

# Employer Announcement 100

## New 'Release Time' Form for Conducting Labor Organization Business

As of January 1, 2020, Tier One/Tier Two public employees who are designated representatives of their labor organizations will accrue PERS retirement credit when they take a leave to conduct labor organization business, called “release time.” The requirement is part of a new law established under [House Bill 2016](#) (2019), outlined in Oregon Revised Statutes (ORS) [243.802](#) and ORS [243.798](#).

To ensure that the employee receives PERS retirement credit for their period of release time, the employee and employer need to submit a [Release Time Certification](#) form, including a copy of the release time agreement, to PERS after the period of release time. This announcement explains how to submit the form and information to PERS and report the employee’s hours during their release time.

### *Who is affected*

PERS has determined that the release time provisions of ORS 243.802 are applicable to Tier One and Tier Two members only. OPSRP members are allowed “reasonable time” to conduct labor organization business during work hours per ORS 243.798, and public employers can choose to provide PERS retirement credit for that time.

### *Notifying PERS: The new Release Time Certification form*

After a designated representative completes their release time for labor-related business, the employee and employer need to notify PERS by submitting a [Release Time Certification](#) form, which is posted on the PERS website on the [Tier One/Tier Two forms](#) page within the “Additional Forms” section. Full submission instructions are included on the form. Employers do not need to submit a form for OPSRP members at this time.

### *Reporting release time in EDX*

If the employee will continue to receive salary during the release time, regardless of the reimbursement arrangement between the employer and the labor union, the employer should report the employee’s hours and salary for the release time in EDX as they would regularly. The employee will continue to report any paid or unpaid leaves (e.g., sick leave, vacation, or family leave) to their employer, as normal, and the employer will enter that time in EDX.

*For more information*

Refer to the [Oregon Legislative website](#) for more information about HB 2016, or refer to ORS 243.802 and ORS 243.798.

If you have any questions about reporting release time to PERS, please contact your PERS [Employer Service Center representative](#).