



**CG-1214 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

**Visit our website:**

<http://www.uscg.mil/civilianHR/library.asp>

**CG-1214 Team Members**

<u>Name</u>	<u>Servicing Assignment Location</u>	<u>Phone/email - @uscg.mil</u>
<u>Joanne Turner</u> Division Chief	CG-1214 St. Elizabeth's	(202) 795-6348 Joanne.turner@
<u>O. Tom Crane</u> Branch Chief (LR)	CG-1214-1 St. Elizabeth's	(202) 795-6339 orville.t.crane@
<u>Vacant</u> Lead LR Specialist	CG-1214-1	
<u>Ryan Smith</u> HR Specialist	CGHQ, FORCECOM St. Elizabeth's	(202) 795-6331 ryan.smith@
<u>Keith Quesnell</u> HR Specialist	CGHQ, HSWL St. Elizabeth's	(202) 795-5155 keith.a.quesnell@
<u>Kathleen LaPlant</u> HR Specialist	D7, D8 Miami, FL	(305) 415-7122 kathleen.k.laplant@
<u>Kathryn Kirkpatrick</u> HR Specialist	D1, D9 Boston, MA	(617) 223-3454 kathryn.a.kirkpatrick@
<u>Kathrine Bowman</u> HR Specialist (LR)	CG-1214-1 St. Elizabeth's	(202) 795-6292 kathrine.t.bowman@
<u>Edward McKenzie</u> HR Specialist	D13, D17, PPC Seattle, WA	(206) 220-7052 edward.b.mckenzie@
<u>Vacant</u> Branch Chief	CG-1242-2 Employee Relations	
<u>Peggy Morse</u> Lead ER Specialist	D5 Norfolk, VA	(757) 628-4765 peggy.a.morse@
<u>Angela Johnson</u> HR Specialist	D11, D14 Alameda, CA	(510) 437-3428 angela.e.johnson@
<u>Kristin Cobb</u> HR Specialist	D5, D9, SILC Norfolk, VA	(757) 628-4974 kristin.a.cobb
<u>Melissa Sidebottom</u> HR Specialist	SFLC, NMC Baltimore, MD	(410) 636-3270 melissa.g.sidebottom@
<u>Alison Bolton</u> HR Specialist	USCG Yard Baltimore, MD	Alison.bolton@ (410) 636-7298
<u>Christopher Waters</u> HR Specialist	ALC, Base E. City Elizabeth City, NC	(252) 335-6585 christopher.p.waters@
<u>Joyce Wells</u> Lead HR Specialist	Awards & Performance Management Program St. Elizabeth's	(202) 795-6347 joyce.wells@
<u>Rosie Brinkley</u> HR Assistant	St. Elizabeth's	(202) 795-6309 rosie.m.brinkley@

**WORKFORCE RELATIONS  
DIVISION  
CG-1214**

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



*Servicing Coast Guard customers with quality advice and guidance in the area of Employee & Labor Relations, Awards and Performance Management*

## CG1214 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 Mgmt 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 P" 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

