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.