

U.S. Department of Energy

Oak Ridge Operations

ORO O 340
Chapter II

DATE: 09-07-96

SUBJECT: GRIEVANCE POLICY AND PROCEDURES

1. PURPOSE. This Chapter correlates to DOE O 342.1 (formerly DOE 3771.1), GRIEVANCE POLICY AND PROCEDURES, dated July 2, 1981, which has now been renumbered in accordance with the new DOE Order Numbering System, as published in DOE M 251.1-1, Change 1, dated December 12, 1995. Nothing in the new DOE Order has been changed at this point, but if a new DOE Order is published, it will be numbered in this manner. Until that time, the new number is assigned to the previous DOE Order. This new Oak Ridge Operations (ORO) Chapter assigns responsibility and accountability and provides administrative guidance to ORO and Office of Scientific and Technical Information (OSTI). Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. None.
3. APPLICABILITY. The provisions of this Chapter apply to ORO and OSTI employees except those employees excluded in DOE O 342.1, subparagraphs 3b(1)(a) through (c).
4. RESPONSIBILITIES.
 - a. Director, Personnel Division, performs those tasks identified in DOE O 342.1, subparagraphs 6a and 6f.
 - b. Division Directors and Heads of Offices which do not have subordinate Divisions serve as deciding officials for employees of their organizations unless they have been directly involved in the action being grieved (see DOE O 342.1, subparagraph 4a).
 - c. Assistant Managers and Heads of Offices which have subordinate Divisions will render final decisions on formal grievances referred by the Director, Personnel Division, in those cases where the deciding official does not accept the factfinder's recommendations. The Deputy Manager will render such decisions for the Office of Chief Counsel and the Public Information Office. If these officials have been involved in a previous stage of the grievance, this responsibility will revert to the next higher official who has no previous involvement in the grievance.
5. REQUIREMENTS AND PROCEDURES. None.
6. REFERENCES. None.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
9. ATTACHMENTS. None.