

## **SERENITY BEHAVIORAL HEALTH SYSTEMS**

**SUBJECT:** Third Party Involvement In Employment Issues  
**POLICY NUMBER:** HR-34.00  
**EFFECTIVE DATE:** July 1999  
**SUPERSEDES:** N/A  
**LAST REVISION:** May 2010

### **POLICY:**

It is the policy of Serenity Behavioral Health Systems (SBHS) to maintain contact and relations with SBHS employees on an individual and direct basis rather than through third party individuals, representatives or organizations.

### **EMPLOYEE CONCERNS:**

Employees are encouraged to bring work-related concerns to the attention of their supervisors for review and potential resolution. Supervisors are encouraged to communicate clearly to employees and be open to employee suggestions and concerns. Employees may also contact the Human Resource Manager.

### **THIRD PARTY INTERVENTION PROHIBITED:**

- I. The policy of SBHS is that there will be no recognition, expressed or implied, of third party involvement in any matter pertaining to employment issues or management of SBHS staff.

**NOTE:** Third parties include, but are not limited to: employee's relatives, friends, acquaintances, representatives of professional associations and labor organizations, those who are not considered in a "need to know" status, and attorneys.

- II. Unless specific exceptions are authorized in Paragraph III below, supervisors will not meet, confer, negotiate or engage in any discussions with third party individuals, representatives of organizations regarding SBHS employment matters. This policy applies whether the third party is a non-employee or an employee who is asked to, or claims to represent another employee.
- III. **Exceptions:** Discussions with third party individuals/representatives are permitted under the following circumstances:
  - A. After consultation with the SBHS Attorney, the Chief Executive Officer or the Human Resource Manager representing SBHS may discuss employment matters with attorneys or representatives from enforcement agencies in certain instances, such as: hearings conducted by the Office of the State Administrative Hearings and investigations conducted by the Georgia Commission on Equal Opportunity.

**SUBJECT: Third Party Involvement in Employment Issues**

**Policy #HR-34.doc.00**

**Page 2 of 4**

NOTE: Supervisors are to contact the Human Resource Manager prior to engaging in discussions with third parties regarding employment matters.

- B. In accordance with SBHS Grievance Procedures, employees may request the assistance of SBHS third party representatives in preparing grievances and/or representing them in grievance hearings. Supervisors involved with grievances may also select SBHS third party representatives to assist them in preparing for and/or representing them in grievance hearings.

NOTE: SBHS Third Party Representatives must be SBHS employees and cannot be Human Resource representatives.

**INTERVENTION PROCEDURES:**

- I. The following procedures are to be used for managing third party efforts to intervene in employment matters.
  - A. Immediately report efforts of third parties to intervene in employment matters to SBHS Chief Executive Officer or Human Resource Manager.
  - B. Follow directions provided by the CEO or Human Resource Manager.
  - C. The third party is to be advised in a courteous manner of SBHS policy by the Chief Executive Officer. Employment matters are not to be discussed.

**SOLICITATION ACTIVITIES ACCESS RIGHTS:**

- I. Access to SBHS facilities for solicitation activities shall be requested in writing not less than 48 hours in advance. There shall be no solicitation in SBHS parking lots or on grounds or on property owned by SBHS except as authorized herein. Access for solicitation shall be limited to one visit per facility per month, and two visits per facility per three-month period. Access for solicitation activities shall be limited to designated conference rooms or similar internal areas as designated by SBHS.
- II. All requests for third party access to SBHS facilities in accordance with this section are to be forwarded to, and coordinated with, the Chief Executive Officer.

Note: Violation of these conditions of access may result in suspension or termination of access privileges.

**SUBJECT: Third Party Involvement in Employment Issues**

**Policy #HR-34.doc.00**

**Page 3 of 4**

**BULLETIN BOARDS:**

- I. SBHS programs have “official” bulletin boards, which are used solely for official, work-related purposes. Postings on “official” bulletin boards should include notices required by laws, rules and SBHS policies, program and service-related announcements, employment opportunities, and other employment-related matters.
  
- II. Employee bulletin boards should be designated for professional associations, employee organizations and employee general interest purposes. Items posted should be restricted in size and duration of posting. Items should not promote a particular political, moral, religious, personal or other opinion. Items which are obscene, vulgar, offensive or inflammatory are prohibited. Management reserves the right not to post and the right to remove any item which contains false, misleading or inappropriate information.
  
- III. In the case of both official and employee bulletin boards, managers or their designee should be assigned to assure compliance with this policy.

**APPROVAL SECTION:**

\_\_\_\_\_  
Chief Executive Officer

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Date

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Committee Chairperson

\_\_\_\_\_  
Date

**RESCISSION SECTION:**

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Chief Executive Officer

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Date

**REVIEW SECTION:**

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Committee Chairperson

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Date

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Committee Chairperson

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