



# EmpowHR: Section 11 - Labor Relations



PUBLICATION CATEGORY  
HR and Payroll Processing

PROCEDURE MANUAL  
EmpowHR

SECTION 11  
Labor Relations



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## Latest Update Information

The following changes have been made to the Labor Relations procedure:

Section	Description of Change
Labor Relations Procedure Manual	Procedure document has been updated in accordance with updates to the <b>NFC Home Page</b> ( <a href="http://www.nfc.usda.gov">http://www.nfc.usda.gov</a> ).



## Labor Relations

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.

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Note: Fields marked with an \* (asterisk) indicate required fields.

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This section includes the following topics:

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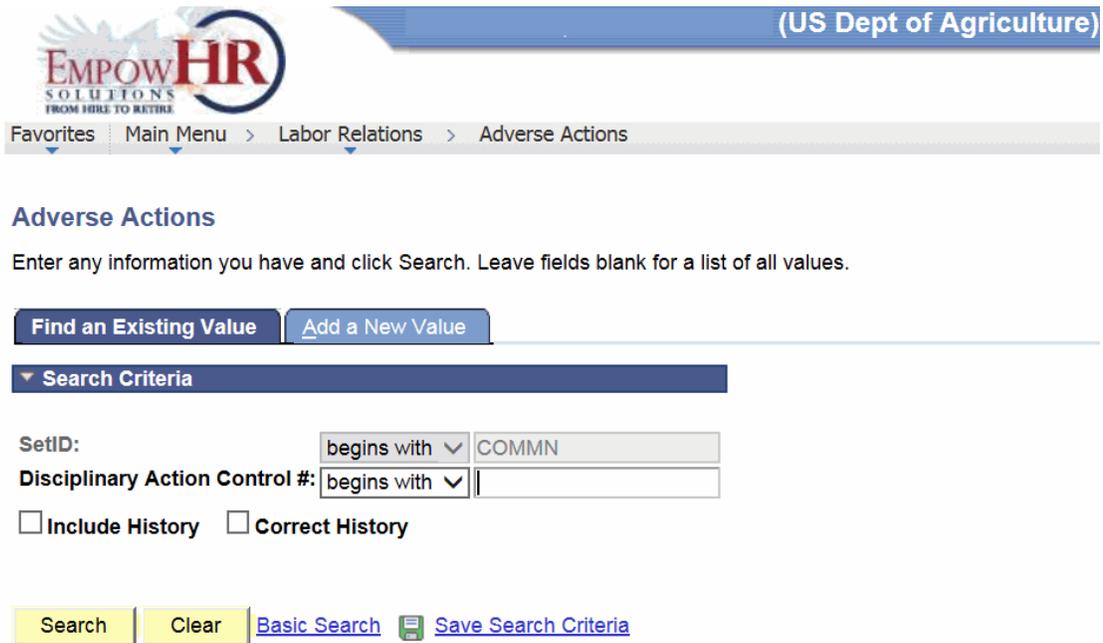
## Adverse Actions

An Adverse Action is defined as 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 Adverse Action Data:

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

2. Select the **Adverse Actions** component. The Adverse Actions page - Find an Existing Value tab is displayed.



The screenshot shows the EmpowHR interface for the Adverse Actions page. At the top, there is a blue header with the EmpowHR logo and the text "(US Dept of Agriculture)". Below the header is a navigation menu with "Favorites", "Main Menu", "Labor Relations", and "Adverse Actions". The "Adverse Actions" section is active, and the "Find an Existing Value" tab is selected. The page contains a search form with the following elements:

- A header bar with "Find an Existing Value" (selected) and "Add a New Value" buttons.
- A "Search Criteria" dropdown menu.
- Two search criteria fields: "SetID:" with a dropdown set to "begins with" and a text input containing "COMMN"; and "Disciplinary Action Control #:" with a dropdown set to "begins with" and an empty text input.
- Two checkboxes: "Include History" and "Correct History", both of which are unchecked.
- A row of buttons: "Search" (yellow), "Clear" (yellow), "Basic Search" (blue), and "Save Search Criteria" (blue).

[Find an Existing Value](#) | [Add a New Value](#)

**Figure 1: Adverse Actions Page - Find an Existing Value Tab**

3. Enter the applicable search criteria.
4. Click **Search**. The Adverse Actions page is displayed.

**OR**

Select the **Add a New Value** tab. The Adverse Actions page - Add a New Value tab is displayed.



**Figure 2: Adverse Actions Page - Add a New Value Tab**

5. Complete the fields as follows:

Field	Description/Instruction
<b>SetID</b>	Enter the applicable set identification (ID) number.
<b>Disciplinary Action Control #</b>	Enter the discipline action control number.

6. Click **Add**. The Adverse Actions page is displayed.

**Figure 3: Adverse Actions Page**

7. Complete the fields as follows:

Field	Description/Instruction
<b>Control #</b>	Populated with the search criteria entered.
<b>*Proposal Date</b>	Required field. Enter the applicable proposal date or select a date from the calendar icon.
<b>*Offense Type</b>	Required field. Enter the applicable offense type or select data by clicking the search icon.
<b>*Employee ID</b>	Required field. Enter the applicable Employee ID. The narrative name will display.
<b>Race</b>	Populated from the Employee ID.
<b>Sex</b>	Populated from the Employee ID.
<b>Barg Unit</b>	Populated from the Employee ID.

Field	Description/Instruction
<b>Job Code</b>	Populated from the Employee ID.
<b>Pay Plan-Occ-Grade</b>	Populated from the Employee ID.
<b>DeptID</b>	Populated from the Employee ID.
<b>Incident Description</b>	Enter the narrative description of the adverse action.
<b>Proposed Action</b>	Enter the proposed adverse action to the employee or select data by clicking the search icon.
<b>Recommendation</b>	Enter the recommended adverse action to the employee or select data by clicking the search icon.
<b>Recommend Date</b>	Enter the recommended date or select a date from the calendar icon.
<b>Decision</b>	Enter the decision or select data by clicking the search icon.
<b>Decision Date</b>	Enter the date of the decision or select a date from the calendar icon.

- Click **Save**. At this point the following options are available:

Step	Description
Click <b>Add</b>	Adds an additional adverse action.
Click <b>Update/Display</b>	Returns to the Find an Existing Value tab.
Click <b>Include History</b>	Returns to the Find an Existing Value tab with Include History checked.
Click <b>Correct History</b>	Returns to the Find an Existing Value tab with Correct History checked.

