The Employee Relations Unit is responsible for:

* Advising and training DOA and client managers and employees regarding the applicability and obligations of federal employment laws (FLSA, FMLA, ADA, and

Title VII) and assisting in the interpretation and administration of those laws. Managing these programs for the DOA and other clients.

* Managing the claims made for unemployment by former employees of the DOA and clients.
* Advising supervisors and managers regarding performance management.
* Investigating performance and behavioral incidents, workplace violence, harassment and discrimination claims.
* Managing the grievance process for the DOA and clients.
* Investigating discipline issues and grievances on behalf of management. Managing HR functions regarding disciplinary actions, Civil Service appeals and litigation resulting from employment actions in accordance with Civil Service rules and Federal and State law.