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Employee Relations Services

Trusted Partner

Employee Relations (ER) is a very sensitive part of HR services that encompasses issues such as discipline, misconduct, performance problems, and dispute resolution. The escalation of performance-based actions can lead to a complicated appeals process governed by several federal programs and regulations. The aim of providing ER services is to assist managers and supervisors in dealing effectively with problem employees and disputes that arise from actions taken in addressing performance and conduct deficiencies. When federal agencies have looked for an experienced partner to provide employee relations support, YRCI has answered the call.

YRCI is well qualified to support federal ER activities. We have provided ER services to several agencies. Our ER Specialists have significant experience in developing ER operational procedures, providing advice, guidance, and recommendations to management and employees on performance management conduct issues and adverse action, recognition, leave administration, conducting personal interviews, preparing investigative reports, handling grievances, and labor-management obligations.

Range of Services

Our ER specialists provide expert operational support with conducting investigations of issues. We develop written documents and provide advisory services in dealing with disciplinary, adverse, and performance-based actions, grievances, appeals, leave administration, and dispute resolution. Our ER specialists draw from their extensive federal experience to make recommendations in the areas of reasonable accommodations, workers' compensation, and work/life programs. We work with the Department of Labor, OPM, and other agencies to assist in meeting regulatory compliance requirements. YRCI specialists have investigated EEO complaints and other sensitive matters. We have expert knowledge of harassment complaint investigative policies, processes, and procedures.

Past Performance

USDA U.S. Department of Agriculture (USDA). YRCI provided employee relations support to the USDA Office of the Chief Financial Officer. Our ER specialists served as the agency representative in third-party actions. This included developing plans for a case, conducting interviews, gathering evidence, preparing all required motions, attending and aggressively representing the agency at pre-hearings, hearings, and post-hearing conferences. We negotiated settlement agreements, within pre-defined limitations, in resolution of claims, when it was in the best interest of the agency.



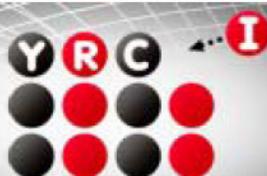
Food and Nutrition Services (FNS). Also within USDA, YRCI provided advice and counsel designed to prevent ER problems,

and provided advice and counsel to FNS in preparation and administration of difficult discipline and grievance cases and other problems. We worked with supervisors and employees to identify and resolve problems, and then analyzed the findings and suggested corrective measures necessary to either resolve problems or work toward general improvement of working relationships. In cases where misconduct was indicated, we assisted in preparing necessary documents to effect the disciplinary action.

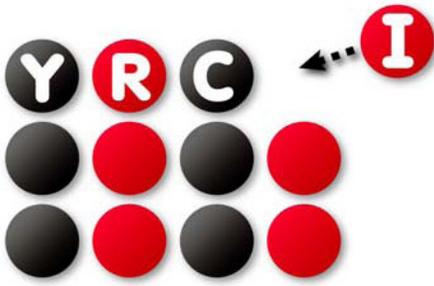
Procuring Our Services

YRCI offers a number of easy methods in order to procure our services:

- YRCI possesses a GSA schedule with a wide variety of HR services labor categories at very competitive rates: GSA 738X Schedule for HR and EEO Services (Contract No. GS-02F-0050N).
- We have Blanket Purchase Agreements (BPAs) with multiple agencies that you may be able to use.



HR Services



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Labor Relations Services

Trusted Partner

The federal government employs more than one million professionals who are members of labor organizations. The addition of representative unions adds an additional layer of complexity to federal HR in the area of Labor Relations (LR), with additional tasks such as addressing grievances, working with collective bargaining agreements, and using different methods for dispute resolution.

Whether it's responding to Unfair Labor Practice charges filed with the Federal Labor Relations Authority, or answering inquiries regarding collective bargaining units, YRCI is well qualified to help federal agencies with their labor relations requirements. We have experience dealing with typical LR issues, in addition to handling labor management collaborative efforts, alternate dispute resolution, and implementation bargaining.

Range of Services

LR encompasses many activities while interacting with unions. YRCI supports the full range of LR activities, including:

- Providing LR advice, guidance, and recommendations in response to questions posed by managers.
- Researching and dealing with LR administration procedure, history, and regulations on conduct and performance as it applies to employees covered by a collective bargaining agreement.
- Managing labor management collaborative efforts.
- Supporting alternate dispute resolution.
- Conducting interest-based, impact, and implementation bargaining.
- Answering inquiries regarding collective bargaining units.
- Providing support in third party proceedings involving LR.
- Preparing final proposal letters for management approval to be delivered by supervisors to employees.

Past Performance



U.S. Coast Guard (USCG). As a part of USCG's Modernization effort to overhaul and reorganize all work processes, YRCI has been providing a range of HR support services, including LR support. YRCI specialists are involved in the Implementation and Impact study of the Modernization effort, which involves employees possibly changing jobs, changing work hours, changing location, and discussing these changes with the employees, if requested. We provide advice and counsel to supervisors on how to address conduct and performance problems, and to develop performance improvement plans. We help USCG address issues relative to the collective bargaining agreement, administrative grievance procedures, reasonable accommodations, and requests for medical documentation. Other duties include drafting various letters for supervisory signature, such as written admonishments, leave restrictions letters, letters of reprimand, suspension and removal proposals and decision letters, grievance decision letters, and settlement agreements. Further, we provide input for Congressional correspondence. We assist supervisors with grievances under both negotiated and administrative procedures, coordinate drug testing issues, and support management and Headquarters LR personnel in preparing for upcoming contract negotiations.

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HR Services