

Mail handler 7-day performance template. NPMHU 7-day suspensions are no time off. Mail handler 7-day suspensions require no notice period, but if the employee files a grievance, the suspension will be put on hold until there is a written Step 2 decision. If an employee begins serving a suspension before the issuance of a written Step 2 decision of a properly appealed grievance, the appropriate remedy is to rescind the suspension and make the grievant whole.



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

DATE: Month Day, Year

SUBJECT: Notice of 7-Day No 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 no 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 failed to live up to these basic requirements of your position and as a result, you are responsible for a preventable accident.

DISC

Last name, first name

EIN

7-Day Performance/Safety

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

Employee and Labor Relations Manual (ELM): (take out/add what applies—some only apply to drivers)

§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

§814.2 Responsibilities

All employees are responsible for:

d. Performing all duties in a safe manner.

g. Driving defensively and professionally, extending courtesy in all situations, and obeying all state, local, and Postal Service regulations when driving a vehicle owned, leased, or contracted by the Postal Service.

. §814.332 Drivers' Responsibilities (For vehicular accidents only)

Drivers must:

a. Drive safely and defensively,

b. Practice personal safety,

c. Obey all state and local traffic laws and Postal Service driving policies, and

d. Extend courtesy in all situations.

Postal Operations Manual:

§732 Driving and Safety Requirements

§732.2 Traffic Laws

Employees driving any vehicle in performance of postal duties must obey all federal, state, and local traffic laws at all times. Postal-owned or leased vehicles have no special right-of-way over private vehicles.

§732.3 Safe Driving

*Employees are responsible for the safe operation of any vehicle used while on duty. Managers must emphasize in their daily operation that safety is everyone's responsibility and must not be compromised. (For more details, see **Handbook PO-701**, chapter 2; **ELM 827**; and **Handbook EL-801, Supervisor's Safety Handbook**.)*

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This action is taken to impress on you that you must correct your work deficiencies and demonstrate adherence to Postal regulations. While you will not serve time off with this seven (7) day no-time-off suspension, it has the equivalent degree of seriousness as if you had served time off without pay. 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 from date of issuance). 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 written issuance of a Step 2 decision.

Name of issuing manager	Date
Title	

Employee's name	Date
(Signature indicates	
Receipt only)	