## Grievances

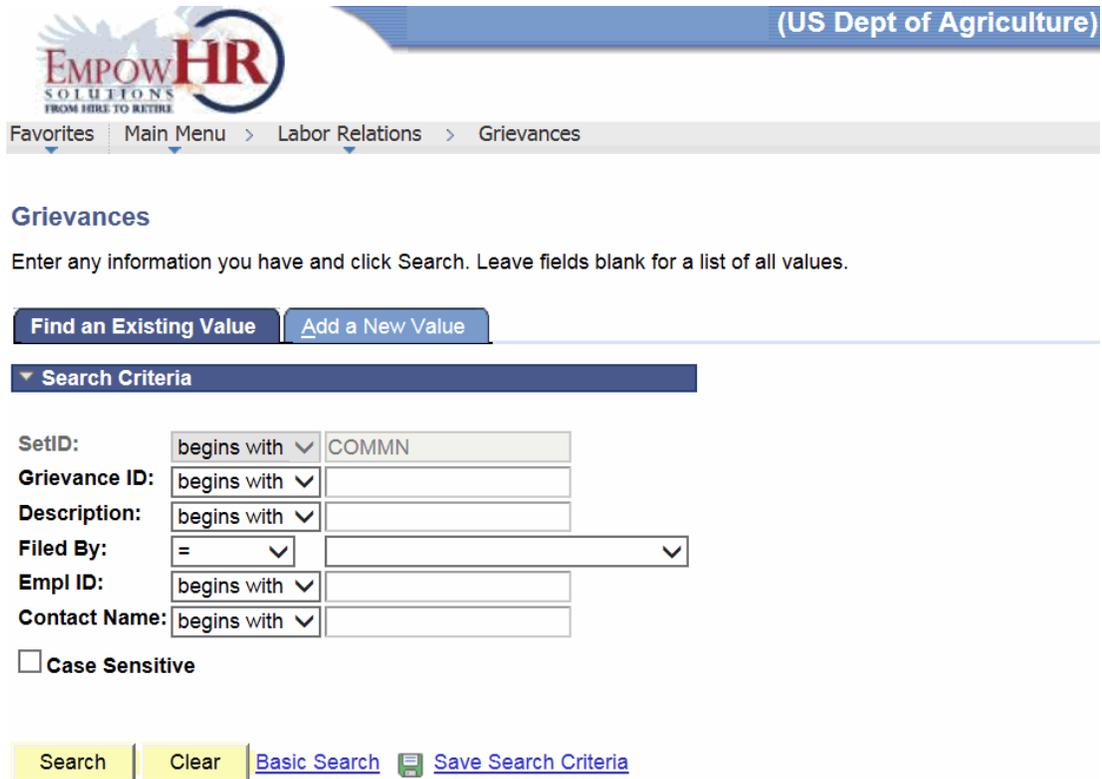
To help protect the Agency from legal liability, it is important to keep an accurate record of workforce grievances and any actions taken when grievances are filed against the Agency. Use the Grievances pages to enter any formal grievance filed by employees, applicants, unions, or other sources, and 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: EmpowHR adds IDs sequentially as you add new grievances. EmpowHR assigns the number automatically. The Grievance ID first appears as **00000000**. Then after the information is saved, the assigned number is displayed.
- Manually: Enter the Grievance ID using the application that the organization chooses. If **Manual Entry** is chosen, 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 the IDs. Either assign IDs manually or always allow EmpowHR to assign them (not both).

### To Enter Grievances Data:

1. Select the **Labor Relations** menu group.
2. Select the **Grievances** component. The Grievances page - Find an Existing Value tab is displayed.



The screenshot shows the EmpowHR interface for the US Dept of Agriculture. The breadcrumb trail is: Favorites | Main Menu > Labor Relations > Grievances. The page title is 'Grievances'. Below the title, there is a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' (active) and 'Add a New Value'. A 'Search Criteria' section contains the following fields:

SetID:	begins with	COMMN
Grievance ID:	begins with	
Description:	begins with	
Filed By:	=	
Empl ID:	begins with	
Contact Name:	begins with	

There is an unchecked checkbox for 'Case Sensitive'. At the bottom, there are buttons for 'Search', 'Clear', and links for 'Basic Search' and 'Save Search Criteria'.

[Find an Existing Value](#) | [Add a New Value](#)

**Figure 4: Grievances Page - Find an Existing Value Tab**

3. Enter the applicable search criteria.
4. Click **Search**. The Grievances page - Grievance tab is displayed.

**OR**

Select the **Add a New Value** tab. The Grievances page - Add a New Value tab is displayed.



**Figure 5: Grievances Page - Add a New Value Tab**

5. Complete the fields as follows:

Field	Description/Instruction
SetID	Enter the applicable set ID number.
Grievance ID	Enter the grievance ID number.

6. Click **Add**. The Grievances page - Grievance tab is displayed.

**Figure 6: Grievances Page - Grievance Tab**

7. Complete the fields as follows:

Field	Description/Instruction
<b>Grievance ID</b>	Populated with the search criteria entered.
<b>Filed By</b>	<b>Instruction</b>
<b>Labor Org</b>	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 labor organization number.
<b>Employee</b>	Select this option if the grievance is filed by an employee/applicant. If this option is checked, the bargaining unit must be entered.
<b>Barg Unit</b>	Enter the four-position bargaining unit number or select data by clicking the search icon.
<b>Other</b>	Select this option if the grievance is filed by someone other than the labor organization or the employee.
<b>Security</b>	<b>Instruction</b>
<b>Department</b>	Enter the Department code or select data by clicking the search icon. Entering the Department code will allow authorized users with access to

Field	Description/Instruction
	that Department to access the grievance record after the information is saved. If a Department is not entered, the Department level security will not be set for this record.
<b>Contract Ref</b>	Enter the contract reference number for the grievance.
<b>*Grievance Date</b>	Required field. Defaults to the system date. To change the date, click the calendar icon.
<b>*Type</b>	Required field. Enter the type of grievance or select data by clicking the search icon.
<b>Status</b>	Select the applicable status of the grievance from the drop-down list.
<b>Assign To</b>	Enter the person assigned to the grievance or select data by clicking the search icon.
<b>Due Date</b>	Enter the due date for the grievance or select a date from the calendar icon.
<b>*Description</b>	Required field. Enter the narrative description of the grievance.

