# Labor Relations - Introduction

Labor Relations is used to track employee relations issues initiated by an employee, a department, or a union representative. It is important to keep an accurate record of the nature of the violation and the steps taken to respond to the incident. This will help protect the organization against legal liability.

Labor Relations will display the ***Find An Existing Value*** tab. Data must be located in ***EmpowHR*** in order to enter into Labor Relations. Enter into any one of the fields to search for data. For more information on this topic, refer to the Basics - Find An Existing Value of this procedure. Labor Relations will also display the ***Add A New Value*** tab. This tab is used to add new information into Labor Relations. For more information on this topic, refer to the Basics - Add A New Value of this procedure.

This section includes the following topics:

**Adverse Actions**

**Grievances**

**Information Request**

**Miscellaneous**

**Unfair Labor Practice**

## Adverse Actions

Adverse Actions means to take a disciplinary action against an employee. It is important to keep an accurate record of the nature of the violation and the steps to take when responding to the incident. This helps protect the organization against legal liability.

**To enter an Adverse Action:**

1. Select the ***Labor Relations*** menu group.
2. Select the ***Adverse Actions*** component. The Find An Existing Value tab - Adverse Actions page (**Figure 601** )is displayed.

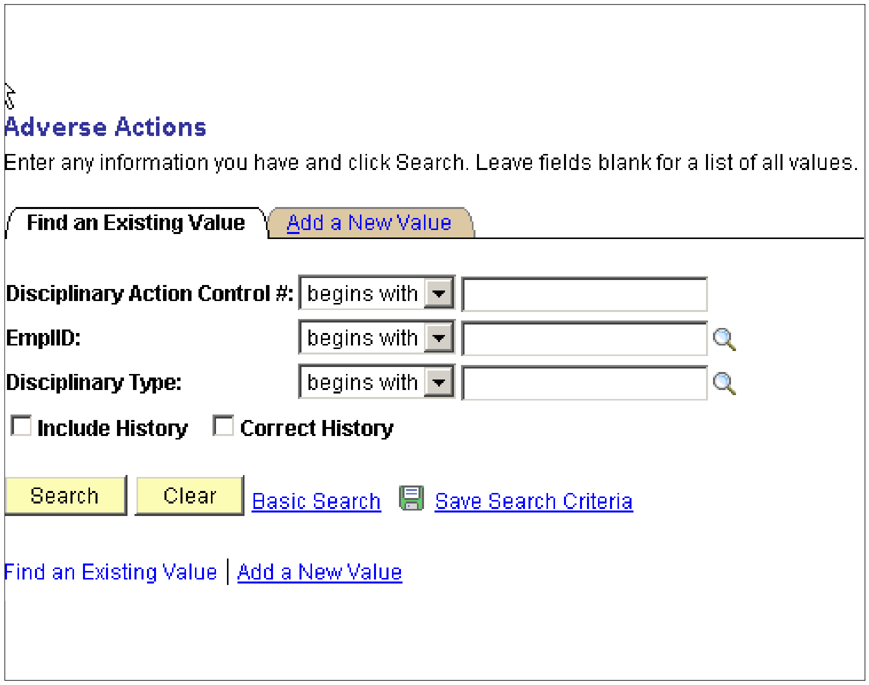



**Figure 601. Find An Existing Value tab - Adverse Actions page**

3. Complete the fields as follows:

**Disciplinary Action Control #**

Enter the disciplinary action control number.

**EmplID**

Enter the employee ID or select data by clicking the search icon.

**Disciplinary Type**

Enter the disciplinary type or select data by clicking the search icon.

**Include History**

Click this field to include history.

**Correct History**

Click this field to correct history.

4. Click **Search**. The Adverse Actions page (**Figure 603** ) is displayed.

**OR**

Click the ***Add A New Value*** tab. The Add A New Value tab - Adverse Actions page (**Figure 602**) is displayed.

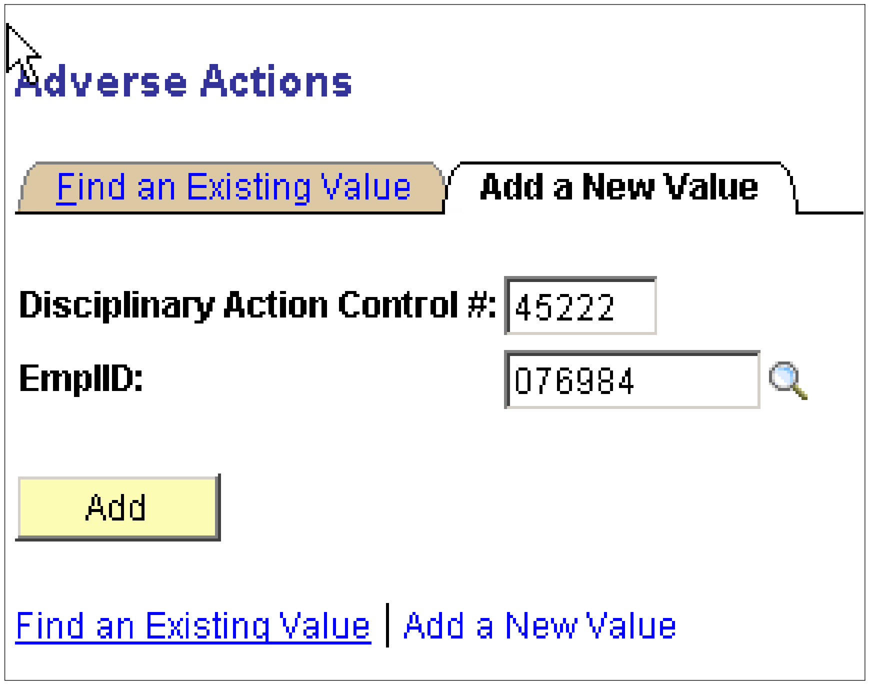



**Figure 602. Add A New Value tab - Adverse Actions page**

5. Complete the fields as follows:

**Disciplinary Action Conrol #**

Enter the discipliary action control number.

**EmplID**

Enter the employee ID or select data by clicking on the search icon.

6. Click **Add**. The Adverse Actions page (**Figure 603** )is displayed.

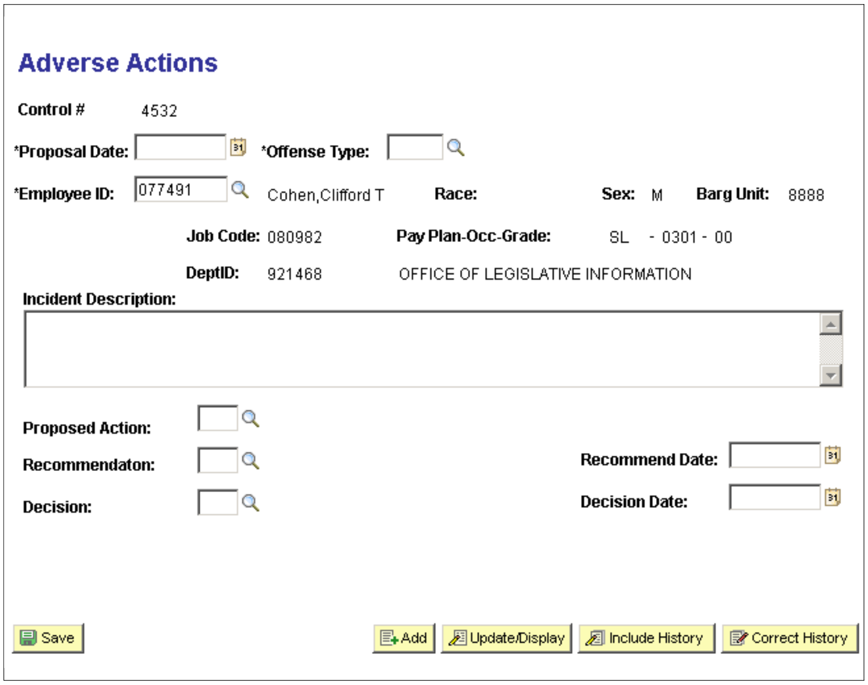



**Figure 603. Adverse Action page**

7. Complete the fields as follows:

**Control #**

This field is populated with the search criteria entered.

***Proposal Date**

Enter the applicable proposal date or select a data from the calendar icon.

***Offense Type**

Enter the applicable offense type or select data by clicking the search icon.

***Employee ID**

Enter the applicable employee ID (EmplID). The narrative name will display.

**Race**

This field is populated from the employee record.

**Sex**

This field is populated from the employee record.

**Barg Unit**

This field is populated from the employee record.

**Job Code**

This field is populated from the employee record.

**Pay/Plan-Occ-Grade**

This field is populated from the employee record.

**DeptID**

This field is populated from the employee record.

**Incident Description**

Enter the narrative description of the adverse action.

**Proposed Action**

Enter the proposed adverse action to the employee or select data by clicking the search icon.

**R.O. Recommendation**

Enter the recommended adverse action to the employee or select data by clicking on the search icon.

**Recommend Date**

Enter the recommended date or select a date from the calendar icon.

**Decision**

Enter the decision or select data by clicking the search icon.

**Decision Date**

Enter the date of the decision or select a date from the calendar icon.

**8.** Click **Save**.

**OR**

Click **Add** to add an additional adverse action.

**OR**

Click **Update/Display** to update the page.

**OR**

Click **Include History** to include the transaction in history.

**OR**

Click **Correct History** to correct the transaction in history.

# Grievances

To help protect the agency from legal liability, it is important to keep an accurate record of workforce grievances and any actions taken when grievances are filed against the agency. Use the grievances pages to enter formal grievance files by emplyees, applicants, unions, or other sources, and to track the steps taken to resolve the grievance. On the Grievances component, the first entry field is a grievance ID. Use the grievance ID to track the grievance through the entire resolution process. There are two ways to assign grievance IDs.

- Automatically: The system adds ID's sequentially as you add new girevances. The system assigns the number automatically. The grievance ID first appears as `000000000` then after the information is saved the assigned number is displayed.
- Manually: Enter the grievance ID using whatever system the organization chooses. If manual entery is choosen, there is no need to assign IDs sequentially.

**Note:** To avoid maintaining two different sets of grievance IDs, it is recommended to choose only one way of assigning them. Either assigned IDs manually or always let the system assign them (not both).

### To enter a Grievances:

1. Select the ***Labor Relations*** menu group.
2. Select the ***Grievances*** component. The Find An Existing Value tab - Grievances page (**Figure 604**) is displayed.

