HRDG 4752 - Disciplinary or Alternative Actions - Section A

Last Modified:

Subchapter 4752 - Disciplinary or Alternative Action
Section A - Who are Employee Relations Specialists (ERS's)

- Where Is Your ERS?
- ERS's Help Supervisors
- ERS Help Employees

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Where Is Your ERS?	Employee Relations Specialists (ERS's) provide advice and guidance on employee and labor relations matters. ERS's service various agencies and organizational units as follows: **APHIS Employee Relations Branch**

ERS's Help Supervisors

Some of the ways in which an ERS can help supervisors are as follows:

- Advise how to handle a situation involving an employee performance, conduct, or labor relations issue;
- Assist with a decision of what alternative action or what disciplinary action may be appropriate;
- Locate and interpret pertinent regulations;
- Help determine if a regulation was properly communicated to an employee;
- Help determine if a rule was violated by an employee, and whether it was enforced with discipline in the past;
- Explain how to counsel and document properly;
- If necessary, conduct further factfinding or an investigation;
- Advise on alternatives to traditional discipline;
- If official disciplinary action is warranted, assist in defining an appropriate penalty for the offense(s);
- Write official disciplinary letters for the supervisor's signature (based on input from the supervisor);
- Explain pertinent employee's rights and the regulations therein;
- Advise and assist with grievances; and
- Defend disciplinary actions taken by the Agency that go before a third party (i.e., arbitration or the Merit Systems Protection Board).

ERS's Help Employees

Some of the ways in which an Employee Relations Specialist (ERS) can help employees are as follows:

- Answer questions on employee or labor relations matters;
- Locate and interpret pertinent regulations;
- Explain employee's rights and the regulations therein;
- Explain the disciplinary/adverse action process;
- Explain the administrative or negotiated grievance process;
- If the employee alleges discrimination, provide the telephone number of the Civil Rights Enforcement and Compliance (CREC) office, or the name of an Equal Employment Opportunity counselor; or
- Explain applicable regulations pertaining to bargaining unit employees (i.e., Weingarten right).

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