

Exempt Staff Council and the Representative's Role



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TENNESSEE
KNOXVILLE
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Exempt Staff Council (ESC)

◆ Session Overview:

- To understand the role of the representative in the ESC
- To understand the role of the representative in the Disciplinary Action Process



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Exempt Staff Council (ESC)

- ◆ Representative's Role in ESC
 - Attend monthly meetings with university officials
 - Voice concerns raised by his/her constituents
 - Relay information collected at the monthly meetings to his/her constituents
 - Serve on campus-wide sub-committees as appointed
 - Assist his/her constituents, if requested, during the university's formal Disciplinary Action Process



Exempt Staff Council (ESC)

- ◆ Purpose of Disciplinary Action Process
 - Identify unacceptable behavior
 - Take steps to correct unacceptable behavior
 - Create a record of the action(s) taken

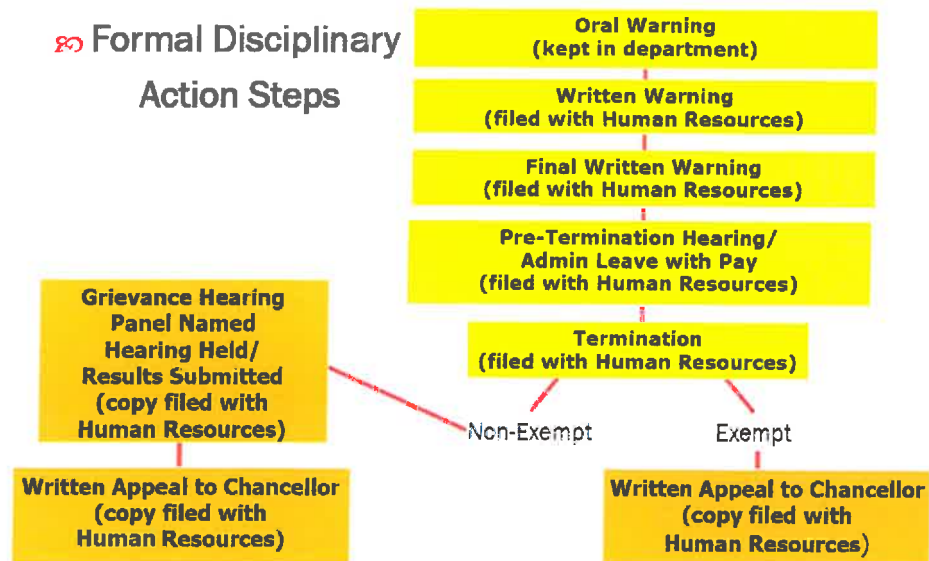


Exempt Staff Council (ESC)

- ◆ Formal Disciplinary Action Steps
 - Oral warning
 - First written warning
 - Final written warning
 - Administrative leave with pay & pre-termination hearing
 - Discharge or resignation



Formal Disciplinary Action Steps



(Policy No: HR0525 & HR0640)



Exempt Staff Council (ESC)

◆ Representative's Role in Disciplinary Action Process

- If requested by the employee facing disciplinary action, the assigned representative is permitted to attend the meetings between the supervisor and employee
- If the employee's representative is not available an alternate representative may be sought and assigned by HR.
- The representative's role is as a "second set of ears," i.e. to ensure the employee understands the issues being addressed and understands the consequences of the actions



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◆ Representative's Role in Disciplinary Action Process Continued

- May ask clarifying questions of the manager on behalf of the employee
- May request a short break if necessary
- May assist with a written rebuttal



Exempt Staff Council (ESC)

Please Remember...

Representatives are NOT to function as a spokesperson or an advocate for the employee.

Also...

If the unit representative is unable to perform his/her role, the HR Employee Relations Department should be contacted. HR will assign another representative to assist the employee.



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