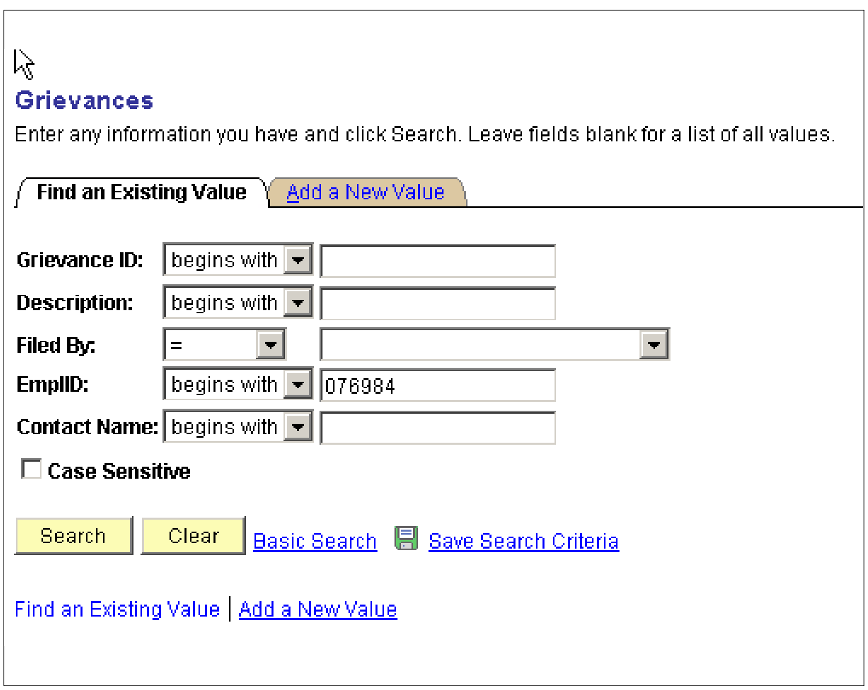



**Figure 604. Find An Existing Value tab - Grievances page**

3. Complete the fields as follows:

**Grievance ID**

Enter the grievance ID number.

**Description**

Enter the description of the grievance.

**Filed By**

Enter the applicable information or select data from the drop-down list. The valid values are `Employee/Applicant`, `Management`, `Other`, and `Union`.

**EmplID**

Enter the employee ID or select data by clicking on the search icon.

**Contract Name**

Enter the name of the contact for the grievance.

**Case Sensitive**

Click this field if the information is case sensitive.

4. Click **Search**. The Grievance tab - Grievances page is displayed.

   **OR**

   Click ***Add A New Value***. The Add A New Value tab - Grievances page (**Figure 605** )is displayed.

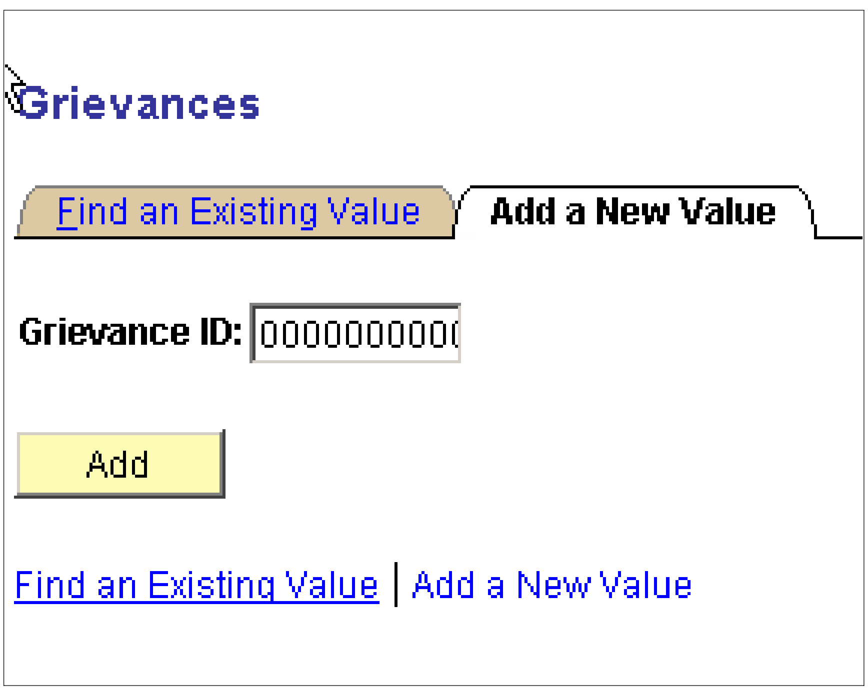



**Figure 605. Add A New Value tab - Grievances page**

5. Complete the field as follows:

**Grievance ID**

Enter the grievance ID number.

6. Click **Add**. The Grievance tab - Grievances page (**Figure 606**) is displayed.

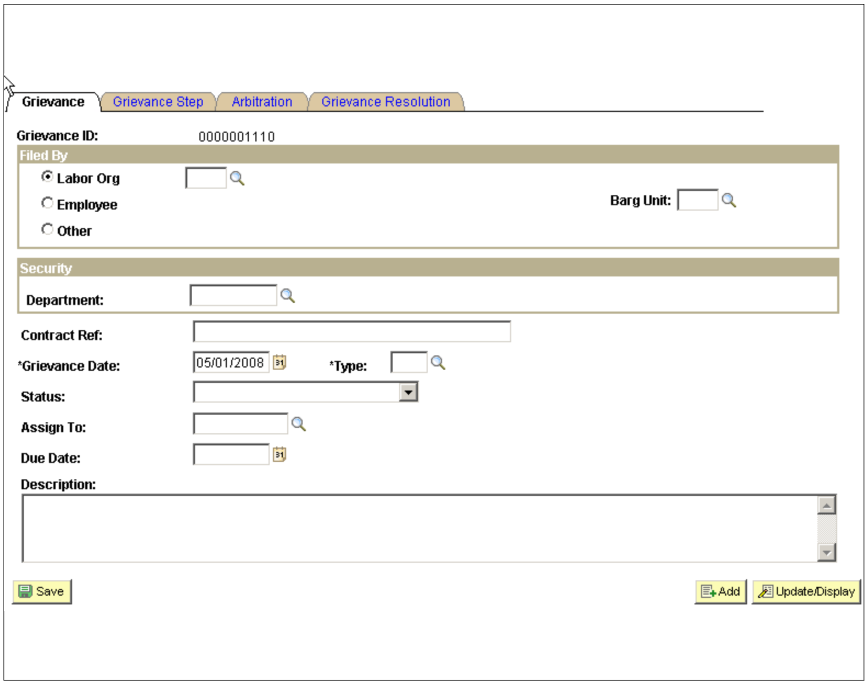



**Figure 606. Grievance tab - Grievances page**

7. Complete the fields as follows:

**Grievance ID**

This field is populated with the search criteria entered.

**Labor Org**

Select this option if the grievance is filed by the union on behalf of union members, then enter a union code in the adjacent field or select data by clicking the search icon to retrieve the lablor ogranization number.

**Employee**

Select this option if the grievance is filed by an employee/applicant.

**Other**

Select this option if the grievance is filed by someone other than the labor organization or the employee.

**Barg Unit**

Enter the bargaining unit 4 position number or select data by clicking the search icon.

**Security/Department**

Enter the department code or select data by clicking the search icon. Entering the department code will allow only authorized users with access to that department to acces the grievance record after the information is saved. If a departrment is not entered, the departrment level security will not be set for this record. The system defaults to `No Department Security` for grievance records.

**Contract Ref**

Enter the contact reference for the grievance.

***Grievance Date**

This field defaults to the system date. To change the date, click the calendar icon then select the applicable date.

***Type**

Enter the type of grievance or select data by clicking the search icon.

**Status**

Enter the status of the grievance or select data from the drop-down list. The valid values are as follows:

| Status Valid Values |
|---|
| Cancelled |
| Closed |
| Dismissed |
| Open |
| Rejected |
| Upheld |
| Withdrawn |

**Assign To**

Enter the person assigned to the grievance or select data by clicking on the search icon.

**Due Date**

Enter the due date for the grievance or select a date from the calendar icon.

***Description**

Enter the narrative description of the grievance.

8. Click **Save**.

   **OR**

   Click **Add** to add an additional grievance.

9. Click the ***Grievance Step*** tab. The Grievance Step tab - Grievances page (**Figure 607**) is displayed.

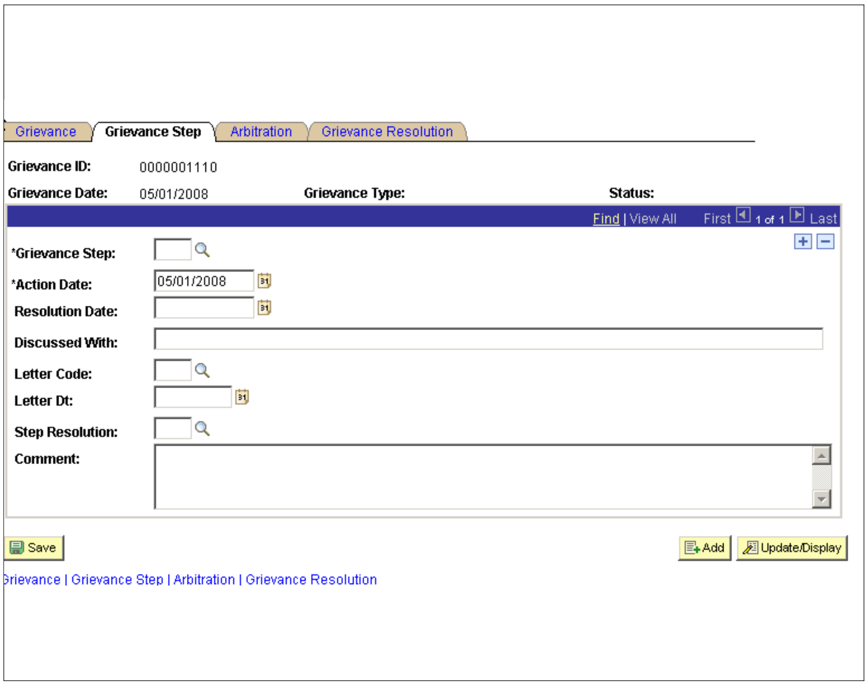



**Figure 607. Grievance Step tab - Grievances page**

10. Complete the fields as follows:

**Grievance ID**

This field is populated with the search criteria entered.

**Grievance Date**

This date is the populated from the Grievance tab - Grievances page (**Figure606** ).

