

We are Here to Help



CG-124 provides various supervisory training services on the following topics:

- Third Party: Negotiations, Arbitration & FLRA: ULP's; Impasse; Negotiability, Appeals & Representation Petitions.
- Introduction to Employee Relations
- Introduction to Labor Relations
- Introduction to new Negotiated Agreements
- Performance Management Training
- Awards Policy and Procedures
- Leave Related Misconduct

Office of Civilian Workforce Relations

CG-124 Team

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Workforce Employee Relations Division

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Office of Civilian Workforce Relations

CG-124



Department of Homeland Security
United States Coast Guard
Office of Civilian Human Resources



CG-124 Services and Resources

Performance Management & Awards

The Civilian Awards Program is designed to recognize and reward personnel for significant contributions to the mission and for creativity and high performance in the workplace. Manager and supervisors are encouraged to make full use of the Civilian Awards Program by recognizing and rewarding individual or team achievement that contributes to meeting organizational goals or improving the efficiency, effectiveness, and economy of the Government. See **COMDTINST M12451.1B** for detailed information.



Expert advice and guidance on Performance Management Policy and Awards including:

- EARS/DHS Performance Management Program
- Performance Appraisal Assessment Tool
- PIPO procedures/process
- Performance Awards
- Special Act Awards
- On-the-Spot Awards
- Time-Off-Awards
- Commandant Level Honorary Awards
- DHS Secretarial Awards
- Honorary Awards

Labor-Management Relations

Our team of trained experts will assist supervisors in effectively managing employees who are represented by a union under the Federal Service Labor-Management Relations Statute. CG-1214 staff members will assist supervisors and provide expert advice and guidance on meeting statutory labor relations obligations and in managing the day-to-day working relationship with unions.

Expert support and guidance on handling Labor Relations issues including:

- Management Rights
- Employee Rights
- Negotiated Grievances
- Employee Communication
- Weingarten Rights
- Formal Meetings
- Labor Laws
- Arbitrations
- Administrative Investigations
- Notifications of Changes in Working Conditions
- Unfair Labor Practice Charges
- Past Practices
- Collective Bargaining
- "I and I" Negotiations
- Information Requests
- Official Time for Representation
- Labor Management Forums
- Contract Interpretation and Application

Employee Relations (ER)

Our team of highly-trained specialist will work collaboratively with supervisors to provide expert advice, support or to assist in developing individually crafted disciplinary approaches or adverse actions that will restore employee conduct and performance problems to acceptable standards in compliance with statutes, case law and regulations.

Expert support and guidance on handling Employee Relations issues including:

- Employee Misconduct
- Poor Performance
- Formal Discipline
- Employee Administrative Grievances
- Leave Abuse
- Medical Issues
- Credit Cards Misuse
- Time and Attendance
- Failure to Follow Orders
- Disrespectful Behavior
- Failure to Complete Assignments
- Behavioral Concerns
- Dishonesty
- Indefinite Suspensions
- Performance Ratings
- Workplace Violence
- Probationary Employees

