

Exempt Staff Council and the Representative's Role



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE
BIG ORANGE. BIG IDEAS.®

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



T BIG ORANGE
BIG IDEAS

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)

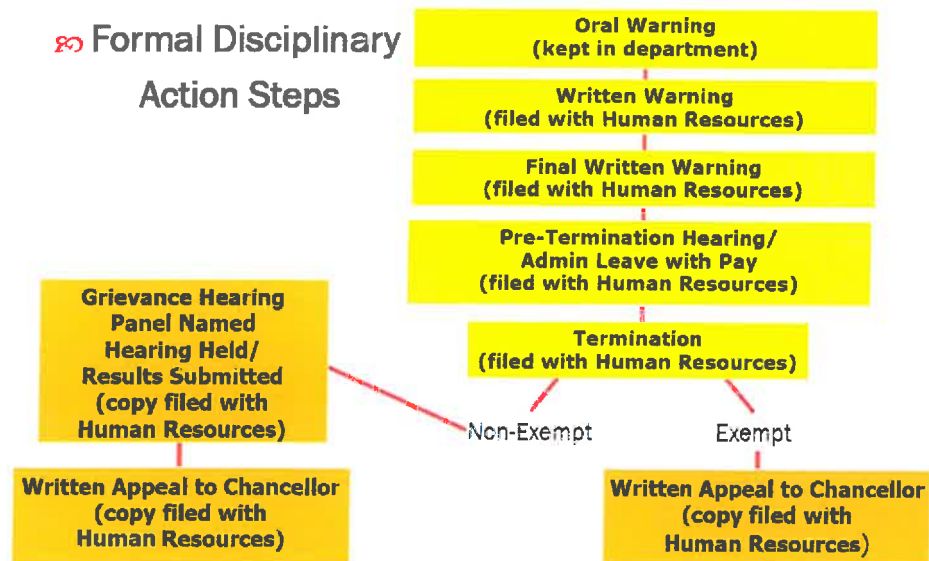
- ◆ Purpose of Disciplinary Action Process
 - Identify unacceptable behavior
 - Take steps to correct unacceptable behavior
 - Create a record of the action(s) taken

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



Exempt Staff Council (ESC)

◆ 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.



Human Resources, Employee Relations

Employee Relations
600 Henley Street, Suite 230
Conference Center Building
Knoxville, TN 37996-4125
(865) 946-8847

- Mike Herbstritt,
herbst00@utk.edu
- Julie Roe,
jmonday@utk.edu
- Alica Shamblin,
ashambli@utk.edu
- Jonathan Ramsey,
jramse17@utk.edu