8. Click **Save**.

**OR**

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

9. Select the **Grievance Step** tab. The Grievances page - Grievance Step tab is displayed.

**Figure 7: Grievances Page - Grievance Step Tab**

10. Complete the fields as follows:

Field	Description/Instruction
<b>Grievance ID</b>	Populated with the search criteria entered.
<b>Grievance Date</b>	Populated from the Grievances page - Grievance tab.
<b>Grievance Type</b>	Populated from the Grievances page - Grievance tab.
<b>Status</b>	Populated from the Grievances page - Grievance tab.
<b>*Grievance Step</b>	Required field. Enter the grievance step being taken in the grievance resolution process or select data by clicking the search icon.
<b>*Auth Date</b>	Required field. Defaults to the current date. To change the date click the calendar icon and select a date.
<b>Resolution Date</b>	Enter the date of the resolution or select a date from the calendar icon.
<b>Discussed With</b>	Enter the names of the individuals that participated in the discussions.
<b>Letter Code</b>	Enter the letter code if a standard letter is sent about the grievance or select data by clicking the search icon.
<b>Letter Dt</b>	Enter the date the letter was sent, if applicable, or select a date from the

Field	Description/Instruction
	calendar icon.
<b>Step Resolution</b>	Enter the action taken to resolve this step or select a step by clicking the search icon.
<b>Comment</b>	Enter the comments.

11. Click **Save**.

**OR**

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

12. Select the **Arbitration** tab. The Grievances page - Arbitration tab is displayed.

(US Dept of Agriculture)

Favorites | Main Menu > Labor Relations > Grievances

Grievance | Grievance Step | **Arbitration** | Grievance Resolution

**Grievance ID:** 0000000000

**Arbitrator:**

**Hearing Date:**

**Counselor:**

**Description:**

**Witness** View All First 1 of 1 Last

\*Witness:

Save Previous tab Next tab Add Update/Display

[Grievance](#) | [Grievance Step](#) | [Arbitration](#) | [Grievance Resolution](#)

**Figure 8: Grievances Page - Arbitration Tab**

13. Complete the fields as follows:

Field	Description/Instruction
-------	-------------------------

Field	Description/Instruction
Grievance ID	Populated with the search criteria entered.
Arbitrator	Enter the name of the arbitrator.
Hearing Date	Enter the date of the hearing or select a date from the calendar icon.
Counselor	Enter the name of the counselor.
Description	Enter the applicable description of the witness.
<b>Witness Field</b>	<b>Instruction</b>
<b>*Witness</b>	Required field. Enter the names of the witnesses that participated in the arbitration. Multiple witnesses can be added by clicking the + or deleted by clicking the -.

14. Click **Save**.

**OR**

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

**OR**

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

15. Select the **Grievance Resolution** tab. The Grievances page - Grievance Resolution tab is displayed.

**Figure 9: Grievances Page - Grievance Resolution Tab**

16. Complete the fields as follows:

Field	Description/Instruction
<b>Grievance ID</b>	Populated with the search criteria entered.
<b>Grievance Date</b>	Populated from the Grievances page - Grievance tab.
<b>Short Description</b>	Populated from the Grievances page - Grievance tab.
<b>Final Resolution</b>	Enter the final resolution information or select data by clicking the search icon.
<b>Resolution Comments</b>	Enter the resolution comments.

17. Click **Save**.

**OR**

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

OR

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

## Information Request

### To Enter Information Request Data:

1. Select the **Labor Relations** menu group.
2. Select the **Information Request** component. The Information Request page - Find an Existing Value tab is displayed.



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Favorites | Main Menu > Labor Relations > Information Request

### Information Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

SetID: begins with ▼ COMMN

Information Request #: begins with ▼ |

Search | Clear | Basic Search | Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

**Figure 10: Information Request Page - Find an Existing Value Tab**

3. Enter the applicable search criteria.
4. Click **Search**. The Information Request page is displayed.

**OR**

Select the **Add a New Value** tab. The Information Request page - Add a New Value tab is displayed.



**Figure 11: Information Request Page - Add a New Value Tab**

5. Complete the fields as follows:

Field	Description/Instruction
<b>SetID</b>	Enter the applicable set ID number.
<b>Information Request #</b>	Enter the information request number.

- Click **Add**. The Information Request page is displayed.

Figure 12: Information Request Page

- Complete the fields as follows:

Field	Description/Instruction
<b>Information Request #</b>	Populated with information from the search criteria.
<b>Filed By</b>	<b>Instruction</b>
<b>Labor Org</b>	Select this option, if applicable. Then enter the applicable information or select data by clicking the search icon.
<b>Employee</b>	Select this option if the grievance was filed by the employee. Then enter the applicable information or select data by clicking the search icon. The name of the employee will populate.
<b>Barg Unit</b>	Enter the applicable bargaining unit or select data by clicking the search icon.
<b>Contact Name</b>	Enter the name of the union or contact name for the bargaining unit.

Field	Description/Instruction
<b>Assigned To</b>	Enter the name of the person assigned to the case or select data by clicking the search icon. The Assigned To name will populate.
<b>Date Filed</b>	Enter the date the grievance was filed or select a date from the calendar icon.
<b>Response Due Date</b>	Enter the date the response is due or select a date from the calendar icon.
<b>Description</b>	Enter the applicable description.
<b>Status</b>	<b>Instruction</b>
<b>*Status</b>	Required field. Select the applicable status from the drop-down list.
<b>*Status Date</b>	Required field. Enter the status date or select a date from the calendar icon.

- Click **Save**. At this point, the following options are available:

Step	Description
Click <b>Return to Search</b>	Searches for another Information Request.
Click <b>Add</b>	Adds an additional Information Request.
Click <b>Update/Display</b>	Updates the page.

## Miscellaneous

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

### To Enter Miscellaneous Data:

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

2. Select the **Miscellaneous** component. The Miscellaneous page - Find an Existing Value tab is displayed.



The screenshot shows the EmpowHR web interface. At the top left is the EmpowHR logo. To the right, it says "(US Dept of Agriculture)". Below the logo is a navigation menu with "Favorites", "Main Menu", "Labor Relations", and "Miscellaneous". The "Miscellaneous" section is active. Below the navigation is a "Miscellaneous" heading and a sub-heading "Find an Existing Value". There are two tabs: "Find an Existing Value" (selected) and "Add a New Value". Below the tabs is a "Search Criteria" section with two rows of input fields. The first row is for "SetID:" with a dropdown menu set to "begins with" and a text box containing "COMMN". The second row is for "Tracking Nbr for Misc LR:" with a dropdown menu set to "begins with" and an empty text box. At the bottom of the search criteria section are four buttons: "Search", "Clear", "Basic Search", and "Save Search Criteria".