**Grievance Type**

This field is the populated from the Grievance tab - Grievances page (**Figure606** ).

**Status**

This field is the system-generated from the Grievance tab - Grievances page (**Figure606** ).

***Grievance Step**

Enter the grievance step being taken in the grievance resolution process or select data by clicking on the search icon.

***Action Date**

This field defaults to the current date. To change the date click the calendar icon then select a date.

**Resolution Date**

Enter the date of the resolution or select a date from the calendar icon.

**Discussed with**

Enter the names of the individuals that participated in the discussions.

**Letter Code**

Enter the letter code if a standard letter is sent about the grievance or select data by clicking on the search icon.

**Letter Dt**

Enter the date the letter was sent, if applicable, or select a date from the calendar icon.

**Step Resolution**

Enter the action taken to resolve this step or select a step by clicking the search icon.

**Comment**

Enter the comments.

11. Click **Save**.

    **OR**

    Click **Add** to add an additional grievance step.

12. Click the ***Arbitration*** tab. The Arbitration tab - Grievances page (**Figure 608**)is displayed.

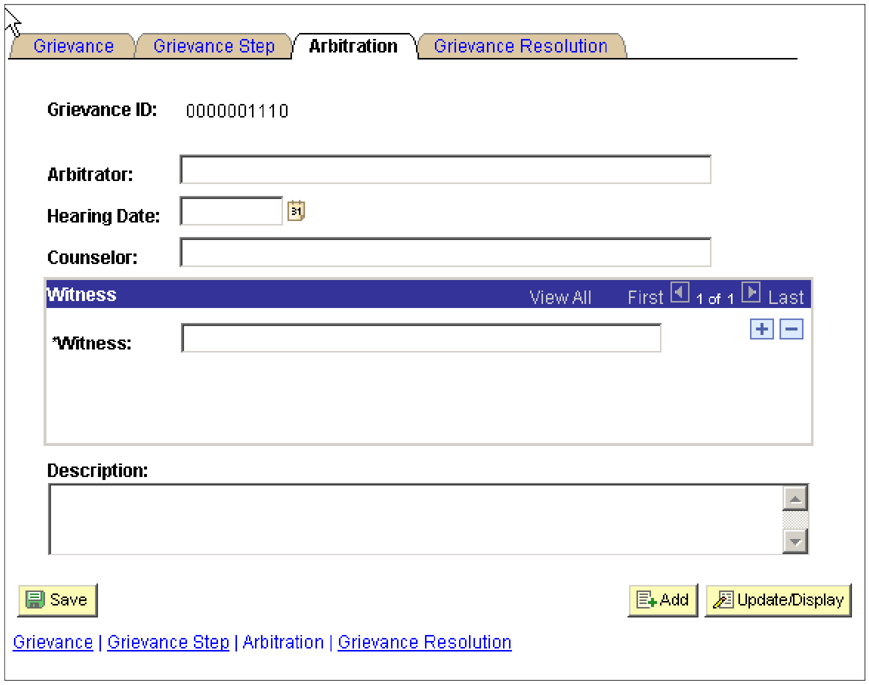



**Figure 608. Arbitration tab - Grievances page**

13. Complete the fields as follows:

**Grievance ID**

This field is populated with the search criteria entered.

**Arbitrator**

Enter the arbitrtor's name.

**Hearing Date**

Enter the date of the hearing or select a date from the calendar icon.

**Counselor**

Enter the counselor's name.

***Witness**

Enter the names of the witnesses that participated in the arbitration. Mulitple witnessess can be added by clicking the **+** or deleted by clicking the **–**.

**Description**

Enter the applicable description.

14. Click **Save**.

**OR**

Click **Add** to add an additional arbitration.

**OR**

Click **Update Display** to update the page.

**15.** Click the ***Grievance Resolution*** tab. the Grievance Resolution tab - Grievances page (**Figure 609**) is displayed.

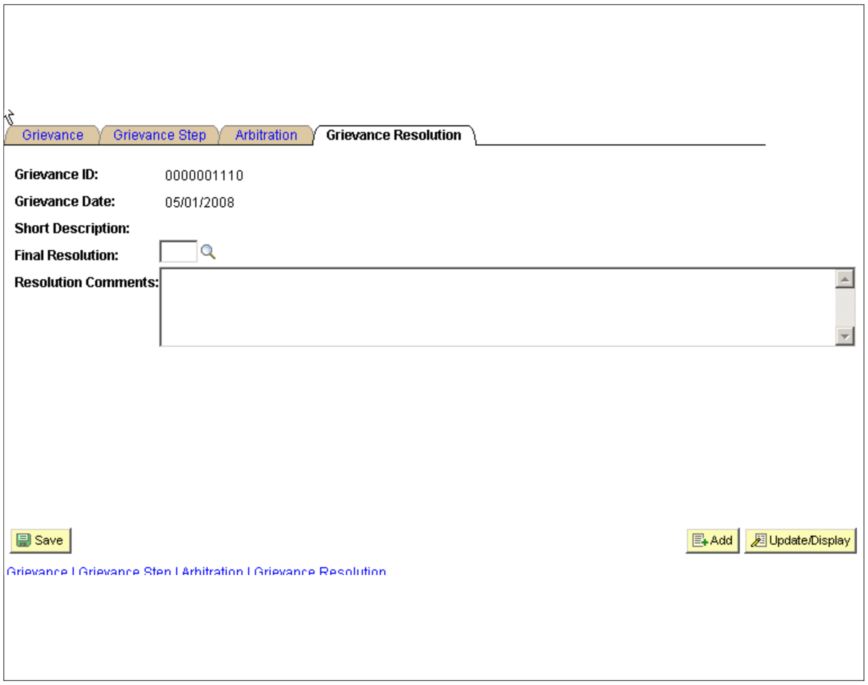



**Figure 609. Grievance Resolution tab - Grievances page**

**16.** Complete the fields as follows:

**Grievance ID**

This field is populated with the search criteria entered.

**Grievance Date**

This date is the populated from the Grievance tab - Grievances page (**Figure 606** ).

**Short Description**

This field is the system-generated from the Grievance tab - Grievances page **Figure 606** ).

**Final Resolution**

Enter the final resolution information or select data by clicking the search icon.

**Resolution Comments**

Enter the resolution comments.

17. Click **Save**.

**OR**

Click **Add** to add an additional grievance.

**OR**

Click **Update/Display** to update the page.

# Information Request

### To enter an Information Request:

1. Select the ***Labor Relations*** menu group.
2. Select the ***Information Request*** component. The Find An Existing Value tab - Information Request page (**Figure 610**)is displayed.

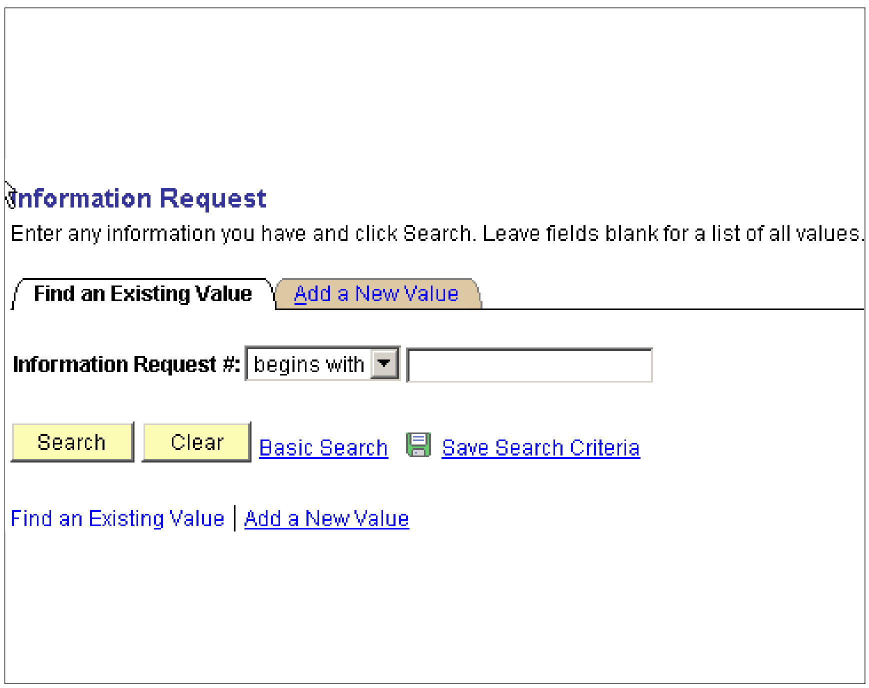



**Figure 610. Find An Existing Value tab - Information Request page**

3. Complete the field as follows:

**Information Request #**

Select data from the drop-down list. Valid values are **`Begins With`** (The data starts with a specific character.), **`Contains`** (The data contains specific characters.), **=** (The data is equal to.), **`Not =`** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **`Between`** (The data is within a range of two values.), and **`In`** (The data is within a field.).Enter the applicable information request number.

4. Click **Search**. The Information Request page (**Figure 612**) is displayed.

**OR**

Click ***Add A New Value*** tab. The Add A New Value tab - Infomation Request page (**Figure 611**)is displayed.


**Figure 611. Add A New Value tab - Information Request page**

5. Complete the field as follows:

**Information Request #**

Enter the information request number.

6. Click **Add**. The Information Request page (**Figure 612**) is displayed.

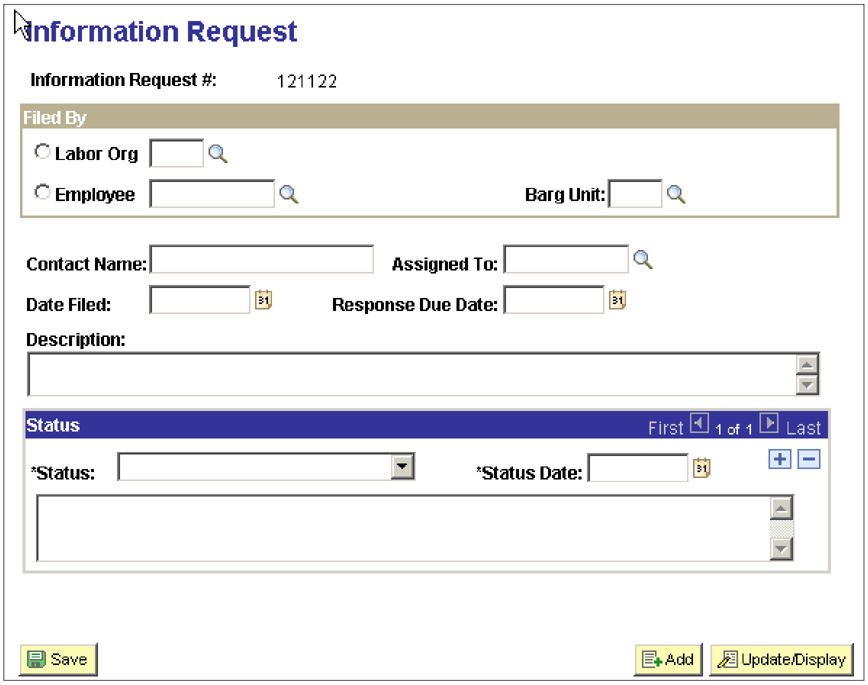



**Figure 612. Information Request page**

7. Complete the fields as follows:

**Information Request #**

This field is populated with information from the search criteria entered.

