

System Name:

Employee Grievance Files.

System Location(s):

National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Arlington, VA 22230.

Categories of Individuals Covered by the System:

NSF Employees.

Categories of Records in the System:

These files contain all records pertaining to the administrative grievance system for non-bargaining unit employees and the negotiated grievance and arbitration procedures for employees in the bargaining unit.

Authority for Maintenance of the System:

5 CFR Part 771--Agency Administrative Grievance System, 5 U.S.C. 1302, 3301, 3302, and 7301.

Purpose(s):

Records are used in the processing and documentation of grievance actions taken either by the Office or by agencies against employees in accord with 5 CFR parts 315 (subparts H and I), 432, 752, or 754 of the Office's regulations.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of such Uses:

Information from this system may be disclosed to:

1. The Office of Personnel Management for routine examinations and audits conducted.
2. A member of Congress regarding the status of an appeal, complaint, or grievance if the Congressman is acting on the basis of a request from the individual involved.
3. EEOC investigators and EEO counselors and investigators have access during the conduct of investigations.

4. Another Federal agency, a court, or a party in litigation before a court or in an administrative proceeding being conducted by a Federal agency when the Government is a party to the judicial or administrative proceeding.

5. The Department of Justice, to the extent disclosure is compatible with the purpose for which the record was collected and is relevant and necessary to litigation or anticipated litigation, in which one of the following is a party or has an interest: (a) NSF or any of its components; (b) an NSF employee in his/her official capacity; (c) an NSF employee in his/her individual capacity when the Department of Justice is representing or considering representing the employee; or (d) the United States, when NSF determines that litigation is likely to affect the Agency.

6. Representatives of the General Services Administration and the National Archives and Records Administration who are conducting records management inspections under the authority of 44 U.S.C. 2904 and 2906.

Policies and Practice for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System:

Storage:

Paper records maintained in file folders.

Retrievability:

Alphabetically by the last name of employee.

Safeguards:

Building employs security guards. Building is locked during non-business hours when guard is not on duty. Room in which records are kept is locked during non-business hours.

Retention and Disposal:

Four years after close of case.

System Manager(s) and Address(es):

Director, Division of Human Resource Management, National Science Foundation, 4201 Wilson Boulevard, Arlington, VA 22230.

Notification Procedure:

The NSF Privacy Act Officer should be contacted in accordance with procedures found at 45 CFR Part 613.

Record Access Procedures:

See "Notification" above.

Contesting Record Procedures:

See "Notification" above.

Record Source Categories:

Information from the employee, supervisor hearing examiner, witnesses, and others providing input to the particular case.

Exemptions Claimed for the System:

None.