[Find an Existing Value](#) | [Add a New Value](#)

**Figure 13: Miscellaneous Page - Find an Existing Value Tab**

3. Enter the applicable search criteria.
4. Click **Search**. The Miscellaneous page is displayed.

**OR**

Select the **Add a New Value** tab. The Miscellaneous page - Add a New Value tab is displayed.



(US Dept of Agriculture)

Favorites Main Menu > Labor Relations > Miscellaneous

**Miscellaneous**

Find an Existing Value Add a New Value

SetID: COMM

Tracking Nbr for Misc LR:

Add

[Find an Existing Value](#) | [Add a New Value](#)

**Figure 14: Miscellaneous Page - Add a New Value Tab**

5. Complete the fields as follows:

Field	Description/Instruction
SetID	Enter the applicable set ID number.
Tracking Nbr for Misc LR	Enter the tracking number for the miscellaneous labor relations data.

- Click **Add**. The Miscellaneous page is displayed.

**Miscellaneous**

Tracking Nbr: XXXXXX

Description:

Contact Name:

Date Received:   Reponse Due Due Date:

Comments:

Status View All First 1 of 1 Last

\*Status:  Status Date:

Figure 15: Miscellaneous Page

- Complete the fields as follows:

Field	Description/Instruction
Tracking Nbr	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 a 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	<b>Instruction</b>
*Status	Required field. Select the applicable status from the drop-down list.

Field	Description/Instruction
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 practice.

### To Enter Unfair Labor Practice Data:

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

2. Select the **Unfair Labor Practice** component. The Unfair Labor Practice page - Find an Existing Value tab is displayed.



(US Dept of Agriculture)

Favorites | Main Menu > Labor Relations > Unfair Labor Practice

### Unfair Labor Practice

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | Add a New Value

▼ Search Criteria

SetID: begins with ▼ COMMN

ULP ID Number: begins with ▼

Case Sensitive

Search | Clear | [Basic Search](#) | [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

**Figure 16: Unfair Labor Practice Page - Find an Existing Value Tab**

3. Enter the applicable search criteria.
4. Click **Search**. The Unfair Labor Practice page - Unfair Labor Practice 1 tab is displayed.

**OR**

Select the **Add a New Value** tab. The Unfair Labor Practice page - Add a New Value tab is displayed.



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Favorites Main Menu > Labor Relations > Unfair Labor Practice

### Unfair Labor Practice

Find an Existing Value Add a New Value

SetID: COMM

ULP ID Number:

Add

[Find an Existing Value](#) | [Add a New Value](#)

**Figure 17: Unfair Labor Practice Page - Add a New Value Tab**

5. Complete the fields as follows:

Field	Description/Instruction
SetID	Enter the applicable set ID number.
ULP ID Number	Enter the applicable unfair labor practice (ULP) ID number.

6. Click **Add**. The Unfair Labor Practice page - Unfair Labor Practice 1 tab is displayed.

[Unfair Labor Practice 1](#) | [Unfair Labor Practice 2](#)

**Figure 18: Unfair Labor Practice Page - Unfair Labor Practice 1 Tab**

7. Complete the fields as follows:

Field	Description/Instruction
<b>ULP ID #</b>	Populated with the search criteria entered.
<b>Filed By</b>	<b>Instruction</b>
<b>Labor Org</b>	Select this option, if applicable. Then enter the labor organization or select data by clicking the search icon.
<b>Employee</b>	Select this option, if applicable. Then enter the name of the employee or select data by clicking the search icon.
<b>Barg Unit</b>	Enter the applicable bargaining unit or select data by clicking the search icon.

<b>Other</b>	Select this option, if applicable. Then enter the applicable information.
<b>Investigator</b>	Enter the name of the investigator.
<b>Judge</b>	Enter the name of the judge.
<b>Complaint Issued</b>	Check this box if the complaint was issued.
<b>Issued Date</b>	Enter the date of issue or select a date from the calendar icon.
<b>Agency Reply Date</b>	Enter the date the Agency replied to the complaint or select a date from the calendar icon.
<b>Status</b>	<b>Instruction</b>
<b>*Status</b>	Required field. Select the applicable status from the drop-down list.
<b>*Status Date</b>	Required field. Enter the status date or select a date from the calendar icon.

- Select the **Unfair Labor Practice 2** tab. The Unfair Labor Practice page - Unfair Labor Practice 2 tab is displayed.

(US Dept of Agriculture)

Favorites | Main Menu > Labor Relations > Unfair Labor Practice

Unfair Labor Practice 1 | **Unfair Labor Practice 2**

ULP ID#: xxxxxxxx

Issues & Decision:

Witness Find | View All | First 1 of 1 Last

Witness:  + -

Save Previous tab Next tab Add Update/Display

[Unfair Labor Practice 1](#) | [Unfair Labor Practice 2](#)

Figure 19: Unfair Labor Practice Page - Unfair Labor Practice 2 Tab

9. Complete the fields as follows:

Field	Description/Instruction
<b>ULP ID #</b>	Populated with the search criteria entered.
<b>Issues &amp; Decision</b>	Enter the issues and decision made on the unfair labor practice.
<b>Witness Field</b>	<b>Instruction</b>
<b>Witness</b>	Enter the name of the witness to 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.

