NATIONAL POSTAL MAIL HANDLERS UNION

Division of the Laborer's International Union of North America
AFL-CIO-CLC

LOCAL 300

111 John Street, Suite 710, New York, NY 10038-3003
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PRE-DISCIPLINARY INTERVIEW WORKSHEET

TO BE COMPLETED BY STEWARD DURING *(OR IMMEDIATELY AFTER)* THE INTERVIEW

FULL NAME	S.S. #	EMPLOYEE ID#	ADDRESS

PHONE (HOME)	PHONE (CELL)	PHONE (OTHER)	EMAIL ADDRESS

LEVEL	STEP	JOB CLASSIFICATION *(MH / MH Eq. Op.)*	MH CRAFT SENIORITY DATE	SERVICE SENIORITY DATE	VETERAN?

DAYS OF REST	SAT/SUN/MON/TUE/WED/THU/FRI	DUTY ASSIGNMENT	BEGIN TOUR	PAY LOCATION	TOUR
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DATE OF INTERVIEW	TIME START	TIME ENDS	LOCATION	WAS IT PRIVATE?	MANGEMENT OFFICIAL (NAME & TITLE)

General Info

You are at the interview to protect the member from self incrimination. Such statements as "I know I have been absent a lot and will improve." Will be used against the member if (when) discipline follows. You can request to speak with the member in private before the interview beings. If the manager denies this request make a note of it and advise the Branch President. Do not argue the issue. This is not a Step 1 grievance. The purpose of this interview is to provide the member with his/her day in court and **get to the facts**. Assist the member in vindicating themselves from the charges at hand. Indicate in the notes what was discussed. What was said by management and the member? Indicate if any documents were used by management (3971s, 3972s, etc.) Indicate any prior discipline (dates & which SDO issued past discipline). Also indicate who was present, (observers other SDOs or MDOs). After the meeting is concluded, you can gather the above personal information and speak with the member privately.

CHARGE OR ALLEGATION BY MANAGEMENT ***(IF GIVEN)***	**PROPOSED DISCIPLINE** *(IF STATED)*	**PAST DISCIPLINARY RECORD** *(LIST & DATES)*

RECORD OF NOTES

	STEWARD'S NAME

Keep a copy for your records. Give a copy for the Branch President immediately.