

**Reference :** HUMAN RESOURCES  
**Section :** LABOR RELATIONS MATTERS  
**Title :** DECISIONS RELATING TO DISCIPLINARY ACTIONS AND GREIVANCES  
**Policy Number :** 04-04-01  
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## **I PURPOSE**

The purpose of this policy is to define the role of Human Resources/Labor Relations in decisions pertaining to disciplinary actions and grievances.

## **II POLICY**

To properly coordinate Labor Relations activities, Human Resources, through the Manager of Labor Relations, must be consulted before any disciplinary action resulting in suspension or a greater penalty is taken against an employee. In instances where immediate suspension is warranted or those occurring during non-business hours, consultation should occur at the first opportunity.

The Manager of Labor Relations is to receive all grievances for review and/or response, and will work closely with all appropriate Directors in an attempt to resolve the matter.

If a situation arises where a recommendation for action by the Manager of Labor Relations does not satisfy the Branch involved in the grievance and/or disciplinary action, then a member of the General Counsel's staff will be consulted to resolve the matter.

If appropriate, an issue may be presented to the Executive Director for final resolution.