

Title 5 Vice President

Job Description

Description of Role:

Local 910's Title 5 Vice President (T-5 VP) serves as our subject matter expert regarding Title 5 (T-5), Title 38 Hybrid (Hybrid), and Wage Grade (WG) employee matters. This position has a dual focus: 1) Training Local 910 staff on T-5/Hybrid/WG topics; 2) Managing T-5/Hybrid/WG cases and issues. Additionally, the T-5 VP will be responsible for assisting Local 910's Executive Board with recruiting Local 910's Deputy Title 5 Vice President (DT-5 VP), and training the DT-5 VP. The DT-5 VP's role is to assist the T-5 VP in ensuring that all T-5 VP duties are covered.

Training

Formal training will be conducted in both group and individual settings. It is expected that formal training in the below topics will be conducted at least annually. T-5 VP will ensure that all union staff have an individualized training plan, which appropriately addresses T-5/Hybrid/WG topics. T-5 VP will keep union staff abreast of T-5/Hybrid/WG training opportunities outside the local, including trainings within 9th District, and trainings hosted by AFGE National, Department of Labor, etc. Additionally, the T-5 VP may assist the Chief Steward with PRN and/or Tier 1 Steward training as requested.

Training responsibilities will include, but are not limited to the following:

1. Co-facilitating Tier 2, Arbitration, and ULP training with Title 38 Vice President (T-38 VP)
2. Tier 3 training on the following topics:
 - a. Family Medical Leave Act (FMLA)
 - b. Paid Parental Leave
 - c. Reasonable Accommodation
 - d. Workers' Compensation (OWCP)
 - e. Disability Retirement
 - f. Merit System Protection Board (MSPB) Appeals

Case Work

It is expected that the T-5 VP work collaboratively with stewards on T-5/Hybrid/WG to address cases, to ensure that local officers/stewards have ample opportunities for hands-on training and experience with T-5/Hybrid/WG issues. Moreover, the T-5 VP will be responsible for creating standard work pertaining to their special areas of responsibility, as delineated below. Finally, T-5 VP is responsible for ensuring that Local 910 has access to accurate information on T-5/Hybrid/WG topics. This includes: 1) maintaining all relevant Teams channels,

files, and Wiki pages related to T-5/Hybrid/WG issues; 2) maintaining all relevant Microsoft Planner plans and buckets.

Special Areas of Responsibility:

- Basic Steward Skills (“Tier 2 Training”)
- Arbitration
- Family Medical Leave Act (FMLA)
- Paid Parental Leave
- Reasonable Accommodation
- Workers’ Compensation (OWCP)
- Disability Retirement
- Merit System Protection Board (MSPB) Appeals
- ULPs

Types of Cases Assigned:

- T-5
- Hybrid
- WG
- Family Medical Leave Act (FMLA)
- Federal Employee Paid Parental Leave (FEPLA)
- Reasonable Accommodation
- Workers’ Compensation (OWCP)
- Disability Retirement
- **Issues that affect more than one (1) T-5/Hybrid/WG employee (i.e., work group or department-wide issues)*

Training & Experience:

In order to be able to perform the full scope of this position, the following training and experience is needed:

- [Steward Essentials Training](#)
- [Local Officer Essentials Training; Local Officers Resource Guide 2022](#)
- [Basic Steward Skills \(“Tier 2 Training”\)](#)
 - Grievance management
 - Discipline and Adverse Action
 - Request for Information
 - Mediation
 - Fact Finding/Investigations
- [Arbitration](#)
- [Family Medical Leave Act \(FMLA\)](#)
- [Federal Employee Parental Leave Act \(FEPLA\)](#)

- [Reasonable Accommodation \(RA\)](#)
- [Workers' Compensation \(OWCP\)](#)
- [Disability Retirement](#)
- [Merit System Protection Board \(MSPB\) Appeals](#)
- [ULPs](#)