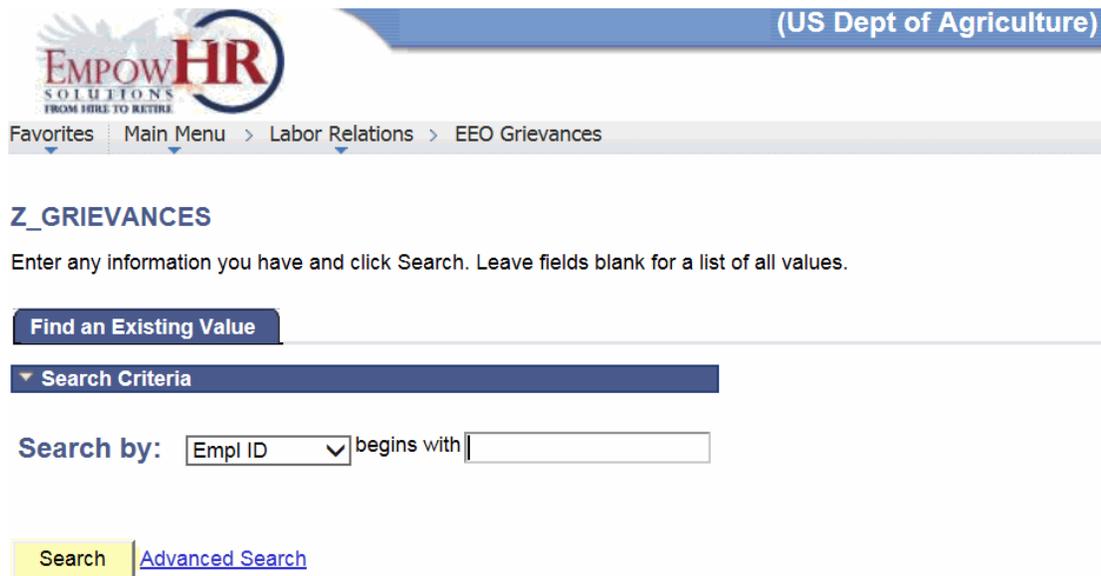
## Equal Employment Opportunity (EEO) Grievances

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

### To Review Eeo Grievance Data:

1. Select the *Labor Relations* menu group.

2. Select the **EEO Grievances** component. The Z\_Grievances page - Find an Existing Value tab is displayed.



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Favorites Main Menu > Labor Relations > EEO Grievances

### Z\_GRIEVANCES

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

▼ Search Criteria

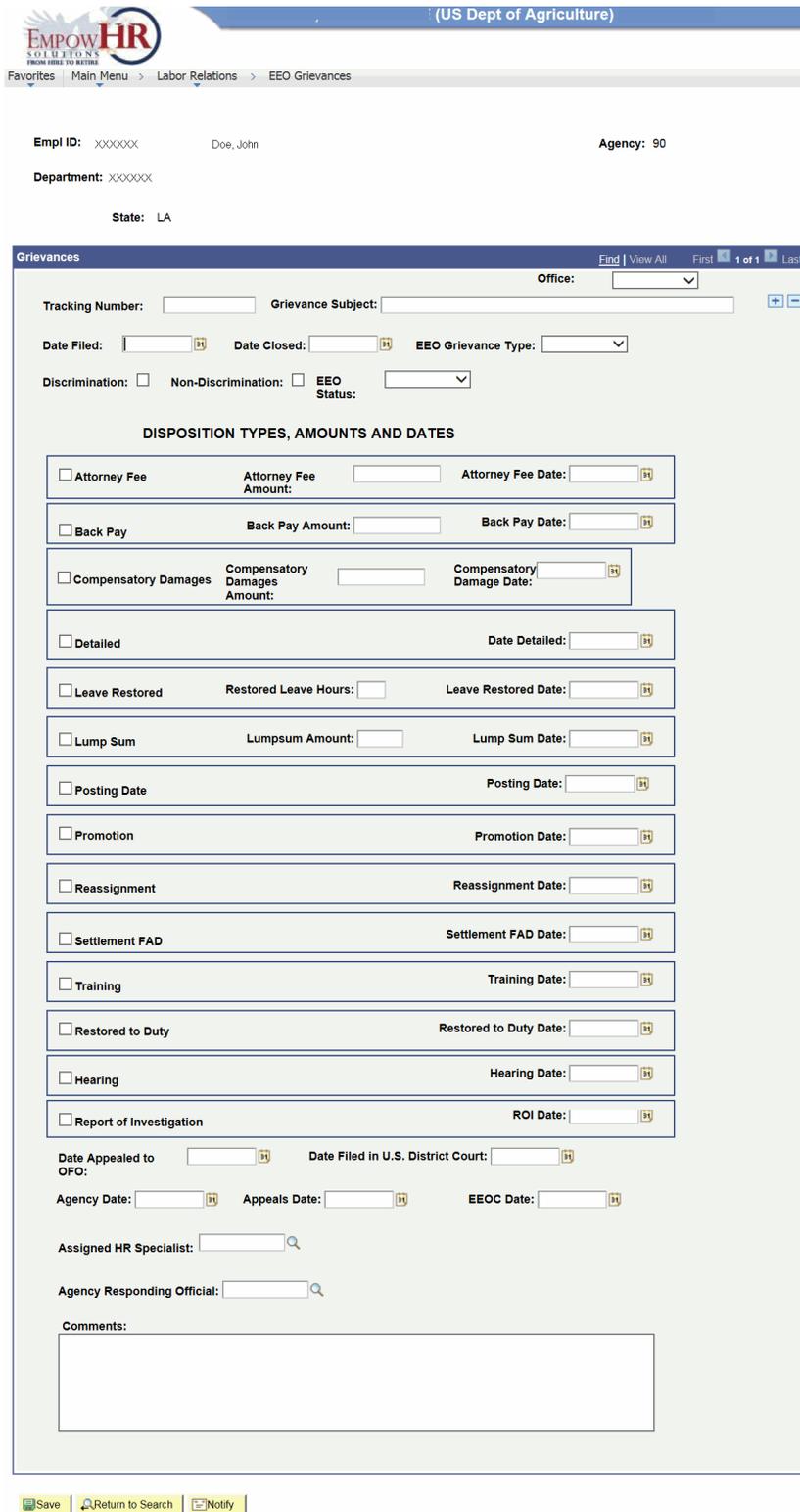
**Search by:**  begins with

**Search** [Advanced Search](#)

**Figure 20: Z\_Grievances Page - Find an Existing Value Tab**

3. Enter the applicable search criteria.

4. Click **Search**. The EEO Grievances page is displayed.



(US Dept of Agriculture)

Favorites Main Menu > Labor Relations > EEO Grievances

Empl ID: XXXXXX Doe, John Agency: 90  
 Department: XXXXXX  
 State: LA

Grievances Find | View All First 1 of 1 Last

Office: [Dropdown]

Tracking Number: [Text] Grievance Subject: [Text]

Date Filed: [Date] Date Closed: [Date] EEO Grievance Type: [Dropdown]

Discrimination:  Non-Discrimination:  EEO Status: [Dropdown]

**DISPOSITION TYPES, AMOUNTS AND DATES**

Attorney Fee Attorney Fee Amount: [Text] Attorney Fee Date: [Date]

Back Pay Back Pay Amount: [Text] Back Pay Date: [Date]

Compensatory Damages Compensatory Damages Amount: [Text] Compensatory Damage Date: [Date]

Detailed Date Detailed: [Date]

Leave Restored Restored Leave Hours: [Text] Leave Restored Date: [Date]

Lump Sum Lumpsum Amount: [Text] Lump Sum Date: [Date]

Posting Date Posting Date: [Date]

Promotion Promotion Date: [Date]

Reassignment Reassignment Date: [Date]

Settlement FAD Settlement FAD Date: [Date]

Training Training Date: [Date]

Restored to Duty Restored to Duty Date: [Date]

Hearing Hearing Date: [Date]

Report of Investigation ROI Date: [Date]

Date Appealed to OFO: [Date] Date Filed in U.S. District Court: [Date]

Agency Date: [Date] Appeals Date: [Date] EEOC Date: [Date]

Assigned HR Specialist: [Text]

Agency Responding Official: [Text]

Comments: [Text Area]

Save Return to Search Notify

Figure 21: EEO Grievances Page

5. Review the fields as follows:

<b>Field</b>	<b>Description/Instruction</b>
<b>Empl ID</b>	Populated based upon the search criteria entered.
<b>Agency</b>	Populated based upon the EmplID.
<b>Department</b>	Populated based upon the EmplID.
<b>State</b>	Populated based upon the EmplID.
<b>Grievances</b>	<b>Description/Instruction</b>
<b>Office</b>	Populated with the applicable office.
<b>Tracking Number</b>	Populated with the tracking number of the grievance.
<b>Grievance Subject</b>	Populated with the subject of the grievance.
<b>Date Filed</b>	Populated with the date the grievance was filed.
<b>Date Closed</b>	Populated with the date the grievance was closed.
<b>EEO Grievance Type</b>	Populated with the EEO Grievance Type.
<b>Discrimination</b>	Checked if the grievance was a result of discrimination. If this box is checked, the Non-Discrimination check box is not checked.
<b>Non-Discrimination</b>	Checked if the grievance was not a result of discrimination. If this box is checked, the Discrimination check box is not checked.
<b>EEO Status</b>	Populated with the EEO status.
<b>Attorney Fee</b>	Checked if attorney fees are due.
<b>Attorney Fee Amount</b>	Populated with the attorney fee amount if the Attorney Fee box is checked.
<b>Attorney Fee Date</b>	Populated with the applicable fee date.
<b>Back Pay</b>	Checked if backpay is due.
<b>Back Pay Amount</b>	Populated with the amount of backpay due if the Back Pay Amount box is checked.
<b>Back Pay Date</b>	Populated with the applicable backpay date.
<b>Compensatory Damages</b>	Checked if compensatory damages are due.
<b>Compensatory Damages Amount</b>	Populated with the applicable amount of compensatory damages if the Compensatory Damages box is checked.
<b>Compensatory Damages Date</b>	Populated with the applicable date that the compensatory damages were paid.

<b>Detailed</b>	Checked if a detail was negotiated.
<b>Date Detailed</b>	Populated with the applicable date the detail was negotiated.
<b>Leave Restored</b>	Checked if leave was restored.
<b>Restored Leave Hours</b>	Populated with the applicable hours of leave if the Leave Restored box is checked.
<b>Leave Restored Date</b>	Populated with the applicable date the leave was restored.
<b>Lump Sum</b>	Checked if a lump sum amount was paid.
<b>Lumpsum Amount</b>	Populated with the amount of the lump sum if the Lump Sum box is checked.
<b>Lump Sum Date</b>	Populated with the applicable date the lump sum payment was made.
<b>Posting Date</b>	Checked if applicable.
<b>Posting Date</b>	Populated with the applicable posting date.
<b>Promotion</b>	Checked if a promotion was negotiated.
<b>Promotion Date</b>	Populated with the applicable date of the promotion.
<b>Reassignment</b>	Checked if a reassignment was negotiated.
<b>Reassignment Date</b>	Populated with the applicable date of the reassignment.
<b>Settlement FAD</b>	Checked if a settlement Final Agency Decision (FAD) was negotiated.
<b>Settlement FAD Date</b>	Populated with the applicable date of the settlement FAD.
<b>Training</b>	Checked if training was negotiated.
<b>Training Date</b>	Populated with the applicable date of the training.
<b>Restored to Duty</b>	Checked if restored to duty was negotiated.
<b>Restored to Duty Date</b>	Populated with the applicable date of the restoration to duty.
<b>Hearing</b>	Checked if a hearing was held.
<b>Hearing Date</b>	Populated with the applicable date of the hearing.
<b>Report of Investigation</b>	Checked if a report of the investigation was written.
<b>ROI Date</b>	Populated with the applicable date of the report of the investigation (ROI).
<b>Date Appealed to OFO</b>	Populated with the applicable date of the appeal to the Office of Federal Operations (OFO).

<b>Date Filed in U.S. District Court</b>	Populated with the applicable date, if filed in court.
<b>Agency Date</b>	Populated with the applicable date.
<b>Appeals Date</b>	Populated with the applicable date if an appeal was filed.
<b>EEOC Date</b>	Populated with the applicable date the case went to Equal Employment Opportunity Commission (EEOC).
<b>Assigned HR Specialist</b>	Populated with the applicable human resources (HR) specialist assigned to the case.
<b>Agency Responding Official</b>	Populated with the applicable Agency official's name.
<b>Comments</b>	Populated with any comments that pertain to the grievance.

6. Click **Save**.

**OR**

Click **Return to Search** to search for another function code.

