



Understanding the LR Negotiability Report

The **LR Negotiability Report** displays information about negotiability cases handled by the WRD's Labor Relations Team. These cases occur when unions and agencies disagree over the legality of contracts and need to determine if an issue is negotiable.

The screenshot shows the WiTS Reports interface. At the top, the WiTS logo and the word "Reports" are displayed. 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", and the "Select Your Report:" dropdown is set to "LR Negotiability Report". Below these dropdowns, a description reads: "Provides detailed information on Negotiated Grievance Cases". A note 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 options, each with a dropdown menu and a help icon (?):

- Status of Actions: All
- Generate Report By: Date Action Received in HR
- Start Date: 08/01/2013
- End Date: 9/19/2013
- IC: ALL
- Search Admin Code: Exact, ALL
- Labor Organization: ALL
- Display By: ALL
- LR Team Lead: ALL
- LR Specialist: ALL

At the bottom, there is a question: "Is this a report that you will be running on a regular basis? Learn more about automated report delivery via the [WiTS Report Subscription Service](#)". Below this question are two buttons: "Generate Report" and "Generate Report (508 Compliant Export)". A "Clear Selections" button is located at the bottom right.

Report Parameters

- **Status of Actions:** Indicate if you wish to view actions with a specific status (Active, Closed, 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.

Report View

1 of 1 100% Find | Next

LR Case - Negotiability Report

NIH National Institutes of Health Office of Management

IC: ALL Admin Code: ALL LR Team: ALL Run Date: 9/24/2013 2:24:22 PM Page 1 of 1

Status of Actions: All Display by: ALL / ALL Union/Labor Org: ALL Date Received in HR 09/23/2013 to 9/23/2013

Case Number / Action Status Code	Contact's IC / Admin Code	LR Team	Branch Chief / Team Leader / Specialist	Contact	Date Received In HR	Related Matter	Labor Org	Date Petition Filed	Date Notice Provided to Union of Non-Negotiability	Date Position Statement Submitted	Hearing Start Date / Hearing End Date	Decision Date / Decision	Appealed to Authority? / Appeal Decision / Appeal Decision Date	Date Case Closed	Days from Petition Filed to Close
29201	OD - OHR / HNAM425	Team A	Lesiw, Roman / Coelho, Deborah / Lubel, Samantha	Samantha Lubel	09/23/13	7 - test 7	8888 - Not Eligible	09/18/13	09/18/13	09/20/13	09/19/13 / 09/20/13	09/21/13 / Settlement	No / - / WA	09/23/13	5

B ARCHIVED

Comments: comments

Issue: issue

Reason for Non-Negotiability: Covered by contract,

Negotiability Comments: negotiability comments

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	Contact
29170	OD - OHR / HNAM41	Team A	Lesiw, Roman / Coelho, Deborah / DAndrea, Michael	Philip Lenowitz

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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:

Date Received In HR	Related Matter	Labor Org	Date Petition Filed	Date Notice Provided to Union of Non-Negotiability	Date Position Statement Submitted	Hearing Start Date / Hearing End Date	Decision Date / Decision	Appealed to Authority? / Appeal Decision / Appeal Decision Date	Date Case Closed
09/16/13	35 - Banning Sodas from Campus and at home	2220 - AFGE 2923	09/25/15	09/24/13	09/17/16	09/16/14 / 09/23/17	09/23/18 / Mixed Decision	Yes / Deny / 09/23/19	09/27/20

- **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.
- **Date Petition Filed:** The date the petition was filed.
- **Date Notice Provided to Union of Non-Negotiability:** The date the notice of non-negotiability was provided to the union.
- **Date Position Statement Submitted:** The date the position statement 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 to the FLRA, 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:	comments
Issue:	issue
Reason for Non-Negotiability:	Covered by contract,
Negotiability Comments:	negotiability comments

About Metrics

The *LR Negotiability Report* contains one metric:

- **Days from Petition Filed to Close:** 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:

Days from Petition Filed to Close
5

Summary Data

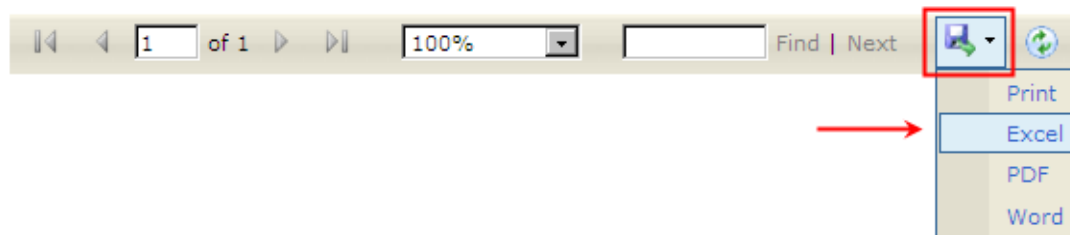
The last page of the LR Negotiation Report contains a table that lists the total active and closed/archived cases, by union/labor organization, that are included in your report.

Union / Labor Org	Active Cases	Closed / Archive Cases
8888 - Not Eligible	0	1
Total	0	1

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

