

**USE OF THE AUTOMATED LABOR AND EMPLOYEE RELATIONS TRACKER
(ALERT-HR)**

1. **PURPOSE.** The purpose of this notice is to amend Department of Veterans Affairs (VA) Handbook 5021, Employee/Management Relations; VA Handbook 5023, Labor-Management Relations; and VA Handbook 5027, Senior Executive Service, to require certain data related to corrective actions and labor relations activities to be recorded in the Automated Labor and Employee Relations Tracker (ALERT-HR).
2. **POLICY.** ALERT-HR is the human resources information technology system used Department-wide to collect, monitor and report data related to labor and employee relations matters. To achieve the strategic management of human capital in accordance with 5 C.F.R. Part 250, VA's Chief Human Capital Officer determined that ALERT-HR will be used by all Administrations and Staff Offices with labor and employee relations duties and responsibilities for case management of all corrective actions. These include tracking grievances, appeals, settlement agreements, arbitrations, and unfair labor practices. Effective immediately, all human capital offices performing labor and employee relations functions will use ALERT-HR to process and/or track the following actions:
 - a. Written counseling's;
 - b. Admonishments;
 - c. Reprimands;
 - d. Suspensions;
 - e. Demotions;
 - f. Reductions in grade or pay;
 - g. Transfers;
 - h. Removals;
 - i. Terminations (for other than expiration of appointments);
 - j. Removal from supervision during supervisory probationary period;
 - k. Opportunities to improve performance (e.g., performance improvement plan);
 - l. Administrative and negotiated grievances;
 - m. Appeals (e.g., Merit Systems Protection Board, Disciplinary Appeals Board);
 - n. Settlement agreements (in connection with corrective actions);

- o. Arbitrations; and
- p. Unfair labor practices.

3. ADDITIONAL REQUIREMENTS FOR CERTAIN CASES.

- a. Corrective action cases created due to non-compliance with mandatory Coronavirus Disease 2019 (COVID-19) vaccination requirements, other than approved exceptions, must be specifically identified in ALERT-HR using the “Non-compliance with COVID-19 Vaccination Requirement” check box.
- b. Cases of any type relating to or involving potential violation of VA’s harassment prevention policy must be specifically identified in ALERT-HR using the “Workplace or Sexual Harassment” check box and then marked as to whether the case has been reported to the Harassment Prevention Program office.

4. RESPONSIBLE OFFICES: Office Human Resources and Administration/ Operations, Security and Preparedness (006), Office of the Chief Human Capital Officer Center (05).

5. RELATED HANDBOOKS: VA Handbook 5021, Employee Relations and Performance Management Service; VA Handbook 5023, Labor Management Relations and VA Handbook 5027, Corporate Senior Executive Management Office.

6. RESCISSION: This notice will be rescinded and guidance incorporated into the appropriate directive/handbook no later than one year after the date of publication.

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**

/s/
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