

1. STATEMENT OF PURPOSE

The purpose of the handbook is:

- To provide a basis for training all supervisors and managers in the basics of Employee and Labor Relations;
- To provide uniform Employee and Labor Relations references, examples, and procedures;
- To provide an easy-to-use reference to serve as a first point of information whenever a supervisor or manager is faced with an Employee Relations or Labor Relations issue.

The handbook was designed to provide the user with a maximum amount of information in an easy to use format. Each major topic (e.g., "probationary employees", "leaves of absence", etc.) is discussed first in an introductory paragraph, followed by answers to the most commonly asked questions regarding that topic.

This handbook is a great source of information. Each Employee and Labor Relations issue you face will have unique circumstances. You are encouraged to discuss such issues with your manager and the Department of Human Resources.