**Labor Org**

Enter the applicable information or select data by clicking the search icon.

**Employee**

Select this option if the grievance was filed by the employee. The employee's name will be populated.

**Barg Unit**

Enter the applicable bargaining unit or select data by clicking the search icon.

**Contact Name**

Enter the name of the union or contact name for the bargaining unit.

**Assigned To**

Enter the name of the person assigned to the case or select data by clicking the search icon. The assigned to name will be populated.

**Date Filed**

Enter the date the grievance was filed or select a date from the calendar icon.

**Response Due Date**

Enter the date the response is due or select a date from the calendar icon.

**Description**

Enter the applicable description.

***Status**

Enter the status or select data from the drop-down list. The valid values are **`Settled`**, **`Pending`** , and **`Appealed`**.

***Status Date**

Enter the status date or select a date from the calendar icon.

8. Click **Save**.

   **OR**

   Click **Return To Search** to search for another Information Request.

   **OR**

   Click **Add** to add an additional Information Request.

   **OR**

   Click **Update/Display** to update the page.

## Miscellaneous

This section allows the user to enter any miscellaneous information that should be documented for labor relations issue.

**To enter Miscellaneous informaton:**

1. Select the ***Labor Relations*** menu group.
2. Select the ***Miscellaneous*** component. The Find An Existing Value tab - Miscellaneous page (**Figure 613**)is displayed.

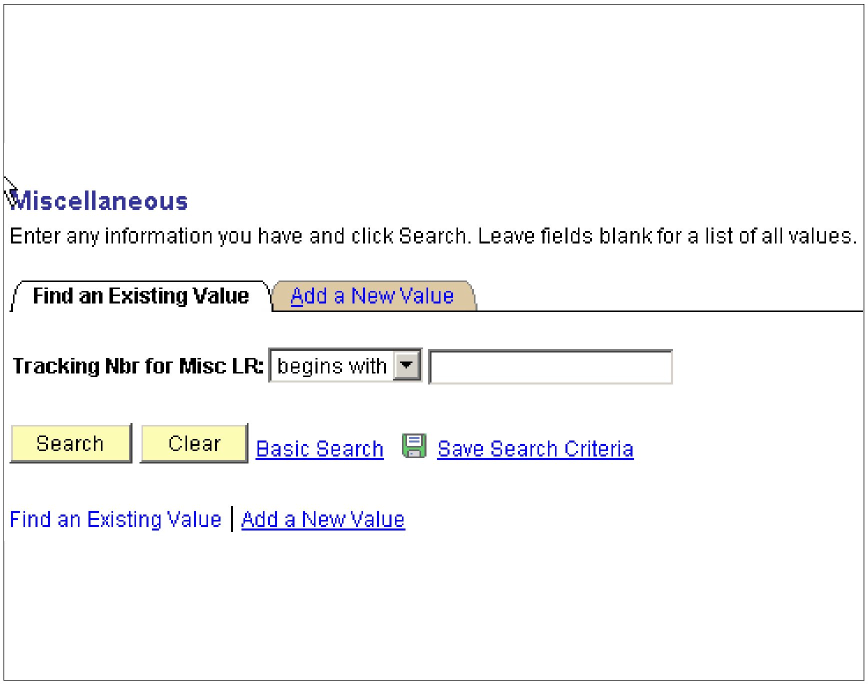



**Figure 613. Find An Existing Value tab - Miscellaneous page**

3. Complete the field as follows:

**Tracking Nbr for Misc LR**

Select data from the drop-down list. Valid values are **`Begins With`** (The data starts with a specific character.), **`Contains`** (The data contains specific characters.), **=** (The data is equal to.), **`Not =`** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **`Between`** (The data is within a range of two values.), and **`In`** (The data is within a field.). Enter the applicable information

4. Click **Search**. The Miscellaneous page (**Figure 615** )is displayed.

   **OR**

   Click ***Add A New Value*** tab. The Add A New Value tab - Miscellaneous page (**Figure 614** )is displayed.

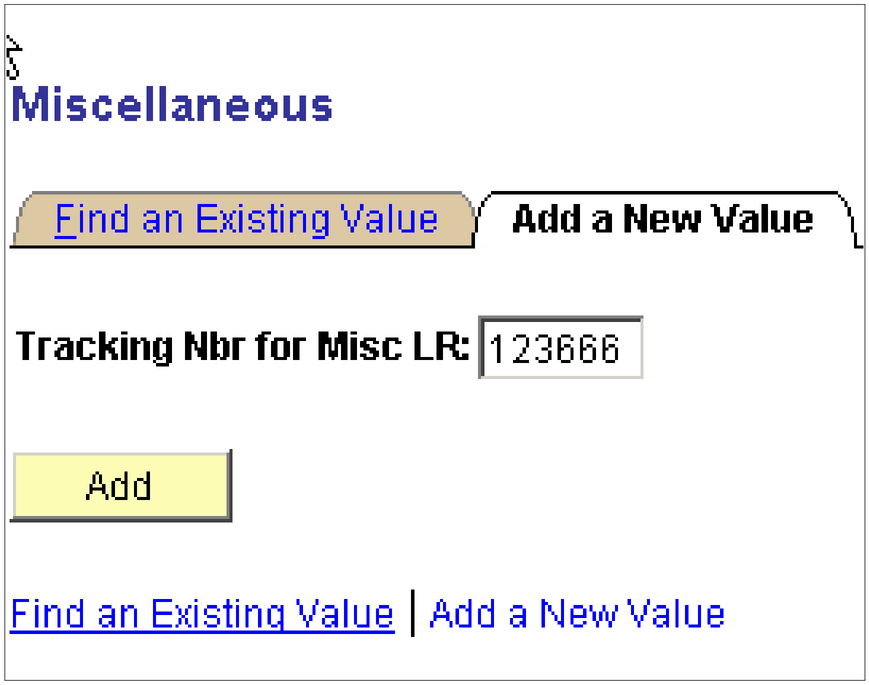



**Figure 614. Add A New Value tab - Miscellaneous page**

**5.** Complete the field as follows:

**Tracking Nbr for Misc LR**

Enter the applicable information.

**6.** Click **Add**. The Miscellaneous page (**Figure 615** )is displayed.

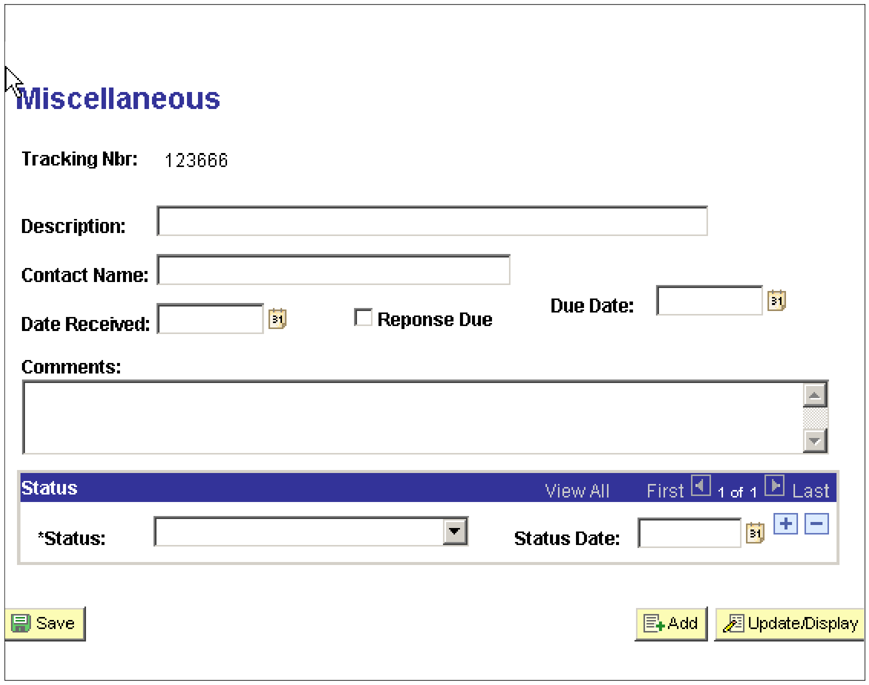



**Figure 615. Miscellaneous page**

7. Complete the fields as follows:

**Tracking Nbr**

This field is populated with the search criteria entered.

**Description**

Enter the applicable description.

**Contact Name**

Enter the contact name.

**Date Received**

Enter the date received or select a date from the calendar icon.

**Response Due**

Check this box if the response is due.

**Due Date**

Enter the date the response is due or select a date from the calendar icon.

**Comments**

Enter the applicable comments.

***Status**

Enter the status or select data from the drop-down list. The valid values are `Settled`, `Pending`, `Appealed`.

**Status Date**

Enter the date of the status or select a date from the calendar icon.

8. Click **Save**.

   **OR**

   Click **Add** to add an additional miscellaneous record.

   **OR**

   Click **Update/Display** to update the page.

## Unfair Labor Practices

This section contains information on the unfair labor practice and who is the party responsible for the unfair labor pactice.

**To enter an Unfair Labor Practice:**

1. Select the ***Labor Relations*** menu group.
2. Select the ***Unfair Labor Practices*** component. The Find An Existing Value tab - Unfair Labor Practices page  (**Figure 616**)is displayed.

