

The logo for the Human Resources Department, featuring the letters 'HRD' in a bold, dark blue, sans-serif font.

HUMAN
RESOURCES
DEPARTMENT

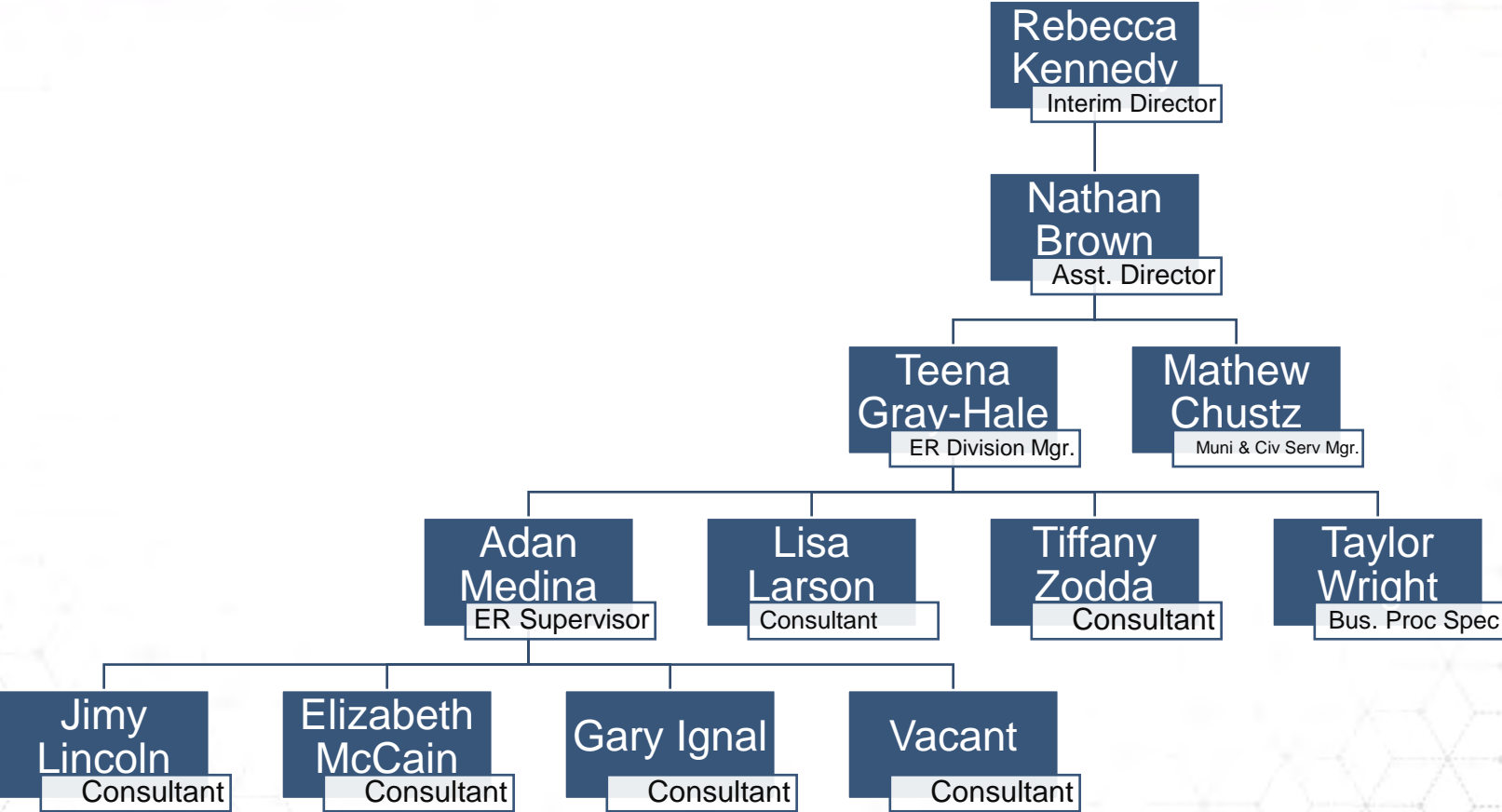
A dark blue silhouette of a city skyline with various skyscrapers and a bridge, positioned on the right side of the slide.

