

OFFICE OF THE CHIEF OF STAFF  
EMPLOYEE RELATIONS ADMINISTRATOR

**NOTICE**  
2.23

September 6, 2007

**TO:** All Commanding Officers  
**FROM:** Employee Relations Administrator  
**SUBJECT:** EMPLOYEE RELATIONS GROUP WEBSITE

**RECEIVED**  
SEP 14 2007  
PRD WEST

In an effort to enhance the ability of Department managers and supervisors to handle various employee relations matters, Employee Relations Group (ERG) has created a website on the Department Infoweb. The site includes information, exemplars, links, and forms for use by managers, supervisors and employees. Information available includes:

- Grievances including all forms
- Memorandums of Understanding (MOUs)
- Reference documents
- Frequently Asked Questions
- Administrative Transfers & Downgrades
- ERG Training course and materials
- Exemplars

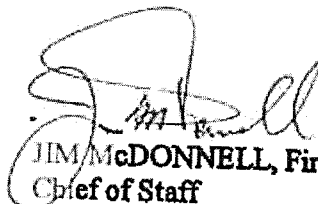
The link to the site can be found on the Infoweb home page or under the Chief of Staff heading on the Offices page.

All managers and supervisors are encouraged to use this site frequently. Suggestions for improvement are encouraged and can be directed to Employee Relations Group staff.

If you have questions, please call the Employee Relations Group staff, at (213) 485-6552.

APPROVED:

  
TERRY S. HARA, Commander  
Employee Relations Administrator

  
JIM McDONNELL, First Assistant Chief  
Chief of Staff

DISTRIBUTION "B"

