



**Special Edition HR Information Update**  
**Grievance Procedure Training**

**August 2007**

Beginning in September, the Training and Development Department, in collaboration with Human Resources, will begin offering a new course on understanding and using the grievance procedure for the Commonwealth of Virginia.

The Commonwealth requires this training for all supervisors of classified employees. (See the code notation below.)

There are two training methods available to supervisors to accomplish this requirement.

- Classroom training session, facilitated by members of the Human Resources Service Center. Classes are scheduled for the following dates in 2007, September 12, October 10, November 30 and December 19. To register, go to J-ESS and select HR1151 (3 hrs).
- Online training through the Department of Employment Dispute Resolution at [http://www.edr.state.va.us/training\\_on\\_line.htm](http://www.edr.state.va.us/training_on_line.htm) (approximately 1.5 hrs).

It is important that we maintain accurate records of our supervisors who complete the training. For supervisors who complete the online training, we ask that you print the completion certificate that contains your final score, write your name and PeopleSoft ID number on the document, and fax it to the Training and Development Department at 568-1796 or mail it to the attention of Kyle Symons at MSC 7009.

For questions or to get more information, please contact your HR Service Center Representative:  
Melinda Hardwick, 8-3968, [hardwimm@jmu.edu](mailto:hardwimm@jmu.edu),  
Christina Eaton, 8-8056, [eatoncl@jmu.edu](mailto:eatoncl@jmu.edu) or  
Jennifer Campfield, 8-3982, [campfj@jmu.edu](mailto:campfj@jmu.edu).

§ 2.2-3000. Policy of the Commonwealth; responsibilities of state agencies under this chapter.

B. To fully achieve the objectives of this chapter and to create uniformity, each agency in the executive branch of state government shall: Require supervisory personnel to be trained in the grievance procedure, personnel policies, and conflict resolution....