b)(6)Security Work, (b)(7)Internal Audit/Investigation Function

## About Metrics

The *LR Representation Report* contains 1 metric - WiTS counts the number of days between when the petition was filed and when the case was closed and displays the count in the last column:



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## Summary Data

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

Activity Summary for Time Period		
Union/ Labor Org	Active Cases	Closed/Archived Cases
0861 - FOP (Police)	0	1
<b>Total</b>	<b>0</b>	<b>1</b>

## Exporting and Printing

All three views can be printed and/or exported to Excel, PDF or Word by clicking on the icon on the toolbar:

