

## ***EMPLOYEE RELATIONS***

Employee Recognition Program.....	5:1
Employee Suggestion Program.....	5:2
Standards of Conduct and Performance.....	5:3
Employee Grievance Procedure.....	5:4
Alcohol and Drug Policies.....	5:5
State Employee Assistance Program .....	5:6

## **Employee Recognition Program**

**5:1**

Recognition promotes the development of people and is critical to good employee relations, high morale, and increased productivity. When employees are recognized by their supervisors for their performance – and done so in a manner that is meaningful to them, they feel valued and respected for their efforts. Full-time and part-time classified, probationary, and wage employees are eligible for monetary and/or non-monetary awards. Full-time and part-time classified employees, but not wage employees, are eligible for up to 40 hours of recognition leave in a calendar year. The supervisor needs to document, report, and process all recognition awards using the *Employee Recognition Award* form. The guidelines for Radford University's employee recognition program as well as the *Employee Recognition Award* form may be found at:

<http://www.radford.edu/~pers-web/Employee-Recognition/Recogn-main.htm>

## **Employee Suggestion Program**

**5:2**

This statewide program promotes employee suggestions. It recognizes and rewards classified and 1500-hour wage employees for adopted ideas that improve university and/or state government operations. Suggestions are eligible for award consideration when their implementation causes agency activity that is related to the suggestion and results in savings (including cost avoidance) or revenue. Suggestions are ineligible for award consideration when an employee can be expected to effect them as part of his or her job duties, responsibilities, and assigned tasks, or when an employee can implement them without higher level approval. For the Employee Suggestion Program policy and guidelines, go to:

<http://www.dhrm.state.va.us/hrpolicy/policy/esp.htm>

To initiate the process, employees use the *Employee Suggestion Program Form*:

<http://www.dhrm.state.va.us/forms.htm>

## **Standards of Conduct and Performance**

**5:3**

Promoting work environments that support appropriate behaviors in the workplace and that demonstrate respect for others are expected of every employee. Supervisors can address positive expectations for work performance and workplace behavior of classified employees with the *Standards of Conduct*, a state policy that promotes professional and personal care for others. While wage and probationary employees are not eligible for this policy, the expectations remain the same. For information about the types of behavior that are unacceptable and corrective actions that the University may impose, go to:

<http://www.dhrm.state.va.us/hrpolicy/policy/conduct.htm>

Corrective action may range from counseling to formal disciplinary action. Formal disciplinary actions require the supervisor to issue a *Written Notice* to the employee using the official *Written Notice Form*:

<http://www.dhrm.state.va.us/forms.htm>

Prior to issuing a *Written Notice*, the supervisor *must* review the disciplinary action with Human Resources.

## **Employee Grievance Procedure**

**5:4**

The employee grievance procedure is a process through which employees may bring their concerns to upper levels of management. All grievances must be initiated within 30 calendar days of the action or event challenged. The procedures may be found at:

<http://www.edr.state.va.us/grievance.htm>

To formally initiate a grievance, the employee must use Grievance Form A:

[http://www.edr.state.va.us/gr\\_forms.htm](http://www.edr.state.va.us/gr_forms.htm)

## **Alcohol and Drug Policies**

**5:5**

The university's policy and a summary of the state policy and supplemental information required for compliance with the Drug-Free Schools and Communities Act Amendments may be found at:

<http://www.radford.edu/~pers-web/policies.htm>

## **State Employee Assistance Program**

**5:6**

Both state health insurance plans, *Key Advantage* and *Cost Alliance*, offer assistance to employees for such services as mental health, alcohol or drug abuse assessment, child or elder care, grief counseling, and legal or financial services. Administered by Magellan Behavioral Health, the Employee Assistance Program offers confidential assessment and referral for counseling or to community-based resources 24 hours a day, 7 days a week by calling 1-800-775-5138. Other contact information can be found at:

<http://www.dhrm.state.va.us/services/health/empassist.htm>

Supervisors may contact the Department of Human Resources at 831-5008 for guidance in connecting with the New River Valley Community Services for employees who need assistance but do not have health insurance.