

Employee Relations Settlement Agreement or Court Order Information

This information will assist agencies in completing changes to an employee's work history after the agency gets a settlement agreement or court order following an Employee Relations Grievance process or case.

- If there is a settlement agreement that puts the employee back to work and the employee gets their job back:
 - The agency can request that the termination be rescinded through a SPS Support Ticket, attaching a copy of the settlement agreement or court order. DBM Shared Services will rescind the specific events in Workday.
 - Once the termination is rescinded, the agency will update the employee data in the system for any increases in pay or other changes in the settlement agreement.

- If the settlement agreement is only a payment and the employee is not returning to work:
 - The agency can fill out a CPB form for a one-time payment. CPB puts the person back on CPB's payroll for the payment only.
 - The employee is not hired back into Workday and the termination is not rescinded.

- If the settlement agreement requires the termination reason to change or a disciplinary action to be rescinded or changed to a lesser action:
 - The agency can request that the specific transaction be changed or rescinded through a SPS Support Ticket. They must attach a copy of the settlement agreement or court order.
 - DBM Shared Services will change or rescind the specific events in Workday based on specific instructions from the agency. DBM shared Services will not interpret the instructions from the settlement agreement or court order.
 - DBM Shared Services will make the changes in Workday to current Workday history or to the history that was converted over from the 310 system as applicable.