

DIRECTIVES CONTROL FORM - ORO FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 340, Chapter II, Change 2, GRIEVANCE POLICY AND PROCEDURES**

2. **PURPOSE OF TRANSMITTAL:** New Directive Revised Directive

3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)

No (all contractors)

Yes If yes, whom? Bechtel Jacobs Co. BWXT Y-12 ORAU UT-Battelle SURA

Other contractors (list by type)

Many ORO contractors have approved S/RIDs or WSS sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

4. **SIGNIFICANT PROVISIONS:** Are there any significant changes or impact?

No Yes If yes, describe: This ORO chapter is part of the ORO sunset review process. Changes to this chapter include editorial revisions to indicate the current organizational title of the Public Affairs Office.

5. **CONTACT POINT:** Melanie Kent Personnel Management & Analysis Branch, AD-442 576-0673
Name Organization Telephone

PART B (To be completed by the Directives Management Group (DMG)):

6. **FILING INSTRUCTIONS:**

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
ORO Control Form	11/17/1998	ORO Control Form	09/06/2002
ORO O 340, Chapter II, Chg. 1, Pages II-1	11/17/1998	ORO O 340, Chapter II, Chg. 2, Pages II-1 and II-2	09/06/2002

ORO Directives are available on the ORO Directives Management Home Page at http://www.ornl.gov/doe_oro_dmg/oro_dir.htm. The ORO Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.

7. **APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:**

Original Signed By
Wayne H. Albaugh 09/06/2002
Signature: DMG Team Leader, AD-440 Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED

Rev. 01/30/2002

U.S. Department of Energy

Oak Ridge Operations

ORO O 340
Chapter II
Change 2

DATE: 09/06/2002

SUBJECT: GRIEVANCE POLICY AND PROCEDURES

1. PURPOSE. This chapter correlates to DOE 3771.1, GRIEVANCE POLICY AND PROCEDURES, dated July 2, 1981, and subsequent revisions, by assigning responsibility and accountability and providing administrative guidance to Oak Ridge Operations (ORO) and Office of Scientific and Technical Information (OSTI). Nothing in this issuance changes any requirements contained in any Department of Energy (DOE) directive.
2. CANCELLATION. This chapter cancels and replaces ORO O 340, Chapter II, Change 1, GRIEVANCE POLICY AND PROCEDURES, dated November 17, 1998.
3. APPLICABILITY. The provisions of this chapter apply to ORO and OSTI employees except those employees excluded in DOE 3771.1, subparagraphs 3b(1)(a) through (c).
4. RESPONSIBILITIES.
 - a. Director, Human Resources Division performs those tasks identified in DOE 3771.1, subparagraphs 6a and 6f.
 - 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 3771.1, subparagraphs 4a and 6d).
 - 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 Deputy Manager 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 3771.1, subparagraph 6e.
5. REQUIREMENTS AND PROCEDURES. None.

6. REFERENCES. None.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
9. ATTACHMENTS. None.