

# HUMAN RESOURCES SERVICES RESPONSIBILITIES

DATE: 11/20/2008

SUBJECT: GRIEVANCE POLICY AND PROCEDURES

---

1. PURPOSE. This document addresses responsibility and accountability and provides administrative guidance to Oak Ridge Office (ORO) and Office of Scientific and Technical Information (OSTI).
2. APPLICABILITY. The provisions of this document apply to ORO and OSTI employees except those employees excluded in DOE O 342.1, subparagraph 3d.
3. RESPONSIBILITIES.
  - a. Director, Human Resources Division performs those tasks identified in DOE O 342.1, subparagraph 5g.
  - b. Division Directors and Heads of Offices which do not have subordinate Divisions serve as deciding officials for employees of their organizations unless they have been directly involved in the action being grieved (see DOE O 342.1, subparagraph 5d).
  - c. Assistant Managers and Heads of Offices which have subordinate Divisions render final decisions on formal grievances referred by the Director, Human Resources Division, in those cases where the deciding official does not accept the fact finder's recommendations. The Chief Operating Officer renders such decisions for the Office of Chief Counsel and the Public Affairs Office. If these officials have been involved in a previous stage of the grievance, this responsibility reverts to the next higher official who has no previous involvement in the grievance.
  - d. ORO and OSTI Supervisors perform those tasks identified in DOE O 342.1, subparagraph 5e.