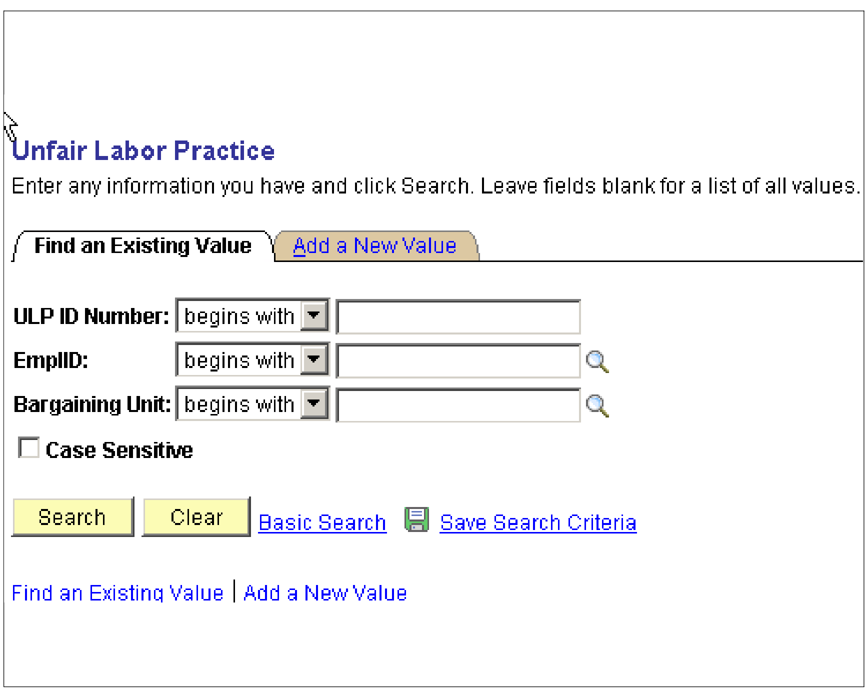



**Figure 616.  Find An Existing Value tab - Unfair Labor Practice page**

3. Complete the field as follows:

**ULP ID Number**

Select data from the drop-down list. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.).Enter the applicable information.

**EmplID**

Select data from the drop-down list. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.). Enter the employee ID or select data by clicking the search icon.

**Bargaining Unit**

Select data from the drop-down list. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.). Enter the bargaining unit or select data by clicking the search icon.

**Case Sensitive**

Click this field if the information is case sensitive.

4. Click **Search**. The Unfair Labor Practice 1 tab - Unfair Labor Practice page (**Figure 618**) is displayed.

**OR**

Click ***Add A New Value*** tab. Add A New Value tab - Unfair Labor Practice page (**Figure 617**)is displayed.

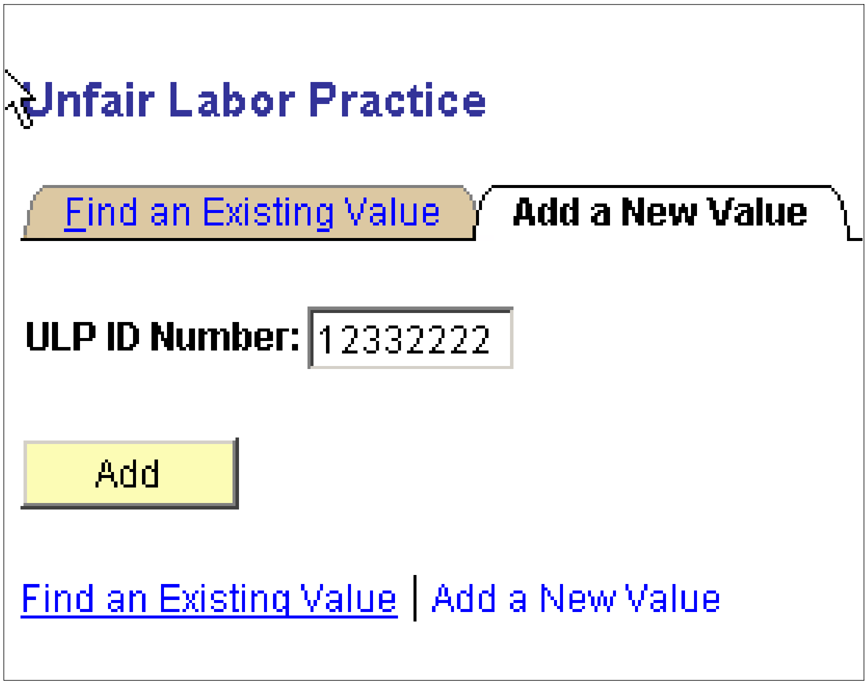



**Figure 617. Add A New Value tab - Unfair Labor Practice page**

5. Complete the field as follows:

**ULP ID Number**

Enter the applicable information.

6. Click **Add**. The Unfair Labor Practice 1 tab - Unfair Labor Practice page (**Figure 618**) is displayed.

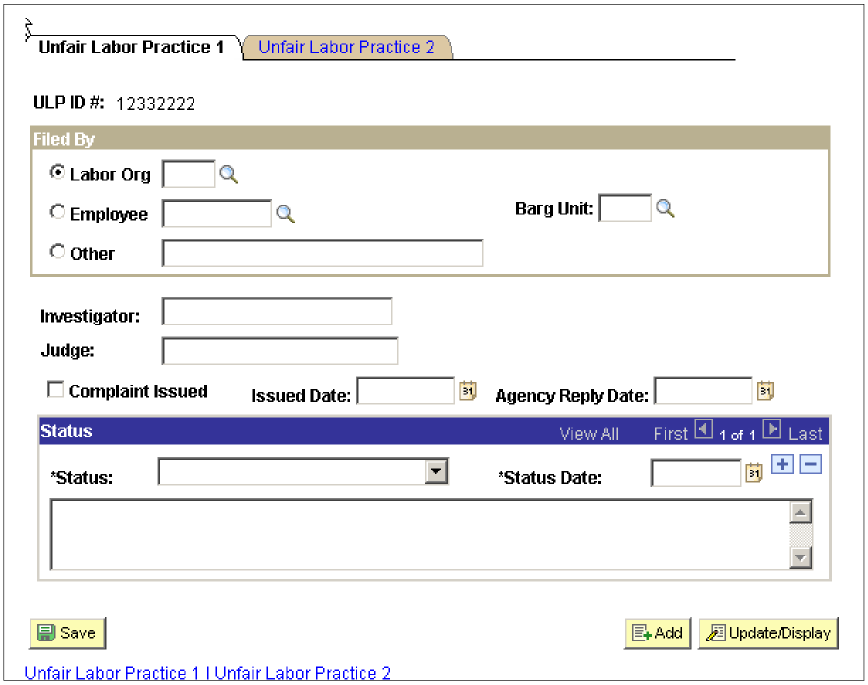



**Figure 618. Unfair Labor Practice 1 tab - Unfair Labor Practice page**

7. Complete the fields as follows:

**ULP ID #**

This field is populated with the search criteria entered.

**Labor Org**

Select this option if applicable then enter the labor org or select data by clicking on the search icon.

**Employee**

Select this option if applicable then enter the name of the employee or select data by clicking the search icon.

**Barg Unit**

Enter the applicable bargaining unit or select data by clicking the search icon.

**Other**

Select this option if applicable then enter the applicable information.

**Investigator**

Enter the name of the investigator.

**Judge**

Enter the name of the judge.

**Complaint Issued**

Check this box if the complaint was issued.

***Issued Date**

Enter the date of issue or select a date from the calendar icon.

**Agency Replay Date**

Enter the date the agency replyed to the complaint or select a date from the calendar icon.

***Status**

Enter the status of the complaint or select data from the drop-down list. The valid values are `Settled`, `Pending`, and `Appealed`.

***Status Date**

Enter the status date or select a date from the calendar icon.

8. Select the ***Unfair Labor Practice 2*** tab. The Unfair Labor Practice 2 tab - Unfair Labor Practice page (**Figure 619**) is displayed.


**Figure 619. Unfair Labor Practice 2 tab - Unfair Labor Practice page**

9. Complete the fields as follows:

**ULP ID #**

This field is populated with the search criteria entered.

**Witness**

Enter the name of the witness to the unfair labor priactice.

**Issues & Decision**

Enter the issue and decision made on the unfair labor practice.

10. Click **Save**.

    **OR**

    Click **Add** to add an additional unfair labor practice record.

    **OR**

    Click **Update/Display** to update the page.

## EEO Grievances

This section is used to document the EEO grievance for a Federal employee.

**To enter an EEO Grievance:**

1. Select the ***Labor Relations*** menu group.
2. Select the ***EEO Grievances*** component. The Find An Existing Value tab - Z_Grievances page (**Figure 620** )is displayed.

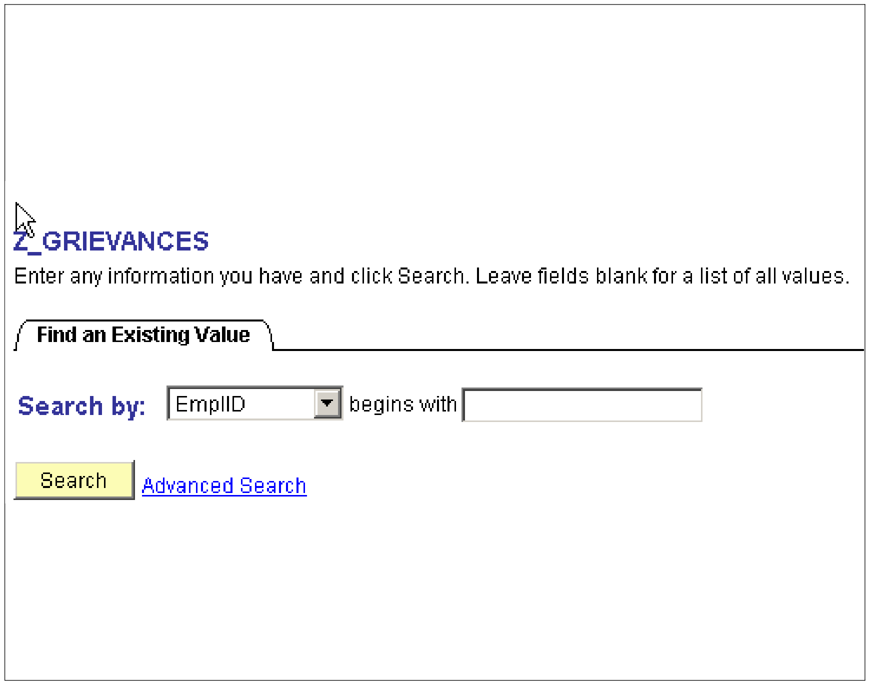



**Figure 620. Find An Existing Value tab - Z_Grievances page**

3. Complete the fields as follows:

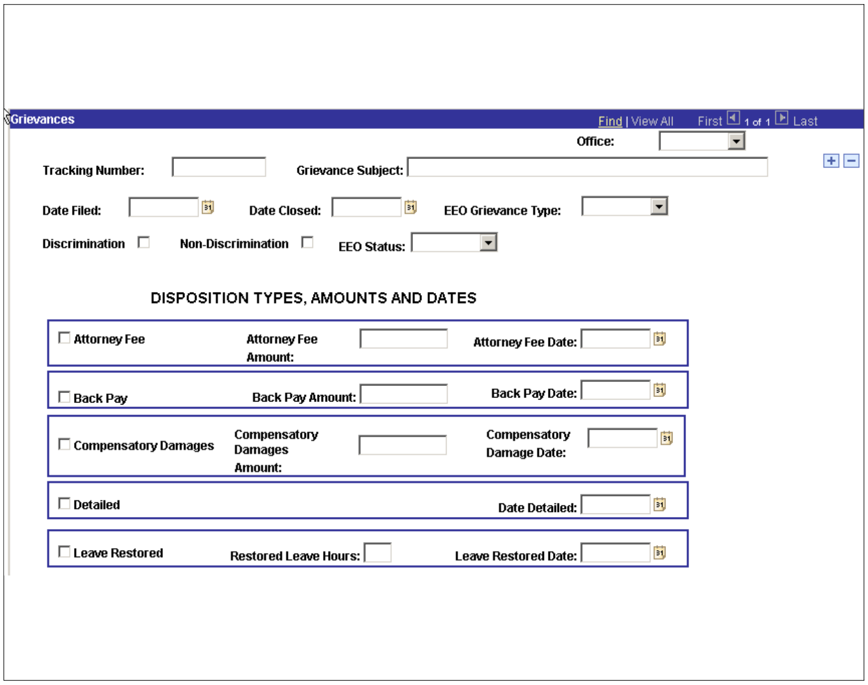
**Search By**

Select the applicable value. The valid values are **`EmplID`**, **`Empl Rcd No`**, **`Last Name`**, and **`Name`**.

**Begins With**

Enter the applicable information.

4. Click **Search**. The Z_Grievances page (**Figure 621**) is displayed.



Grievances | Find | View All | First 1 of 1 Last

Office:

Tracking Number: | Grievance Subject:

Date Filed: | Date Closed: | EEO Grievance Type:

Discrimination | Non-Discrimination | EEO Status:

DISPOSITION TYPES, AMOUNTS AND DATES

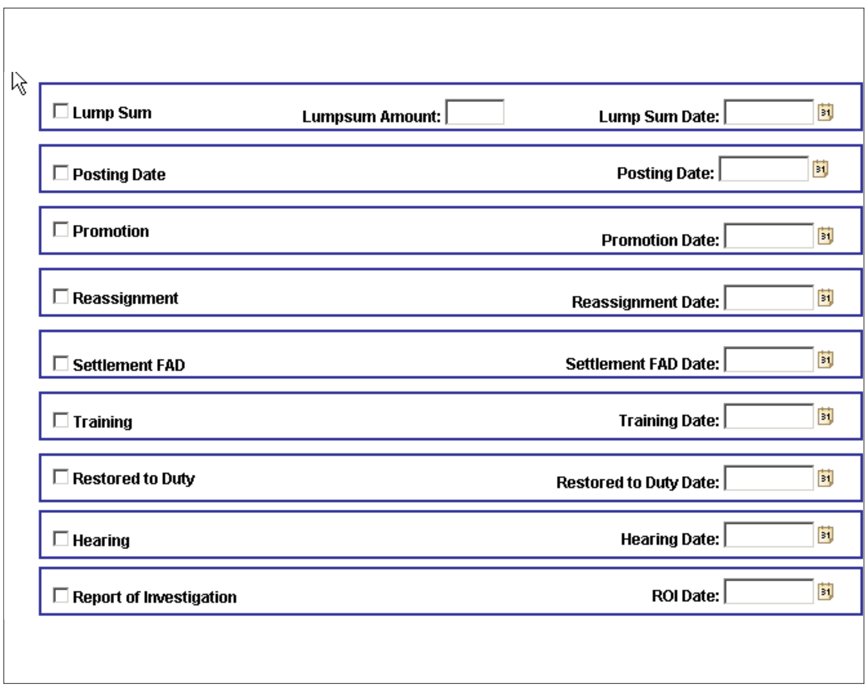
Attorney Fee | Attorney Fee Amount: | Attorney Fee Date:

Back Pay | Back Pay Amount: | Back Pay Date:

Compensatory Damages | Compensatory Damages Amount: | Compensatory Damage Date:

Detailed | Date Detailed:

Leave Restored | Restored Leave Hours: | Leave Restored Date:



Lump Sum | Lumpsum Amount: | Lump Sum Date:

Posting Date | Posting Date:

Promotion | Promotion Date:

Reassignment | Reassignment Date:

Settlement FAD | Settlement FAD Date:

Training | Training Date:

Restored to Duty | Restored to Duty Date:

Hearing | Hearing Date:

Report of Investigation | ROI Date:

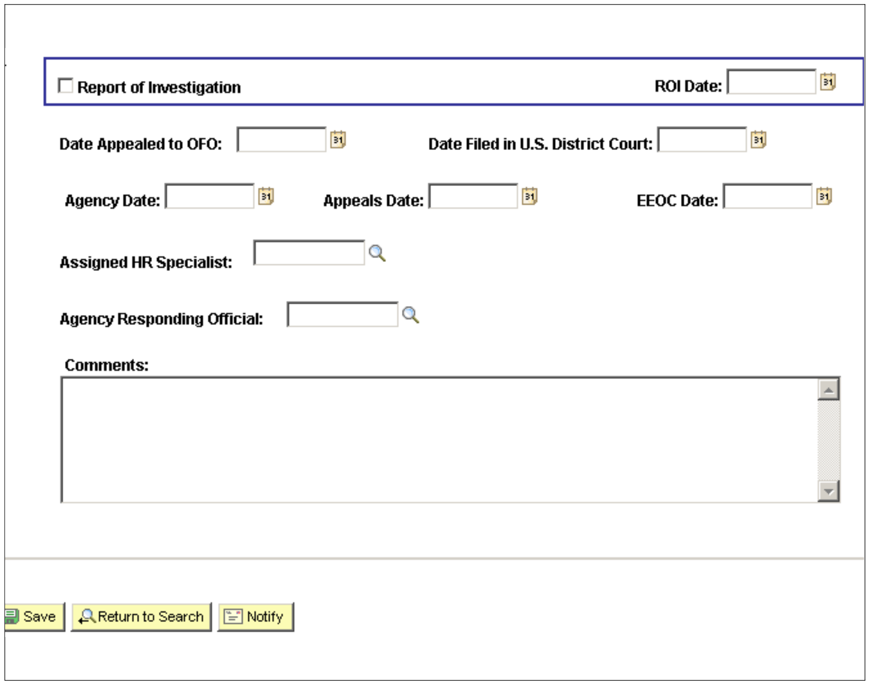



**Figure 621. Z_Grievances page**

5. Complete the fields as follows:

**Office**

Select the applicable office from the drop-down list. Valid values are

**Tacking Number**

Enter the tracking number of the grievance.

**Grievance Subject**

Enter the subject of the grievance.

**Date Filed**

Enter the date the grievance was filed or select a date from the calendar icon.

**Date Closed**

Enter the date the grievance was closed or select a date from the calendar icon.

**EEO Grievance Type**

Enter the EEO Grievence Type. The valid values are **DOJ**, **EEOC**, **HRD**, **MSPB**, and **OCR**.

**Discrimination**

Check this box if the grievance was a result of discrimination.

**Non-Discrimination**

Check this box if the greivance was not a result of discrimination.

**EEO Status**

Enter the EEO status or select data from the drop-down list. The valid values are as follows:

| EEO Status Valid Values |
| --- |
| Appealed |
| Closed |
| Dismissed |
| Pending |
| Rejected |
| Settled |
| Upheld |
| Withdrawn |

**Attorney Fee**

Check this box if attorney fees are due.

**Attorney Fee Amount**

Enter the attorney fee amount if the attorney fee box is checked.

**Attorney Fee Date**

Enter the applicable fee date or select a date from the calendar icon.

**Back Pay**

Check this box if back pay is due.

**Back Pay Amount**

Enter the amount of back pay due if the back pay box is checked.

**Back Pay Date**

Enter the applicable back pay date or select a date from the calendar icon.

**Compensatory Damages**

Check this box if compensatory damages are due.

**Compensatory Damages Amount**

Enter the applicable amount of compensatory damages if the compensatory damages box is checked.

**Compensatory Damages Date**

Enter the date the compensatory damanges were paid or select a date from the calendar icon.

**Detailed**

Check this box if a detail was negotiated.

**Date Detailed**

Enter the applicable date the detail was negotiated or select d a date from the calendar icon.

**Leave Restored**

Check this box if leave was restored.

**Restored Leave Hours**

Enter the applicable hours of leave if the leave restored box is checked.

**Leave Restored Date**

Enter the applicable date the leave was restored or select a date from the calendar icon.

**Lump Sum**

Check this box if a lump sum amount was paid.

**Lump Sum Amount**

Enter the amount of the lump sum if the lump sum box is checked.

**Lump Sum Date**

Enter the applicable date the lump sum payment was made or select a date from the calendar icon.

**Posting Date**

Check this box if.??????????????

**Positing Date**

Enter the applicable posting date or select a date from the calendar icon

**Promotion**

Check this box if a promotion was negotiated.

**Promotion Date**

Enter the appliccable date of the promotion or select a date from the calendar icon.

**Reassignment**

Check this box if a reassignment was negotiated.

**Reassignment Date**

Enter the applicable date of the reassignment or select a date from the calendar icon.

**Settlement FAD**

Check this box if a settlement FAD was negotiated.

**Settlement FAD Date**

Enter the applicable date of the settlement FAD or select a date from the calendar icon.

**Training**

Check this box if training was negotiated.

**Training Date**

Enter the applicable date of the training or select a date from the calendar icon.

**Restored To Duty**

Check this box if restored to duty was negotiated.

**Restored To Duty Date**

Enter the applicable date of the restore to duty or select a date from the calendar icon.

**Hearing**

Check this box if a hearing was negotiated.

**Hearing Date**

Enter the applicable date of the hearing or select a date from the calendar icon.

**Report Of Investigation**

Check this box if a report of the investigation was written.

**ROI Date**

Enter the applicable date the report of the investigation was written or select a date from the calendar icon.

**Date Appealed to OFO**

Enter the applicable date of the appeal or select a date from the calendar icon.

**Date Filed in U.S. District Co**

Enter the applicable date if filed in court or select a date from the calendar icon.

