

FDA STAFF MANUAL GUIDES, VOLUME I – ORGANIZATIONS AND FUNCTIONS

FOOD AND DRUG ADMINISTRATION

OFFICE OF OPERATIONS

OFFICE OF HUMAN RESOURCES

DIVISION OF WORKFORCE RELATIONS

Effective Date: May 5, 2015

1. DIVISION OF HUMAN RESOURCES FOR WORKFORCE RELATIONS (DMMEB).

- A. Oversees the Agency's workforce relations management, employee, and labor relations programs
- B. Serves as official liaison on behalf of the Agency's management with recognized labor unions and unions seeking recognition.
- C. Oversees all facets of union organizing campaigns and elections of unions seeking recognition.
- D. Participates with the Department on negotiating contracts with recognized unions.

2. LABOR AND EMPLOYEE RELATIONS BRANCH I (DMMEB1).

- A. Ensures legal compliance of adverse, disciplinary, and performance-based actions; appeals and grievances; within-grade increase denials; worker's compensation; and unemployment compensation claims and appeals.
- B. Provides advice, guidance, training, and assistance to, and prepares necessary documents for, managers and supervisors for labor and employee relations matters.
- C. Develops and publishes labor and employee relations policies and procedures on a wide range of topics (e.g., addressing violence in the workplace, confidentiality, dress code, alternative work hours, alternative work place, leave abuse, performance management, labor relations management advisory notices, etc.).

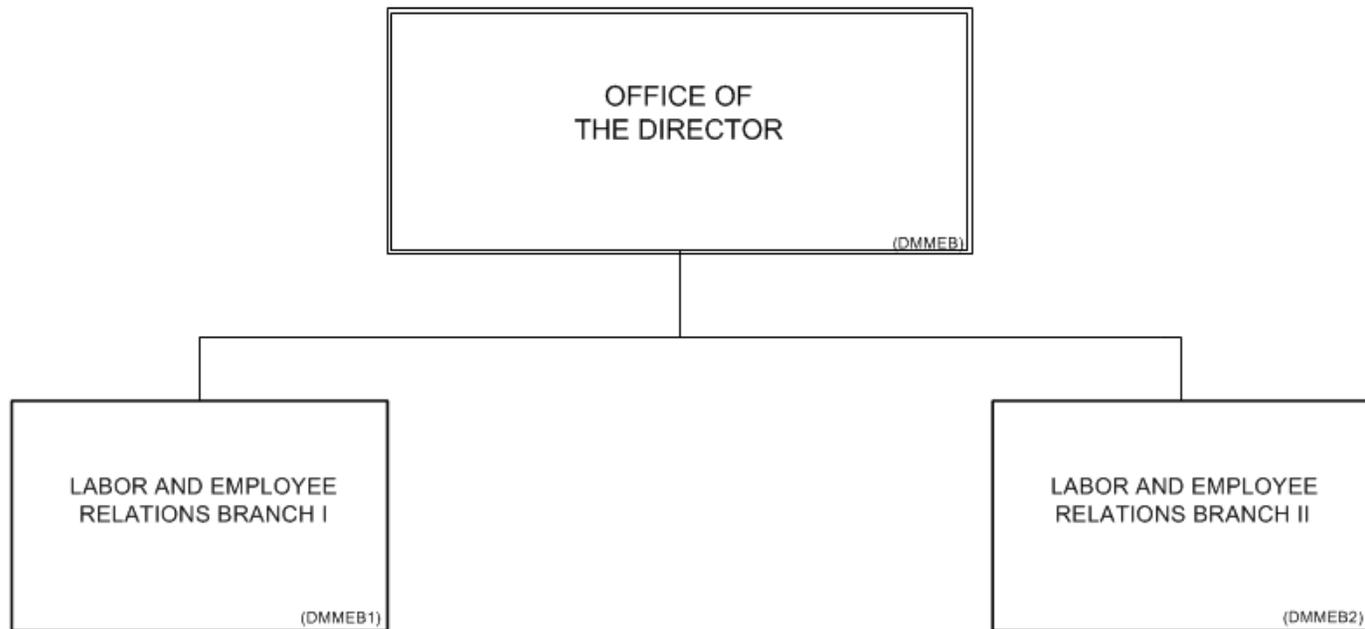
3. LABOR AND EMPLOYEE RELATIONS BRANCH II (DMMEB2).

- A. Ensures legal compliance of adverse, disciplinary, and performance-based actions; appeals and grievances; within-grade increase denials; worker's compensation; and unemployment compensation claims and appeals.
- B. Provides advice, guidance, training, and assistance to, and prepares necessary documents for, managers and supervisors for labor and employee relations matters.
- C. Develops and publishes labor and employee relations policies and procedures on a wide range of topics (e.g., addressing violence in the workplace, confidentiality, dress code, alternative work hours, alternative work place, leave abuse, labor relations management advisory notices, etc.).

4. AUTHORITY AND EFFECTIVE DATE.

The functional statements for this Division were approved by the Deputy Commissioner for Operations and Chief Operating Officer, and effective on May 5, 2015.

**FOOD AND DRUG ADMINISTRATION
OFFICE OF OPERATIONS
OFFICE OF HUMAN RESOURCES
DIVISION OF WORKFORCE RELATIONS**



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The following is the Food and Drug Administration, Office of Operations, Office of Human Resources, Division of Workforce Relations organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE DIRECTOR (DMMEB):

- Labor and Employee Relations Branch I (DMMEB1)
- Labor and Employee Relations Branch I (DMMEB2)