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.

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

<table>
<thead>
<tr>
<th>Case Number</th>
<th>Action Status Code</th>
<th>Contact's IC Code</th>
<th>IC Admin Code</th>
<th>LR Team</th>
<th>Branch Chief / Team Leader / Specialist</th>
<th>Date Received in HR</th>
<th>Contact</th>
<th>Related Matter</th>
<th>Case Subtype</th>
<th>Representation Case</th>
<th>Labor Org</th>
<th>Date Motion Filed</th>
<th>Other Labor Organizations Affected by Petition</th>
<th>No of Employees In Question</th>
<th>Initial Resolution</th>
<th>FLRA Representative / Brief Submission Date</th>
<th>Hearing Help Date / Hearing End Date</th>
<th>Decision Date / Decision</th>
<th>Appeals by Authority? / Appeal Decision / Appeal Decision Date</th>
<th>Data Closed</th>
<th>Data Corrected</th>
</tr>
</thead>
<tbody>
<tr>
<td>25750</td>
<td></td>
<td></td>
<td></td>
<td>Team A</td>
<td>Leslie, Roman / Cocha, Deborah</td>
<td>09/04/2013</td>
<td>Michael D. andrea</td>
<td>14 - Overtime Priority for FOP</td>
<td>Determination of Eligibility for Duties Allocation</td>
<td>FLRA REP #1234</td>
<td>06851, FOP (Police)</td>
<td>09/05/2013</td>
<td>09/05/2013</td>
<td>NFTT Local 1776</td>
<td>35</td>
<td>Unfair Voting</td>
<td>Michael Johnson 09/13/13 09/24/13</td>
<td>Yes / Quail / NA</td>
<td>100/1/2013</td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

- **Representation Duties Issues with FOP**

| Description of the Unit (Excluded): | Non-Police Officers | The control applies to all Bargaining Unit Members of the National Institutes of Health Police.

<table>
<thead>
<tr>
<th>Employee Categories:</th>
</tr>
</thead>
</table>
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:

<table>
<thead>
<tr>
<th>Case Number / Action Status Code</th>
<th>Contact's IC / Admin Code</th>
<th>LR Team</th>
<th>Branch Chief / Team Leader / Specialist</th>
<th>Date Received in HR</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>26760</td>
<td>OD - OHR</td>
<td>Team A</td>
<td>Lesiw, Roman Coelho, Deborah DAndrea, Michael</td>
<td>09/01/13</td>
<td>Michael D Andrea</td>
</tr>
</tbody>
</table>

B ARCHIVED

It also displays detailed information about the case:

- **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 overachieving 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.

<table>
<thead>
<tr>
<th>Date Received in HR</th>
<th>Contact</th>
<th>Related Matter</th>
<th>Case Subtype / Representation Case #</th>
<th>Labor Org</th>
<th>Date Petition Filed</th>
<th>Other Labor Organizations Affected by Petition</th>
<th>No of Employees in Question</th>
<th>Initial Resolution</th>
<th>FLRA Representati ve / Brief Submission Date</th>
<th>Hearing Start Date / Hearing End Date</th>
<th>Decision Date / Decision</th>
<th>Appealed to Authority?</th>
<th>Appeal Decision / Appeal Decision Date</th>
<th>Date Case Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/01/13</td>
<td>Michael D Andrea</td>
<td>14 - Overtime Priority for FOP</td>
<td>Determination of Eligibility for Dues Allotment</td>
<td>0861 - FOP (Police)</td>
<td>09/01/13</td>
<td>0986 - AFGE 2923, 0990 - NFFE Local 1776</td>
<td>35</td>
<td>Union Voting</td>
<td>Michael Johnson / 09/15/13</td>
<td>09/13/13 / 09/23/13</td>
<td>09/24/13 / Mixed Decision</td>
<td>Yes / Grant / NA</td>
<td>10/01/13</td>
<td></td>
</tr>
</tbody>
</table>
- **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:

<table>
<thead>
<tr>
<th>Comments:</th>
<th>Representation Dues issues with FOP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of the Unit (Excluded):</td>
<td>Non-Police Officers</td>
</tr>
<tr>
<td>Description of the Unit (Included):</td>
<td>This contract applies to all Bargaining Unit Members of the National Institutes of Health Police</td>
</tr>
</tbody>
</table>

**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:
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](image)

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: