

AGREEMENT
DDSP/LIU 1310 ALTERNATE DISPUTE RESOLUTION (ADR)
STANDARD OPERATING PROCEDURES

LIU 1310 WILL:

- Forward request(s) for ADR to the DDSP Commander/Deputy Commander as a result of an informal grievance or disciplinary action pending for suspensions, demotions, removals and unsatisfactory performance appraisals
- For disciplinary actions/unsatisfactory performance appraisals, notify Proposing Official, management official one level above the Deciding Official, and DHRC-N of request for ADR
- For other ADR requests (after informal grievance meeting has occurred) notify employee's immediate supervisor, management official one level above the immediate supervisor, and DHRC-N of request for ADR
- Schedule ADR and Mediator
- Notify Union Steward/Official
- Provide date and time of ADR and request confirmation from supervisor
- Send a reminder to all parties 2-3 days in advance of scheduled ADR
- Coordinate location with Command Administrative Personnel
- Notify the DDSP Deputy Commander of repeated attendance failures and a pattern of last-minute cancellations by supervisors.

MANAGEMENT WILL:

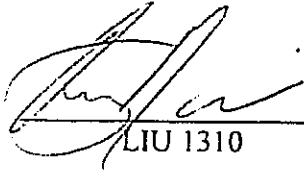
- Receive notification of ADR
- Respond to LIU to approve or disapprove ADR request
- If ADR approved, confirm scheduled date/time or request re-scheduling within 24 hours of approval
- Inform LIU 1310 who will be attending ADR and find appropriate replacement(s) as necessary with the authority to resolve the dispute.
- Notify employee and DHRC-N immediately that ADR has been approved and that action will be held in abeyance until the ADR has been completed.
- Notify employee of scheduled ADR within 24 hours of scheduling notification
- Coordinate and permit change of shifts for supervisor(s) and employee(s) to attend scheduled ADR.
- Provide a copy of the Request for Disciplinary Action form to the union at the ADR
- Provide laptop computer for each session
- Forward a copy of signed document to DHRC-N

BOTH PARTIES WILL:

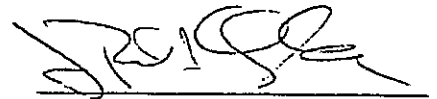
- Ensure that the employee, union representative and supervisor have met informally prior to the action and that both parties have made an effort to resolve the dispute at the lowest possible level.
- Adhere to the RBO tenets of a collaborative and supportive relationship focused on improving DDSP's culture and mission performance.
- Respect each other's position and demonstrate respect for people
- By mutual agreement, extend time limits as necessary
- Alternate the responsibility for writing of minutes and agreements on a monthly basis
 - Management -AUG/OCT/DEC/FEB/APR/JUN

- Union – SEP/NOV/JAN/MAR/MAY/JUL
- Ensure that a written agreement be signed before adjourning ADR
 - Where an agreement is reached, list actions to be completed and associated timeframes
 - In cases where an agreement cannot be reached, draft and sign a document stating that both parties agree that the issue cannot be resolved and that the issue will be elevated using the formal grievance process.

SIGNED:


LIU 1310

11/30/10
DATE


DLA Distribution Susquehanna

12/31/10
DATE