

HR Revises Discipline, Grievance Policies Following Morale Report Recommendations

(April 14) Acting on employee recommendations, Human Resources has revised the MTA's non-represented employee discipline and grievance policies and procedures. The suggestions were included in the Morale Task Force and Policies and Procedures Task Force reports.

The updated grievance procedure - HR 3-11 - now includes an informal process through which non-represented employees are encouraged to resolve disputes at the lowest possible level. This may be with their immediate manager or supervisor or, failing that, with their department head.

The four-step grievance procedure is outlined in a flow chart that includes arbitration before an impartial arbitrator when a grievance involves a possible discharge. In this step, the arbitrator will make a recommendation to the CEO, who will make the final determination.

The revised policy provides dispute resolution involving interpretation and application of MTA policies, procedures, rules and regulations. Timelines for all steps of the grievance procedure are now included.

Employee discipline policy

The non-represented employee discipline policy - HR 3-10 - has been revised to include a Disciplinary Action Review Committee with members from Human Resources, Equal Employment Opportunity, Employee Relations and the County Counsel's office. The Committee will review all proposed employee suspensions, demotions or discharges.

The updated policy more clearly describes the disciplinary procedure - counseling sessions, verbal reprimand, written reprimand, suspension, demotion or discharge.

A new definition describes employee misconduct as offenses that include, but are not limited to, dishonesty, insubordination, or violation of MTA policies, rules or procedures.

The definition of the progressive disciplinary process includes disciplinary action "that gives an employee the opportunity to correct his or her behavior before more severe disciplinary action is taken."

The revised policies are now available through the "MTA Departmental Home Pages" button on the Intranet home page. For more information about the revised policies, contact the Office of Employee Relations at 922-3859.

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