

RMD ATTENDANCE DISCIPLINE

- _____ RMD 3971
- _____ Hard Copy 3971/Revised
- _____ RMD 3972
- _____ Supervisors hard copy of 3972
- _____ 1260/1261
- _____ Call In Log
- _____ Messages sent to FMLA Coordinator
- _____ Copy of form 71 sent to employee
- _____ FMLA Message/Data Report
- _____ FMLA re-certification report
- _____ Second Opinion Log Sheet
- _____ Employee's attending physician medical report
- _____ Fitness for duty and supporting report
- _____ On-the-Clock analysis (OTC) report
- _____ Virtual ETC for
- _____ Employee Information Administrator data window page/report
- _____ Leave Window Data/page for grievant
- _____ 12 month absence record
- _____ Time and Attendance reconciliation report
- _____ RMD Admin Action message
- _____ RMD take action message
- _____ All correspondence between RMD and Labor Relations

- _____ Attendance Review Letters
- _____ Summary Message Reports
- _____ Copies of Past discipline relied on/cited
- _____ Copy of the review and concurrence form
- _____ Copy of Discipline Action Proposal (DAP)
- _____ Copy of Union DAP meeting notes
- _____ Dates of all discussions
- _____ Copy of delivery proof/certification
- _____ Clock ring errors reports
- _____ Missing time report
- _____ Overtime alert report
- _____ Ring disallowance report
- _____ OT Leave report
- _____ Unauthorized OT report
- _____ Tour Deviations reports
- _____ Higher Level Authorizations
- _____ Employee Everything Report for grievant
- _____ Employee moves report for grievant
- _____ Light/Limited duty report
- _____ Pay week status report
- _____ Daily hours report
- _____ Notice of Action
- _____ Postal Inspectors Investigative Memorandum

- _____ Stewards Statements/interview of Grievant all witnesses
- _____ Copy of interviews
- _____ Annual leave log.
- _____ LMOU Provisions
- _____ 2608
- _____ Request copy of supervisors independent investigation
- _____ Has the test of just cause been met – fill out form
- _____ Pre-D. Fill out form. Was grievant/supervisor there on this date?
- _____ Request all information used to make this discipline determination.
- _____ Cite articles 16, 3, 19, 10, 5
- _____ Use exhibit document form
- _____ Local leave policies
- _____ FMLA protected?
- _____ Mitigating circumstances?
- _____ MSPB rights?
- _____ Supervisors notes.
- _____ Ask that grievant be made whole, no lost time.
- _____ Job discussion when? Was employee/supervisor there that day?