

**Reference:** HUMAN RESOURCES  
**Section:** LABOR RELATIONS MATTERS  
**Title:** DECISIONS RELATING TO DISCIPLINARY ACTIONS AND GREIVANCES  
**Policy Number:** 04-04-01  
**Issue Date:** 07-20-2007  
**Revision Date:** 05-14-2021

**I. PURPOSE**

The purpose of this policy is to define the role of the Human Resources/Labor Relations Department of the Niagara Frontier Transportation Authority and the Niagara Frontier Transit Metro System, Inc. (collectively referred to as “NFTA” or “Authority”) in decisions pertaining to disciplinary actions and grievances.

**II. POLICY**

To properly coordinate Labor Relations activities, the Human Resources Department, 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 Department 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 Department 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.