



City of Portland
 Bureau of
Human Resources
 Knowledgeable | Helpful | Responsive

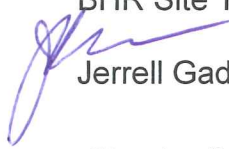
Anna Kanwit, Director
 1120 SW 5th Ave., Rm. 404
 Portland, Oregon 97204-1912
 (503) 823-3572
 Fax (503) 823-4156

Office of Management and Finance

Jack D. Graham, Chief Administrative Officer

March 8, 2013

TO: BHR Site Teams

FROM:  Jerrell Gaddis, Labor/Employee Relations Manager

RE: Standardized Post-Decision Legal Document Process and Procedures

COPIES TO: Anna Kanwit, Human Resources Director
 David Rhys, Human Resources Assistant Director
 Tom Schneider, Human Resources Operations Manager
 Labor & Employment City Attorneys
 Labor Relations Team

As part of BHR's ongoing efforts to organize and standardize its policies and practices, Labor Relations, in conjunction with the Labor & Employment City Attorneys, has established a system of processing legal documents such as Settlement Agreements, Arbitration Awards, and Orders ("Legal Documents"). This process is to be used after a Settlement Agreement has been signed, or an award or order has been issued by the Civil Service Board, an arbitrator, the Employment Relations Board, a state or federal court or any other legal entity with authority to issue a decision (a "Post-Decision").

In that regard, enclosed please find a Post-Decision Flow Chart and Checklist form for the Human Resources Business Partners to use. The goal is to process all Legal Documents within 30 days of the date the HRBP receives the Legal Document from Labor Relations. It is expected that the HRBP will communicate with the City Attorney's office if there are any questions, or if it is not possible to process a Legal Document within 30 days.

Our hope is that this process will not only provide organization and standardization for BHR, but it will also assist the City as a whole to function more efficiently and effectively.

Please contact our office if you have any questions or comments.

JG:ss

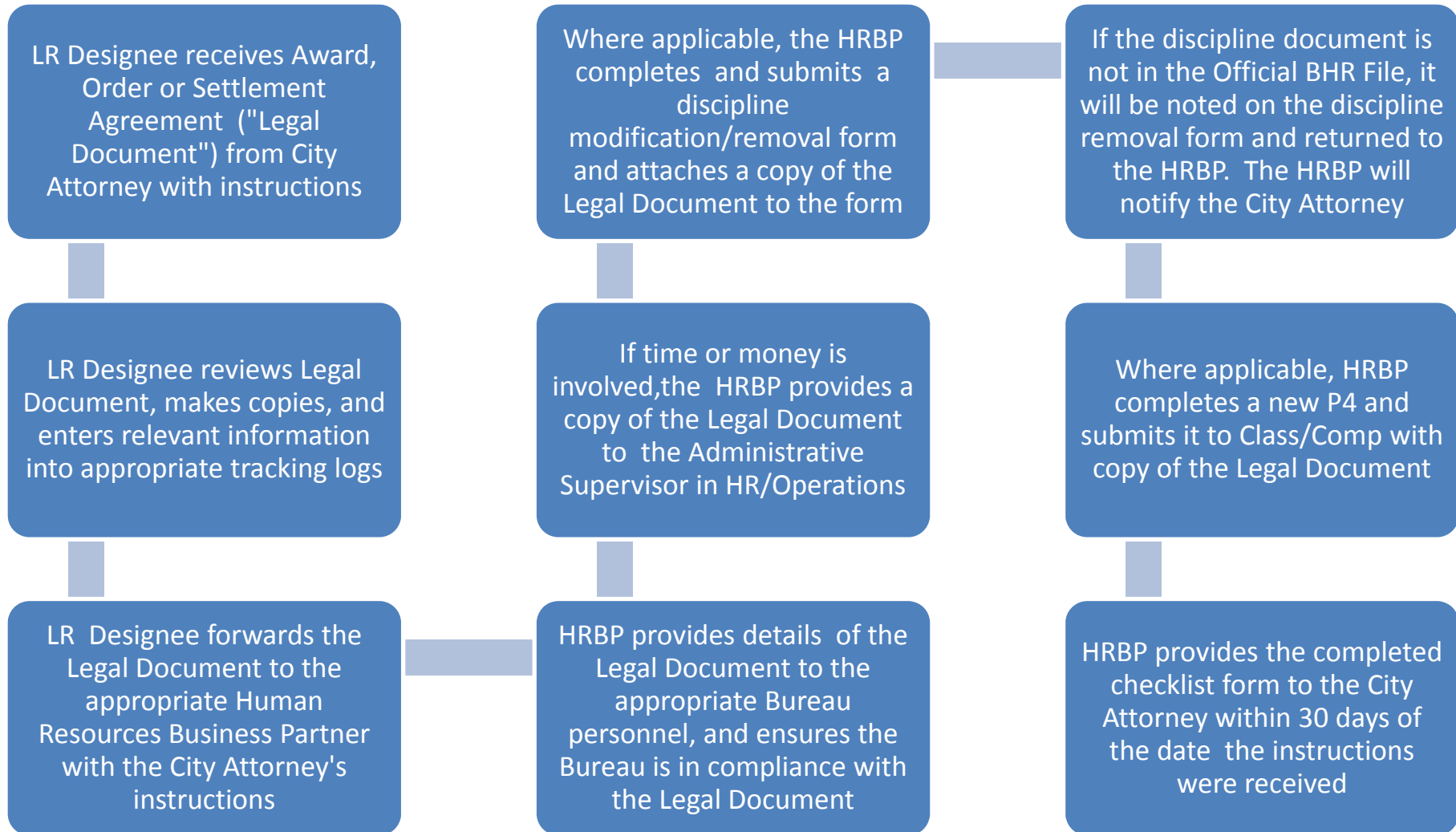
Charlie Hales, Mayor

We are an equal opportunity employer

Please notify the City of Portland of the need for ADA accommodations no less than five (5) days prior to any City-sponsored event by contacting the Bureau of Human Resources at 503-823-3572 or the City's TTY at 503-823-6868.



POST-DECISION LEGAL DOCUMENT PROCESS CHART



POST-DECISION LEGAL DOCUMENT CHECKLIST FOR HUMAN RESOURCES BUSINESS PARTNERS

Action	N/A	Complete
Provide a copy of the Settlement Agreement, Order, Award, etc. (the "Legal Document") to all applicable Bureau personnel and ensure compliance at the Bureau level.	<input type="checkbox"/>	<input type="checkbox"/>
If removal or modification of a discipline document from the Official BHR Personnel File is required, complete and submit the appropriate discipline removal form and attach a copy of the Legal Document to the discipline removal form.	<input type="checkbox"/>	<input type="checkbox"/>
If the HRBP is notified that the document is not in the Official BHR file, notify the City Attorney	<input type="checkbox"/>	<input type="checkbox"/>
If applicable, submit a new P4 to Class/Comp	<input type="checkbox"/>	<input type="checkbox"/>

Date completed and submitted to City Attorney: _____

By: _____
Human Resources Business Partner

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FOR USE BY CITY ATTORNEY ONLY

Received by: _____

Date received: _____