

## CROSSING CRAFTS:

\_\_\_\_\_ Position description(s) of employees assigned across crafts, occupational groups or levels.

\_\_\_\_\_ Position description(s) of employee normally performing this work

\_\_\_\_\_ Clock rings of all involved.

\_\_\_\_\_ 1723 is used

\_\_\_\_\_ Mail volume reports.

\_\_\_\_\_ Identify/document work available in employee's own craft.

\_\_\_\_\_ Witness statements/interviews

\_\_\_\_\_ Supervisor statements/interviews

\_\_\_\_\_ Copy of job offer (if applicable)

\_\_\_\_\_ Medical information

\_\_\_\_\_ Transfer hours report.

\_\_\_\_\_ Cite Article 7, 3, 13, 19

\_\_\_\_\_ 2608

\_\_\_\_\_ Exhibit forms. Number all Documents.

\_\_\_\_\_ Supervisors notes.