**Agency Date**

Enter the applicable date or select a date from the calendar icon.

**Appeals Date**

nter the applicable date if an appeal was filed or select a date from the calendar icon.

**EEOC Date**

Enter the applicable date the case went to EEOC or select a date from the calendar icon.

**Assigned HR Specialist**

Enter the applicable HR Specialist's name or select data from the drop-down list. The narrative of the name is displayed.

**Agency Responding Official**

Enter the applicable agency official's name or select data from the drop-down list. The narrative of the name is displayed.

**Comments**

Enter any comments that pertain to the grievance.

6. Click **Save**.

   **OR**

   Click **Return To Search** to search for another grievance.

   **OR**

Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

## EEO Grievances Non-Employees

This section is used to document an EEO grievance for a non-employee.

**To enter an EEO Grievance for a Non-Employee:**

1. Select the ***Labor Relations*** menu group.
2. Select the ***EEO Grievances Non-Employees*** component. The Find An Existing Value tab - Z_Grievances _NON2 page (**Figure 622**)is displayed.

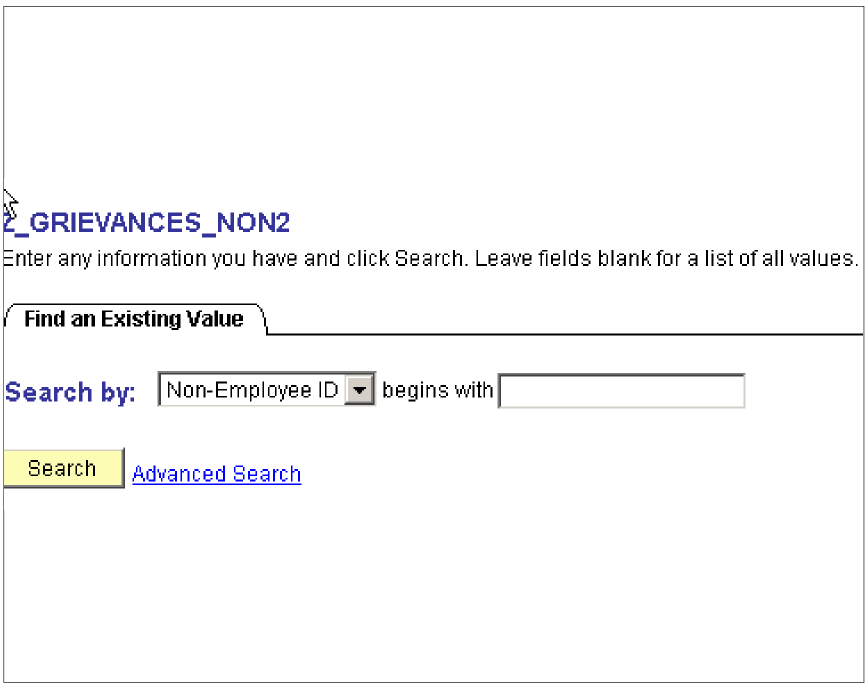



**Figure 622. Find An Existing Value tab - Z_Grievances _NON2 page**

3. Complete the fields as follows:

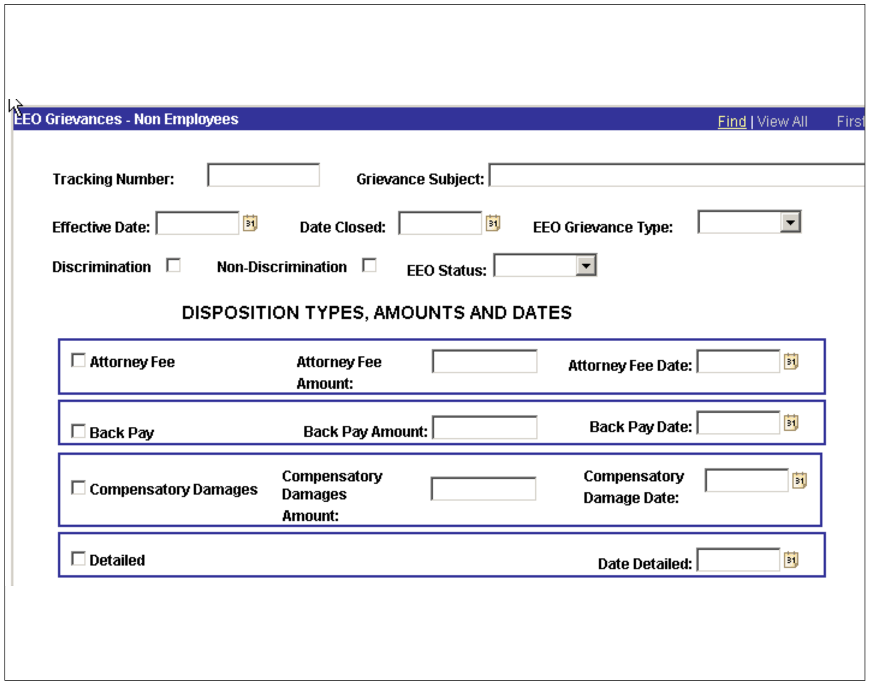
**Search By**

Select the applicable informtion for the search from the drop-down list. The valid values are **`Non-EmplID`**, **`Last Name`**, and **`Name`**.

**Begins With**

Enter the applicable informtion for the search.

4. Click **Search**. The Z_Gievances_NON2 page (**Figure 623**) is displayed.



EEO Grievances - Non Employees | Find | View All | First

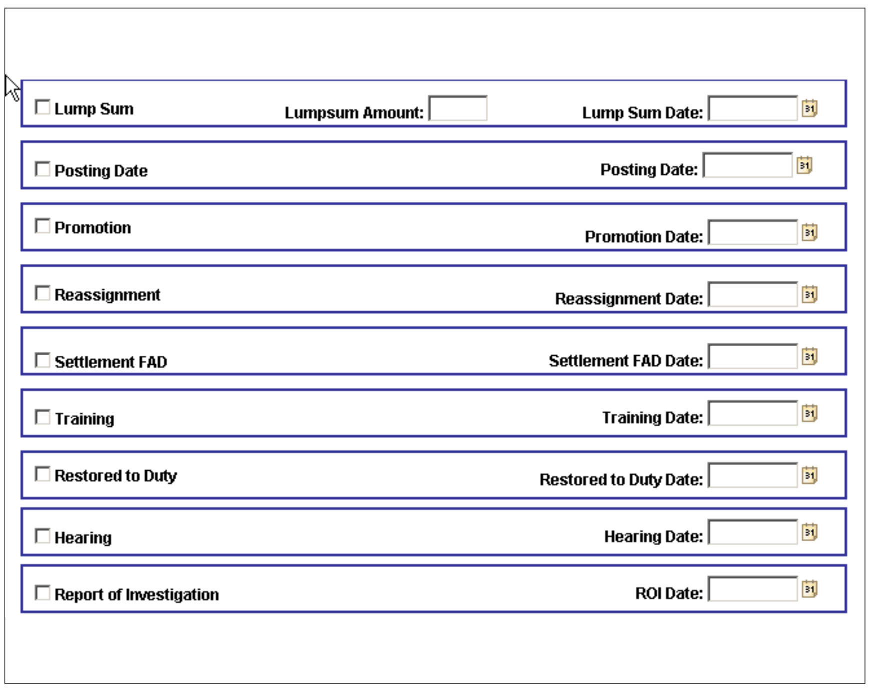
Tracking Number: | Grievance Subject:

Effective Date: | Date Closed: | EEO Grievance Type:

Discrimination | Non-Discrimination | EEO Status:

DISPOSITION TYPES, AMOUNTS AND DATES

| | | |
|---|---|---|
| Attorney Fee | Attorney Fee Amount: | Attorney Fee Date: |
| Back Pay | Back Pay Amount: | Back Pay Date: |
| Compensatory Damages | Compensatory Damages Amount: | Compensatory Damage Date: |
| Detailed | | Date Detailed: |



| | | |
|---|---|---|
| Lump Sum | Lumpsum Amount: | Lump Sum Date: |
| Posting Date | | Posting Date: |
| Promotion | | Promotion Date: |
| Reassignment | | Reassignment Date: |
| Settlement FAD | | Settlement FAD Date: |
| Training | | Training Date: |
| Restored to Duty | | Restored to Duty Date: |
| Hearing | | Hearing Date: |
| Report of Investigation | | ROI Date: |

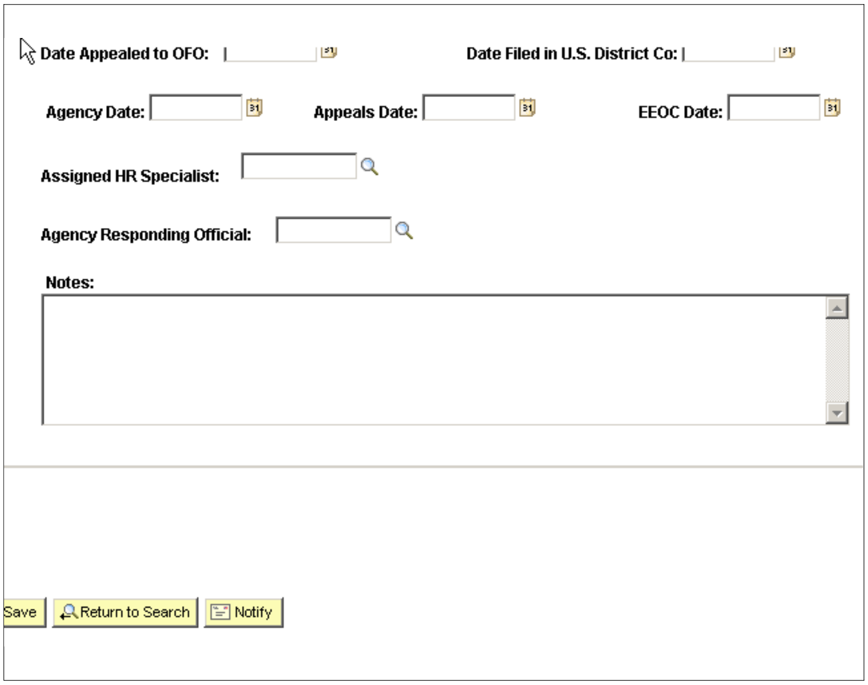



**Figure 623. Z_Grievances_NON2 Page**

5. Complete the fields as follows:

**Tacking Number**

Enter the tracking number of the unfair labor practice.

**Grievance Subject**

Enter the subject of the grievance.

