

Issue: Letter of Demand - Flexible Credit Shortage

Articles 19 & 28

Documentation

Explanation

Letter of Demand and appropriate audit record (Form 3294)	Basis for grievance. Be sure to review these documents to ensure they are procedurally correct and figures accurate
Applicable regulations (F-1 Handbook)	Existing work rules. Allows you to check to be sure management is abiding by them
Verification of: 3977 and applicable procedures Forms: 3368 and applicable procedures 3368s for co-window clerks 1628 and applicable procedures Annual check of locks and keys	Existing regulations provide window clerk with adequate security when properly followed. Failure to do so creates rebuttable presumption of management adversely impacting on employee's shortage. At a minimum contributing negligence, more likely fatal flaw(s)
Verification of: appropriate 1412s - audit period Forms: appropriate 1908s - audit period appropriate 3369 appropriate 571 if generated	Existing regulations provide window clerk with adequate security when properly followed. Failure to do so creates rebuttable presumption of management adversely impacting on employee's shortage. At a minimum contributing negligence, more likely fatal flaw(s)
Security violation reports if generated	Shows security problems which could have lead to shortage. Also what did management do with report(s)
Applicable work orders for IRTs, locks, screenline	May demonstrate faulty equipment which could lead to shortage
If in use - POS system problems logbook	May tie to shortage. Management obligated to provide adequate security
Written notes from steward in interview with window supervisor. Be sure it includes length of time between audits (3368)	Steward should ask supervisor about existing procedures and request relevant documentation, i.e., last time safe combination changed and why; unauthorized people in window area; stamp requisitioning procedures; etc.
Statement from grievant on critical events during audit period. Also if any problems on exercising reasonable care	Helps establish facts. Need to know if management believes grievant did not exercise reasonable care and why