

GOLDEN GATE BRANCH NO. 214

NATIONAL ASSOCIATION OF LETTER CARRIERS

AFL-CIO

2310 Mason Street 4th Floor - San Francisco, California 94133 - (415) 362-0214

Grievant/Union: _____ Nature of Allegation: _____/Irregular Attendance

Date of Request: _____ Work Location: _____

To: _____ Title: Supervisor

From: _____ Title: Steward

We request that the following documents, information and/or witnesses be made available to us in order to properly identify whether or not a grievance does exist, if so, their relevance to the grievance.

1. Union request that "management provide for review any and all documentation, information, communication and/or witnesses relied upon by management in arriving at the decision that "just cause" for disciplining the grievant existed and that it was reasonable and necessary to take disciplinary action against the grievant.
2. Copy of 3972 covering Year _____ through _____.
3. Copy of PS Form 3971s (front and back) filled out for absences noted on charge letter.
4. Copy of call-in log for dates in question.
5. Copy of form 3997 (Unit Daily Summary) or equivalent form for days in question
6. Access to review TACS hours/analysis report for dates in question.
7. Access to interview grievant.
8. Access to interview Supervisor(s) _____.
9. Access to interview reviewing and concurring official. (*For suspension or removal cases only.*)
10. Copy of supervisor's request for disciplinary action. (*For suspension or removal cases only.*)
11. Notes taken during any sort of attendance review and/or discussion with the grievant concerning his/her attendance, to include dates of such.
12. Notes taken from investigative interview with grievant prior to issuance of disciplinary action.
13. Copies of any stand-up talks administered concerning attendance.
14. Evidence that grievant was present for such stand-ups.
15. What is the bench mark established by management to determine what is considered to be the absolute bar in determining irregular attendance.
16. Supervisor notes concerning specific incidents on which the discipline is based.
17. Medical certificates covering the absences in question.
18. Relevant medical documentation substantiating and explaining the carrier's absences.
19. Carrier statement explaining the absences.
20. Copies of past elements cited in disciplinary letter relied upon by management in support of progressiveness of discipline being issued. (If applicable).

21. Any FMLA paperwork submitted for serious health conditions which may have attributed to absences. (If applicable).
22. Copy of any and all correspondence with the FMLA coordinator concerning paperwork submitted for a serious health condition. (If applicable).
23. FMLA data report. (If applicable).
24. Copy of any CA forms submitted for injury/illnesses which attributed to absences.
25. Copy of correspondence from Department of Labor accepting condition.
26. Evidence of any referral to EAP. (If applicable).
27. Evidence to demonstrate that named employee is actively participating in a structured EAP program. (If applicable).

Article 17, section 3, requires the employer to provide for review of all documents, files and other records necessary in processing a grievance. Article 31, section 3, requires the employer make available for inspection by the union all relevant information necessary for collective bargaining of the enforcement, administration or interpretation of this agreement. Under article 6(a) 5 of the National Labor Relations Act, it is an unfair labor practice for the employer to fail to supply relevant information for the purpose of collective bargaining. Grievance processing is an extension of the collective bargaining process.

Request approved

Request denied

Reason denied _____

Date: _____ Supervisor's signature: _____