

Issue: Discipline - Due Process

Article 16

Documentation	Explanation
"Request for Disciplinary Action Form," sometimes called D-2 or P-2, normally submitted to Labor Relations by supervisor	This form asks many of the procedural questions found in the EL-921. It tells us if employee was interviewed, prior elements of discipline, forewarning, triggering incident, and may include review and concurrence signature
Pre-disciplinary meeting (sometimes called fact-finding, due process meeting or Pre-Disciplinary Interview) notes from both steward and supervisor	Ensures one took place. Helps determine if management did meaningful investigation and gave employee opportunity to tell their version of what happened prior to "Request for Discipline". Copy of notes from both parties helps maintain accuracy
Disciplinary paperwork. This document or the Request for Discipline Form should have the concurring official's signature	Allows you to thoroughly review the discipline to be sure its: timely; has specific charge(s); cites known rule(s) which is consistently and uniformly applied; is accurate regarding dates, events, and charges; 16.8 requirements met
Request for information form from steward prior to submission and after received back from management	APWU form utilized in disciplinary cases. Be sure to ask for anything and everything management relied upon to issue discipline. This keeps management from changing case
Written statement from anyone involved in discipline, would includes grievant and issuing supervisor	Establishes facts and contentions while still fresh
Steward's notes from interview with issuing supervisor which explains in great detail why the supervisor did what s/he did	Should freeze management's case. Also lets us know if grievant interviewed and how, type of investigation done, who concurred, were the charges clear and proven

² Every discipline case should initially be checked for procedural efforts.