**Effective Date**

Enter the effective date of the grievance or select a date from the calendar icon.

**Date Closed**

Enter the date the grievance was closed or select a date from the calendar icon.

**EEO Grievance Type**

Select the EEO Grievence Type from the drop-down list. The valid values are **DOJ**, **EEOC**, **HRD**, **MSPB**, and **OCR**.

**Discrimination**

Check this box if the grievance was a result of discrimination.

**Non-Discrimination**

Check this box if the grievance was not a result of discrimination.

#### EEO Status

Select the EEO status from the drop-down list. The valid values are as follows:

| EEO Status |
|---|
| Appealed |
| Closed |
| Dismissed |
| Pending |
| Rejected |
| Settled |
| Upheld |
| Withdrawn |

#### Attorney Fee

Check this box if attorney fees are due.

#### Attorney Fee Amount

Enter the attorney fee amount if the attorney fee box is checked.

#### Attorney Fee Date

Enter the applicable fee date or select a date from the calendar icon.

#### Back Pay

Check this box if back pay is due.

#### Back Pay Amount

Enter the amount of back pay due if the back pay box is checked.

#### Back Pay Date

Enter the applicable back pay date or select a date from the calendar icon.

#### Compensatory Damages

Check this box if compensatory damages are due.

#### Compensatory Damages Amount

Enter the applicable amount of compensatory damages of the compensatory damages box is checked.

**Compensatory Damages Date**

Enter the date the compensatory damanges were paid or select a date from the calendar icon.

**Detailed**

Check this box if a detail was negotiated.

**Date Detailed**

Enter a the applicable date if the detail was negotiated or select a date from the calendar icon.

**Lump Sum**

Check this box if a lump sum amount was paid.

**Lump Sum Amount**

Enter the amount of the lump sum.

**Lump Sum Date**

Enter the applicable date the lump sum payment was made or select a date from the calendar icon.

**Posting Date**

Check this box if ???????.

**Positing Date**

Enter the applicable posting date or select a date from the calendar icon

**Promotion**

Check this box if a promotion was negotiated.

**Promotion Date**

Enter the appliccable date of the promotion or select a date from the calendar icon.

**Reassignment**

Check this box if a reassignment was negotiated.

**Reassignment Date**

Enter the applicable date of the reassignment or select a date from the calendar icon.

**Settlement FAD**

Check this box if a settlement FAD was negotiated.

**Settlement FAD Date**

Enter the applicable date of the settlement FAD or select a date from the calendar icon.

**Training**

Check this box if  training was negotiated.

**Training Date**

Enter the applicable date of the training or select a date from the calendar icon.

**Restored To Duty**

Check this box if restored to duty was negotiated.

**Restored To Duty Date**

Enter the applicable date of the restore to duty or select a date from the calendar icon.

**Hearing**

Check this box if a hearing was negotiated.

**Hearing Date**

Enter the applicable date of the hearing or select a date from the calendar icon.

**Report Of Investigation**

Check this box if a report of the investigation was written.

**ROI Date**

Enter the applicable date the report of the investigation was written or select a date from the calendar icon.

**Date Appealed to OFO**

Enter the applicable date of the appeal or select a date from the calendar icon.

**Date Filed in U.S. District Co**

Enter the applicable date filed in court or select a date from the calendar icon.

**Agency Date**

Enter the applicable date or select a date from the calendar icon.

**Appeals Date**

Enter the applicable date if an appeal was filed or select a date from the calendar icon.

**EEOC Date**

Enter the applicable date if the cases went to EEOC or select a date from the calendar icon.

**Assigned HR Specialist**

Enter the applicable HR Specialist's name or select data from the drop-down list. The narrative of the name is displayed.

**Agency Responding Official**

Enter the applicable agency official's name or select data from the drop-down list. The narrative of the name is displayed.

**Notes**

Enter the any notes that pertain to the grievance.

6. Click **Save**.

   **OR**

   Click **Return To Search** to search for another functioncode.

   **OR**

   Click **Notify.** to notify a person in the workflow that the transaction is in their worklist.

## Ethics

This section is used to document an ethics training or information on ethics for the employee.

### To enter Ethics informtion:

1. Select the ***Labor Relations*** menu group.

2. Select the ***Ethics*** component. The Find An Existing Value tab - Ethics page (**Figure 624** ) is displayed.

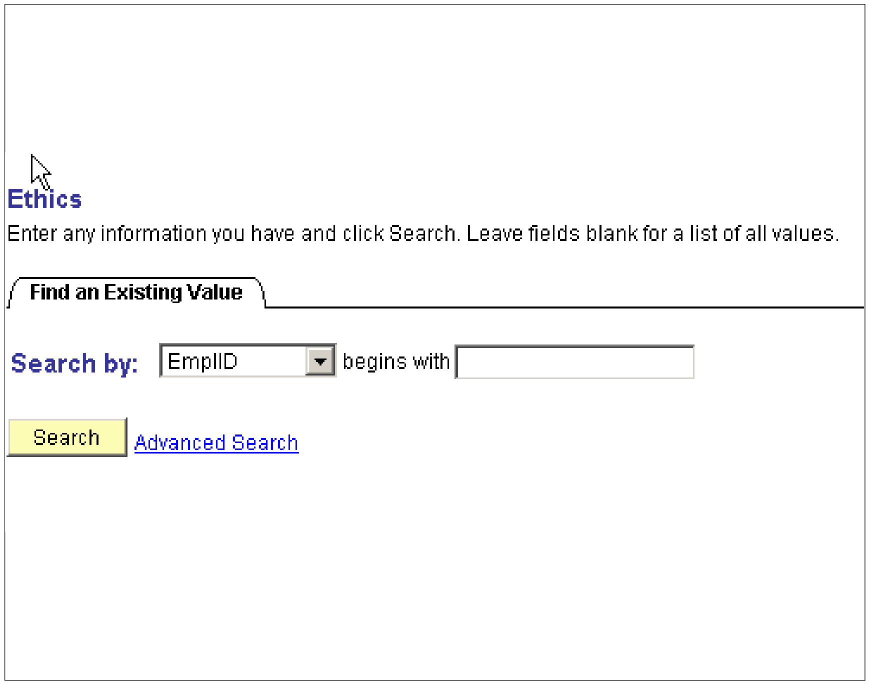



**Figure 624. Find An Existing Value tab - Ethics page**

3. Complete the field as follows:

**Search By**

Select the applicable informtion for the search from the drop-down list. The valid values are **`EmplID`**, **`Empl Rcd Number`**, **`Last Name`**, and **`Name`**.

**Begins With**

Enter the applicable informtion for the search from the drop-down list.

4. Click **Search**. The Ethics page (**Figure 625**)is displayed.

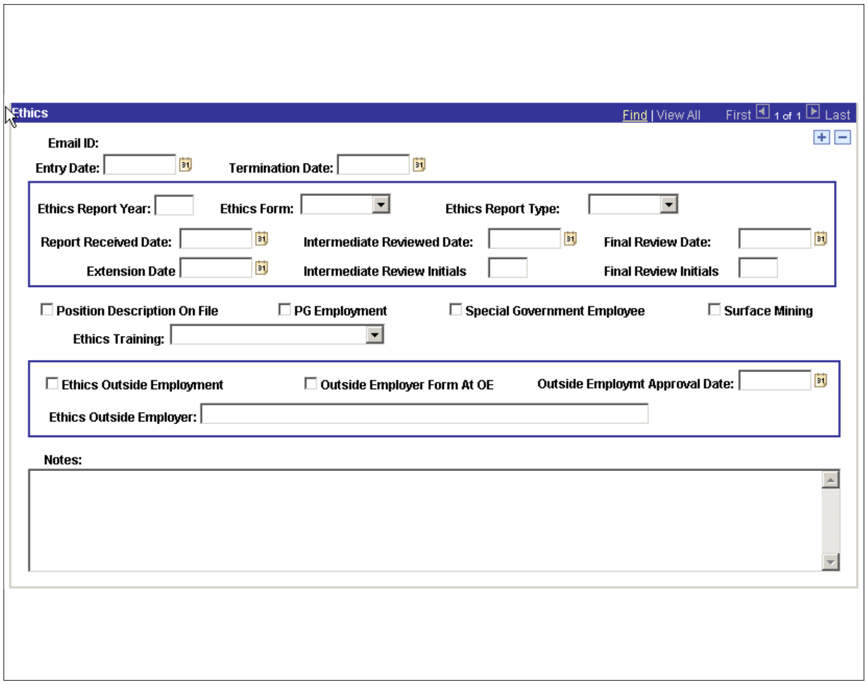



**Figure 625. Ethics page**

**Entry Date**

Enter the applicable date or select a date from the calendar icon.

**Termination Date**

Enter the applicable date or select a date from the calendar icon.

**Ethics Report Year**

Enter the applicable year.

**Ethics Form**

Select the applicable form from the drop-down list. The valid values are **`AlternaTV`**, **`None`**, **`OGE 450`**, **`OGE 450A`**. **`OGE 450`**, and **`OGE 450A`**.

**Ethics Report Type**

Select the applicable report type from the drop-down list. The valid values are **`Annual`** and **`New Entrnt`**.

**Report Received Date**

Enter the applicable date or select a date from the calendar icon.

**Intermediate Reviewed Date**

Enter the applicable date or select a date from the calendar icon.

**Final Review Date**

Enter the applicable date or select a date from the calendar icon.

**Extension Date**

Enter the applicable date or select a date from the calendar icon.

**Intermediate Review Initials**

Enter the applicable initials.

**Final Review Initials**

Enter the applicable initials.

**Position Description On File**

Check the box if a position description is on file.

**PG Employment**

Check this box if PG employement is applicable.

**Special Government Employee**

Check this box if the person is a special government employee.

**Surface Mining**

Check this box if the applicable.

**Ethics Training**

Enter the applicable ethics training recieved or select data from the drop-down list. the valid values are **`Ethics Annual Training`**, **`Ethics Orientation`**, and **`Post-GE Training`**.

**Ethics Outside Employment**

Check this box if applicable.

**Outside Employer Form At OE**

Check this box if applicable.

**Outside Employmt Approval Date**

Enter the applicable date or select a date from the calendar icon.

**Ethics Outside Employer**

Enter the applicable information.

**Notes**

Enter the any notes that pertain to ethics.

5. Click **Save**.

   **OR**

   Click **Return To Search** to search for another ethics record.

   **OR**

   Click **Previous In List** to view the previous functioncode.

   **OR**

   Click **Notify** to notify a person in the workflow that the transaction is in their worklist.