

7-Day APWU Performance-Safety Template. APWU crafts must be given at least a 10-day notice prior to serving their suspensions, but if the employee files a grievance, the suspension will be put on hold until final disposition of the case. All APWU suspensions are time off.



If not hand delivered, mailed via
First-class mail:
Priority tracking #:

DATE: Month Day, Year

SUBJECT: Notice of 7-Day Time-Off Suspension

TO: Name EIN: 10000001
Post Office Position title
City, State

Home Address Home Street Address
Of Record: City, State, Zip

Dear Name of Employee:

You are being issued this seven (7) calendar day time-off suspension for the following reason:

Charge: Unsatisfactory Performance

Specification: Unsafe Act or At-fault Accident

On this date, you....(State what they did or said that was unsafe in this paragraph. Give Examples of specific actions and/or statements).

An investigative interview was conducted with you on this date. Union rep's name, your union representative, was in attendance. The purpose of this interview was to question you about the incident on this date and to provide you a chance to explain your side of the story. When I asked you about specifics of a question, you said that give their response (you can repeat this sentence as many times as is necessary).

During this interview, you did not provide any information that would prevent this discipline from being issued to you.

You are a give their position title assigned to the give their assigned work office. Your Postal career began on give their on duty date, which means that you have more than how many years of Postal tenure. You do/do not qualify for Veteran's Preference.

As a fully trained Position title, you aware of the District Policy regarding the steps that each employee is required to take to ensure that accidents do not occur and your responsibility to drive professionally and safely. In the accident on give the date, you

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failed to live up to these basic requirements of your position and as a result, you are responsible for a preventable accident.

You are in violation of the following Postal Policies including but not limited to:

Employee and Labor Relations Manual (ELM):

§665.11 Discharge of Duties

Employees are expected to be loyal to the United States government and uphold the policies and procedures of the Postal Service.

§665.13 Discharge of Duties

Employees are expected to discharge their assigned duties conscientiously and effectively.

§665.15 Obedience to Orders

Employees must obey the instructions of their supervisors. If an employee has reason to question the propriety of a supervisor's order, the individual must nevertheless carry out the order and may immediately file a protest in writing to the official in charge of the installation or may appeal through official channels.

§814 Employee Rights and Responsibilities

This action is taken to impress on you that you must correct your work deficiencies and demonstrate adherence to Postal regulations. This action is intended to correct the deficiencies above and should be taken seriously.

This letter will also serve as notice to you that the Employee Assistance Program is available to you 24 hours a day at 1-800-EAP-4YOU (1-800-327-4968), and if there is anything that I can do to assist you, please contact me as soon as possible.

Your suspension is to begin on date: at least 15 days after receipt of notice. You have a right to file a grievance under the Grievance/Arbitration procedure set forth in Article 15 of the National Agreement within fourteen (14) days of your receipt of this notice. If you file a timely grievance prior to the effective date of this suspension, and it is timely appealed to Step 2, the suspension will not be served until the final disposition of the grievance.

Name of issuing manager
Title

Date

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Employee's name
(Signature indicates
Receipt only)

Date