**OR**

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

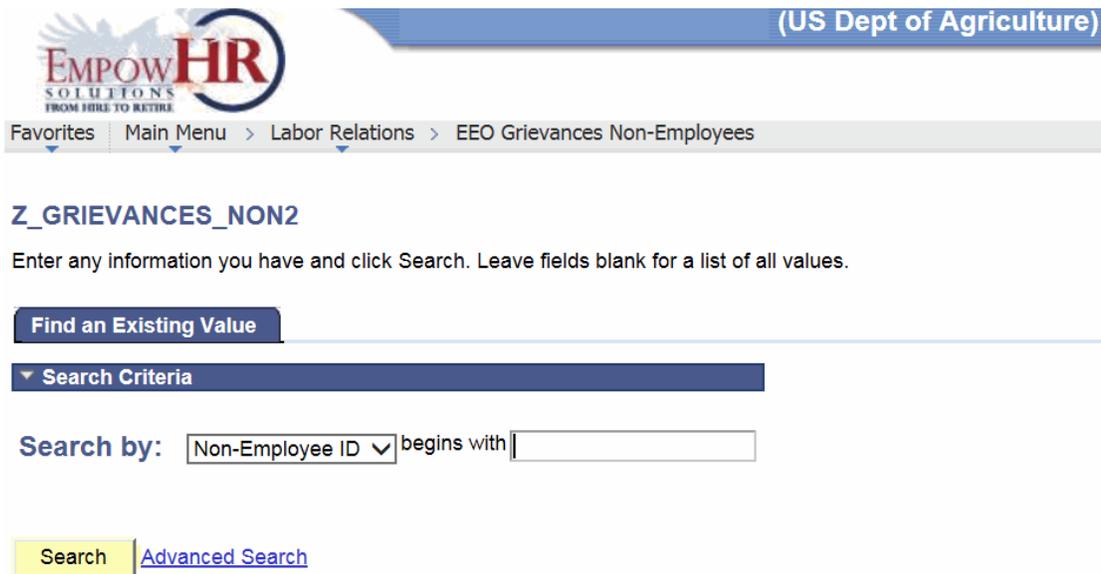
## **Equal Employment Opportunity (EEO) Grievances Non-Employees**

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

### **To Review Eeo Grievances Non-Employee Data:**

1. Select the *Labor Relations* menu group.

2. Select the **EEO Grievances Non-Employees** component. The Z\_Grievances\_Non2 page - Find an Existing Value tab is displayed.



The screenshot shows the EmpowHR interface for the 'Z\_Grievances\_Non2' page. At the top left is the EmpowHR logo. To the right, it says '(US Dept of Agriculture)'. Below the logo is a breadcrumb trail: 'Favorites | Main Menu > Labor Relations > EEO Grievances Non-Employees'. The main heading is 'Z\_GRIEVANCES\_NON2'. Below this is the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. Below that is a 'Search Criteria' dropdown menu. The search criteria is set to 'Non-Employee ID' with a dropdown arrow, followed by 'begins with' and an empty text input field. At the bottom, there are two buttons: 'Search' and 'Advanced Search'.

**Figure 22: Z\_Grievances\_Non2 Page - Find an Existing Value Tab**

3. Enter the applicable search criteria.



5. Review the fields as follows:

Field	Description/Instruction
<b>Non-Employee ID</b>	Populated based upon the search criteria entered.
<b>Name</b>	Name associated with the Non-Employee ID.
<b>EEO Grievances-Non Employees</b>	<b>Description/Instruction</b>
<b>Tracking Number</b>	Populated with the tracking number of the grievance.
<b>Grievance Subject</b>	Populated with the subject of the grievance.
<b>Effective Date</b>	Populated with the effective date of the grievance.
<b>Date Closed</b>	Populated with the date the grievance was closed.
<b>EEO Grievance Type</b>	Populated with the EEO Grievance Type.
<b>Discrimination</b>	Checked if the grievance was a result of discrimination. If this box is checked, the Non-Discrimination check box is not checked.
<b>Non-Discrimination</b>	Checked if the grievance was not a result of discrimination. If this box is checked, the Discrimination check box is not checked.
<b>EEO Status</b>	Populated with the EEO status.
<b>Attorney Fee</b>	Checked if attorney fees are due.
<b>Attorney Fee Amount</b>	Populated with the attorney fee amount if the Attorney Fee box is checked.
<b>Attorney Fee Date</b>	Populated with the applicable fee date.
<b>Back Pay</b>	Checked if backpay is due.
<b>Back Pay Amount</b>	Populated with the amount of backpay due if the Back Pay box is checked.
<b>Back Pay Date</b>	Populated with the applicable backpay date.
<b>Compensatory Damages</b>	Checked if compensatory damages are due.
<b>Compensatory Damages Amount</b>	Populated with the applicable amount of compensatory damages if the Compensatory Damages box is checked.
<b>Compensatory Damages Date</b>	Populated with the date the compensatory damages were paid.
<b>Detailed</b>	Checked if a detail was negotiated.
<b>Date Detailed</b>	Populated with the applicable date if the detail was negotiated.

<b>Field</b>	<b>Description/Instruction</b>
<b>Leave Restored</b>	Checked if leave was restored.
<b>Restored Leave Hours</b>	Populated with the numbers of hours restored.
<b>Leave Restored Date</b>	Populated with the applicable date the leave was restored.
<b>Lump Sum</b>	Checked if a lump sum amount was paid.
<b>Lumpsum Amount</b>	Populated with the amount of the lump sum.
<b>Lump Sum Date</b>	Populated with the applicable date the lump sum payment was made.
<b>Posting Date</b>	Checked if applicable.
<b>Posting Date</b>	Populated with the applicable posting date.
<b>Promotion</b>	Checked if a promotion was negotiated.
<b>Promotion Date</b>	Populated with the applicable date of the promotion.
<b>Reassignment</b>	Checked if a reassignment was negotiated.
<b>Reassignment Date</b>	Populated with the applicable date of the reassignment.
<b>Settlement FAD</b>	Checked if a settlement FAD was negotiated.
<b>Settlement FAD Date</b>	Populated with the applicable date of the settlement FAD.
<b>Training</b>	Checked if training was negotiated.
<b>Training Date</b>	Populated with the applicable date of the training.
<b>Restored to Duty</b>	Checked if restored to duty was negotiated.
<b>Restored to Duty Date</b>	Populated with the applicable date of the restore to duty.
<b>Hearing</b>	Checked if a hearing was held.
<b>Hearing Date</b>	Populated with the applicable date of the hearing.
<b>Report of Investigation</b>	Checked if a report of the investigation was written.
<b>ROI Date</b>	Populated with the applicable date the ROI was written.
<b>Date Appealed to OFO</b>	Populated with the applicable date of the appeal to OFO.
<b>Date Filed in U.S. District Co</b>	Populated with the applicable date filed in court.
<b>Agency Date</b>	Populated with the applicable date.
<b>Appeals Date</b>	Populated with the applicable date if an appeal was filed.

