

Supervising Union Employees (SUE) Program Description

This two-part program provides a "nuts and bolts" overview of the employee discipline and grievance processes. The program is targeted especially to supervisors who supervise bargaining unit employees; the program delivers basic, practical information on handling disciplinary investigations and grievances.

Program covers the following areas:

- Progressive discipline**
- Off-duty conduct**
- Just cause for discipline**
- Investigation planning**
- Interviewing witnesses**
- Employees' rights during investigations**
- Evaluating investigation results**
- Handling and preventing grievances**