UNITED STATES POSTAL SERVICE ALABAMA DISTRICT

Request for Disciplinary Action (APWU)

Date Hired: Grade/Level: DES/ACT: Pay Location:	_			
Attendance Performance Conduct APWU 7-Day Time-Off Suspension: Attendance Performance Conduct APWU 14-Day Time-Off Suspension: Attendance Performance Conduct EMPLOYEE INFORMATION SEPARATION OF PROBATIONARY EMPLOYEES REMOVALS Attendance Performance Conduct EMPLOYEE INFORMATION Separation of PROBATIONARY EMPLOYEES REMOVALS Title: Office Name: Finance Number: ZIP Code: Date Hired: Grade/Level: DES/ACT: Pay Location: Nork Hours: Scheduled Days Off: Sun Deficiency/Offense (include who, what, where, when, how, and why complete narrative. Attachments must include employee's explanation [investigative interview]. Please add additional rows if necessary.	APV	<u>WU</u>		
Attendance Performance Conduct APWU 7-Day Time-Off Suspension: Attendance Performance Conduct APWU 14-Day Time-Off Suspension: Attendance Performance Conduct EMPLOYEE INFORMATION Name: EIN: Title: Office Name: Date Hired: Oracle Hired: Oracle Grade/Level: DES/ACT: Pay Location: Work Hours: Deficiency/Offense (include who, what, where, when, how, and why complete narrative. Attachments must include employee's explanation [investigative interview]. Please add additional rows if necessary.	■ APWU Lette	er of Warning:	EMAIL TO	LABOR RELATIONS:
Attendance Performance Conduct PROBATIONARY EMPLOYEES APWU 14-Day Time-Off Suspension: Attendance Performance Conduct EMPLOYEE INFORMATION Name: EIN: Title: Office Name: Finance Number: ZIP Code: Date Hired: Grade/Level: DES/ACT: Pay Location: Nork Hours: Scheduled Days Off: Sun Deficiency/Offense (include who, what, where, when, how, and why complete narrative. Attachments must include employee's explanation [investigative interview]. Please add additional rows if necessary.	AttendancePe	rformanceConduct	☐ EMER	GENCY PLACEMENTS
APWU 14-Day Time-Off Suspension: Attendance Performance Conduct EMPLOYEE INFORMATION	APWU 7-Da	y Time-Off Suspension:	☐ SEPAR	RATION OF
Attendance Performance Conduct EMPLOYEE INFORMATION			PROB	ATIONARY EMPLOYEES
Name: EIN: Title:	APWU 14-D	ay Time-Off Suspension:	□ REMO	VALS
Name: Diffice Name: Diffice Name: Date Hired: Date Hired: Date Hired: Desi/ACT: Desi/A	AttendancePe	rformanceConduct		
Name: Diffice Name: Diffice Name: Date Hired: Date Hired: Date Hired: Desi/ACT: Desi/A		FMPI OYF	F INFORMATION	
Office Name: Finance Number: ZIP Code: Date Hired: Grade/Level: DES/ACT: Pay Location: Work Hours: Scheduled Days Off: Sun Deficiency/Offense (include who, what, where, when, how, and why complete narrative. Attachments must include employee's explanation [investigative interview]. Please add additional rows if necessary.	Name:	Liiii EGTE		Title:
Date Hired: Grade/Level: DES/ACT: Pay Location: Nork Hours: Scheduled Days Off: Sun Deficiency/Offense (include who, what, where, when, how, and why complete narrative. Attachments must include employee's explanation [investigative interview]. Please add additional rows if necessary.	Office Name:			
Deficiency/Offense (include who, what, where, when, how, and why complete narrative. Attachments <u>must</u> include employee's explanation [investigative interview]. Please add additional rows if necessary.	Date Hired:	Grade/Level:		
employee's explanation [investigative interview]. Please add additional rows if necessary.	Work Hours:		Scheduled Days Off:	
Specific Regulation(s), Manual(s), Handbook(s) violated:				
	Specific Regulation(s), N	lanual/a\ Handhaak/a\ vialatadı		
		iaiiuai(s), naiiubook(s) violateu.		
		ianuai(s), Hanubook(s) violateu.		
		ianuai(s), Hanubook(s) violateu.		

Previous Active Disciplinary Action With Final Grievance Outcomes Included:

DATE PAST DISCIPLINE ISSUED	LEVEL OF DISCIPLINE	REASON FOR DISCIPLINE and STATUS (Grievance/Outcome?)
Click here to enter a date.	Choose an item.	
Click here to enter a date.	Choose an item.	
Click here to enter a date.	Choose an item.	

***** INCLUDE ALL DOCUMENTATION SUPPORTING CHARGE (Proof) *****

EVERY AAR (EXCEPT FOR EMERGENCY PLACEMENT) MUST HAVE AN ACCOMPANYING INVESTIGATIVE INTERVIEW.

JUST CAUSE

1. What rule or regulation has been violated and is it a reasonable rule?		
2. How do you know the employee was aware of the ru	le?	
2. How do you know the employee was aware of the ra	10:	
3. Was an investigation conducted?		
□Yes	□NO	
	Official Conducting II:	
Union Representative (if present):		
4. Was the investigation fair?		
□Yes	□NO	
5. What credible proof/evidence has been presented?		
6. Is the discipline being requested "even handed" in n requesting similar action for similarly situated employee		
□Yes	□NO	
7. Is the level of corrective action appropriate consideration so severe as to not warrant progressive discipation.		
□Yes	□NO	

8. Has the action been taken in a timely manner? If it appears that it might not have been, what are the reasons for the possible delay? Can the possible delay in any manner harm the employee from defending himself in this matter?				
□Yes □No	0			
REQUESTING OFF	TICIAL			
"I acknowledge I have been free to discuss, consult, communicate or journey proposing this action if I deemed it desirable to do so. I have made an By my signature below, I certify this request is based on my own judgment a "command decision" and has not been imposed upon me by higher au	n independent substantive ¹ review of the evidence ent and recommendation, and is not the product o			
I certify I have observed the employee's Weingarten Rights:				
Printed Name and Title of Requesting Official	Position Level			
Signature of Requesting Official				
CONCURRING OFFICIAL ²				
"As the concurring official, I certify I have not coerced, ordered, or in particular conclusion in this matter. I understand I am not required to a in question, but by concurring with the requesting official's proposal, review of the evidence and record presented to me by the requesting officials are concurred to the evidence and record presented to me by the requesting officials."	conduct an independent <i>investigation</i> of the matter I claim I have made an independent, <i>substantive</i>			
Additional comments if desired				
Concurrence is not required for Letters of Warning				

 $^{^{1}}$ Substantive means "independent in existence or function, not imaginary, real, and not subordinate."

² Required for all suspensions and discharges. For the Rural Carrier and Mail Handler Crafts, it must be in writing and dated. While "written" concurrence is not required for the other crafts, it is recommended. Concurrence is not required for Letter of Warning or EAS.

Printed Name and Title of Concurring Official	Position Level
Signature of Concurring Official	Date

PLEASE PRINT AND RETAIN FOR REFERENCE IN THE EVENT OF A GRIEVANCE