Field	Description/Instruction
<b>EEOC Date</b>	Populated with the applicable date if the case went to the EEOC.
<b>Assigned HR Specialist</b>	Populated with the applicable HR Specialist's name.
<b>Agency Responding Official</b>	Populated with the applicable Agency official's name.
<b>Notes</b>	Populated with notes that pertain to the grievance.

6. Click **Save**.

**OR**

Click **Return to Search** to search for another function code.

**OR**

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

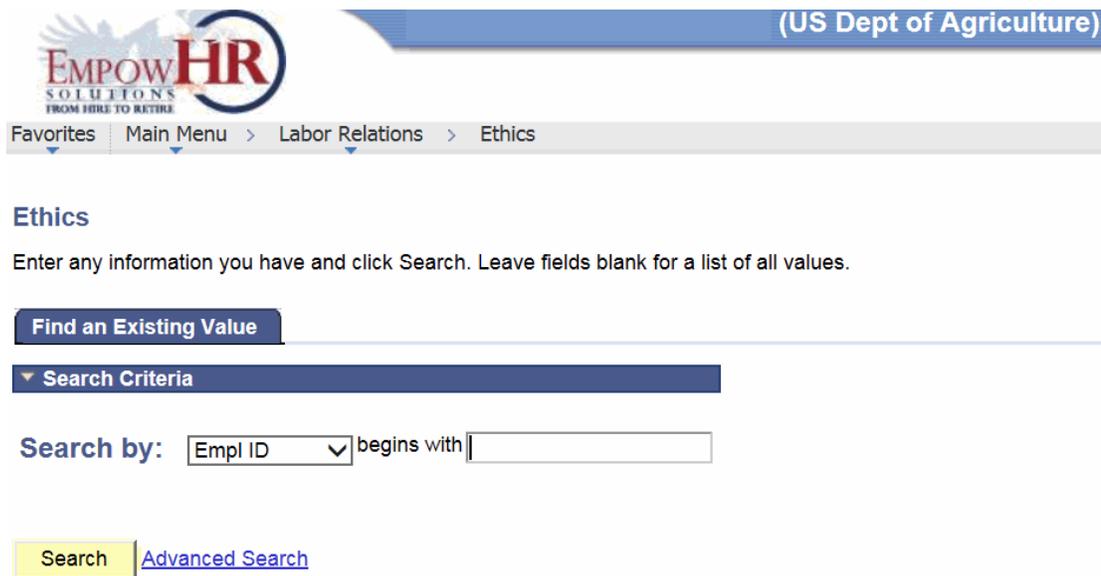
## Ethics

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

### To Enter Ethics Data:

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

2. Select the **Ethics** component. The Ethics page - Find an Existing Value tab is displayed.



**Figure 24: Ethics Page - Find an Existing Value Tab**

3. Enter the applicable search criteria.

4. Click **Search**. The Ethics page is displayed.

(US Dept of Agriculture)

Favorites | Main Menu > Labor Relations > Ethics

EmpID: xxxxxx Doe, John Agency: 90 Active

Department: xxxxxxxx

State: LA Position Number: xxxxxxxx Financial Disclosure: 0 Not Required  
GS - - 12

**Ethics** Find | View All First 1 of 1 Last

Email ID:

Entry Date:  Termination Date:

Ethics Report Year:  Ethics Form:  Ethics Report Type:

Report Received Date:  Intermediate Reviewed Date:  Final Review Date:

Extension Date:  Intermediate Review Initials:  Final Review Initials:

Position Description On File  PG Employment  Special Government Employee  Surface Mining

Ethics Training:

Ethics Outside Employment  Outside Employer Form At OE Outside Employt Approval Date:

Ethics Outside Employer:

Notes:

Save Return to Search Notify

**Figure 25: Ethics Page**

Field	Description/Instruction
EmpID	Populated from the employee selected.
Agency	Populated with the Agency of the employee selected.
Department	Populated with the Department of the employee selected.
State	Populated with the State for the Agency of the employee selected.
Position Number	Populated with the position number of the employee selected.
Financial Disclosure	Populated with the financial disclosure information of the employee selected.
Ethics	<b>Description/Instruction</b>
Email ID	Populated with the email address of the employee selected (if an email address has been entered for this employee).

<b>Entry Date</b>	Enter the applicable date or select a date from the calendar icon.
<b>Termination Date</b>	Enter the applicable date or select a date from the calendar icon.
<b>Ethics Report Year</b>	Enter the applicable year.
<b>Ethics Form</b>	Select the applicable form from the drop-down list. The valid values are <b>Altera TV, None, OGE 450, and OGE450A.</b>
<b>Ethics Report Type</b>	Select the applicable report type from the drop-down list. The valid values are <b>Annual</b> and <b>New Entmt.</b>
<b>Report Received Date</b>	Enter the applicable date or select a date from the calendar icon.
<b>Intermediate Reviewed Date</b>	Enter the applicable date or select a date from the calendar icon.
<b>Final Review Date</b>	Enter the applicable date or select a date from the calendar icon.
<b>Extension Date</b>	Enter the applicable date or select a date from the calendar icon.
<b>Intermediate Review Initials</b>	Enter the applicable initials.
<b>Final Review Initials</b>	Enter the applicable initials.
<b>Position Description On File</b>	Check the box if a position description is on file.
<b>PG Employment</b>	For Library of Congress (LOC) use only.
<b>Special Government Employee</b>	Check this box if the person is a special Government employee.
<b>Surface Mining</b>	Check this box if applicable.
<b>Ethics Training</b>	Select the applicable ethics training received from the drop-down list. The valid values are <b>Ethics Annual Training, Ethics Orientation, and Post-GET Training.</b>
<b>Ethics Outside Employment</b>	Check this box if applicable.
<b>Outside Employer Form At OE</b>	Check this box if applicable.
<b>Outside Employmt Approval Date</b>	Enter the applicable date or select a date from the calendar icon.
<b>Ethics Outside Employer</b>	Enter the applicable information.
<b>Notes</b>	Enter any notes that pertain to ethics.

5. Click **Save**. At this point, the following options are available:

Step	Description
Click <b>Return to Search</b>	Searches for another ethics record.
Click <b>Previous in List</b>	Views the previous function code.
Click <b>Notify</b>	Notifies a person in the workflow that the transaction is in their worklist.

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