EMPLOYEE RELATIONS DIVISION OVERVIEW

Employee Relations Division

Revised December 12, 2023

WHO WE ARE



WHAT WE DO



CONDUCTING INVESTIGATIONS



Department HR

- Operational Issues
- Working Conditions
- Working Relationships
- Performance Management
- Misconduct/Discipline
- Safety

HRD

- Discrimination
- Harassment
- Sexual Harassment
- Employee Conduct

DISCIPLINE REVIEW



Documented inquiry shows cause

Nature & severity

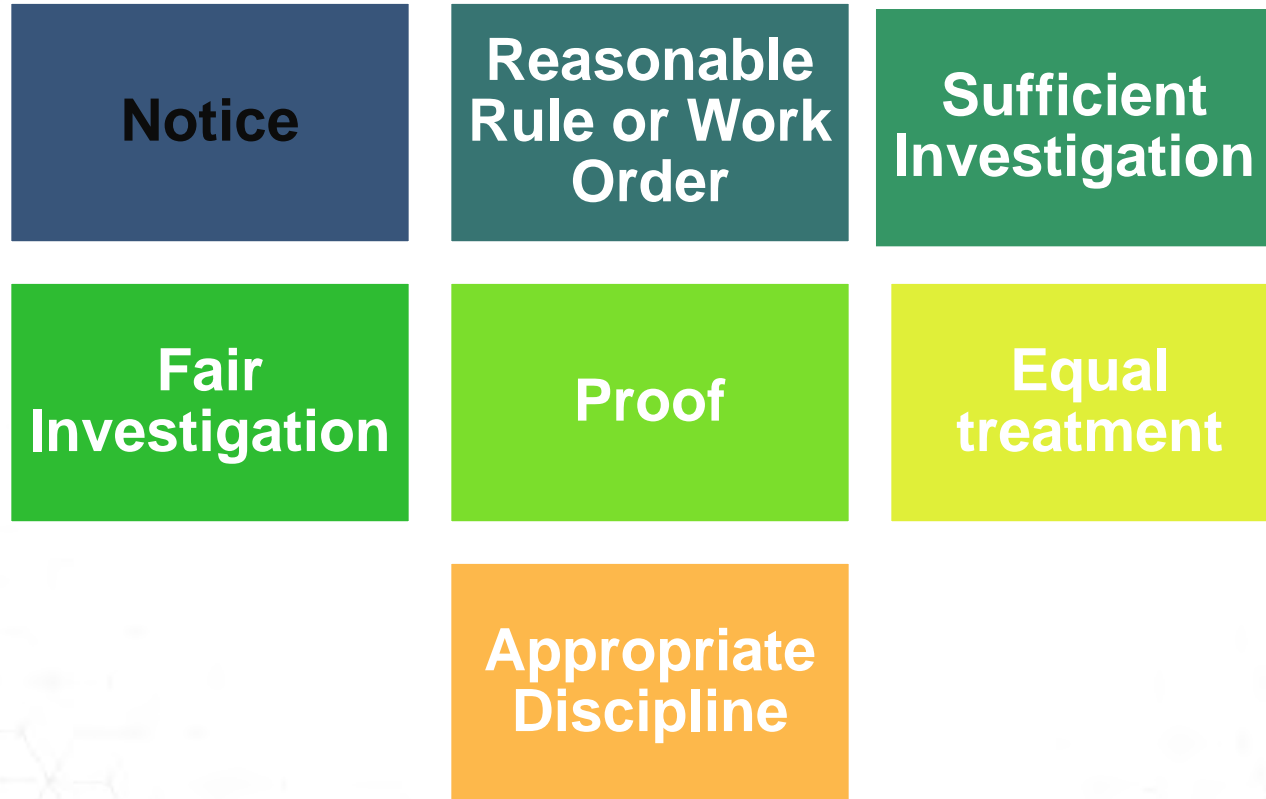
Prior history

Consistency

Mitigating or aggravating



Rule 6.03 B Seven Tests of Just Cause



What are common questions or concerns?



- 6.01 Management Authority
- 6.02 Cause for Certain Disciplinary Actions
- 6.03 A Purposes of Disciplinary Action
- 6.03 B Factors Considered in Administering Discipline
- 6.03 C Review Prior to Disciplinary Action
- 6.03 D Employee Representation
- 6.03 E Written Notice of Disciplinary Action

Employee Relations Protocol



Corporate HRD must be notified of allegations involving ***discrimination, harassment or sexual harassment, drugs, alcohol, theft or violence*** at the onset of the investigation

Corporate HRD will notify the Department Director and Department HR at the onset of any investigation by HRD in that department

All Investigations will be recorded in the AIM on Target database

Employee Relations Protocol



Corporate HRD must be notified of MCS appealable disciplinary actions for “Cause,” which includes ***Insubordination, Theft, Dishonesty, Unacceptable Personal Conduct, Unacceptable Job Performance, Ineligibility, Unacceptable Attendance, Unsafe Behavior, Refusal to Comply with Subpoena, and Policy Violations.***

Corporate HRD will review the reason for discipline and supporting documentation to determine if the recommendation is consistent with policy and current practices across the City.

Corporate HRD will also consult Legal when appropriate to determine if the action complies with employment laws.

All disciplinary actions will be recorded in the AIM on Target database

QUESTIONS?



THANK YOU!



Employee Relations Division

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