



M 00569

UNITED STATES POSTAL SERVICE
475 L'Enfant Plaza, SW
Washington, DC 20260

January 9, 1985

Mr. Moe Biller
President
American Postal Workers
Union, AFL-CIO
817 - 14th Street, N.W.
Washington, D.C. 20005-3399

Mr. Vincent R. Sombrotto
President
National Association of Letter
Carriers, AFL-CIO
100 Indiana Avenue, N.W.
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Gentlemen:

Enclosed is a draft of the proposed revisions to Chapter 6 of the Personnel Operations Handbook, P-11, implementing the Discipline Tracking System.

The proposed revisions are intended to establish procedures for implementation of a Computerized Tracking System which will eliminate the use of PS Form 50 for recording suspension actions. The implementation of the Discipline Tracking System has been agreed upon in the Memorandum of Understanding between the U.S. Postal Service and the Joint Bargaining Committee.

Should there be any questions regarding the foregoing, please contact Andrea Wilson at 245-4729.

Sincerely,


James C. Gildea
Assistant Postmaster General
Labor Relations Department

Enclosure

JAN 11 1985

613.16

Separation While Discipline Appeal Is Pending.

Whenever an employee separates while a discipline appeal is pending, elements #16 through #19 of PS Form 5930 are to be completed. See section 640 for specific instructions.

640 Discipline Tracking System

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641.1 PS Form 5930, see exhibit 642.1, is to be completed by the personnel office when one of the following occurs:

NOTE: "LOCAL REPRODUCTION OF INFORMATION ON FORMS 5930 IS PROHIBITED"

641.12 Nonbargaining Unit Discipline

Issuance of a LETTER OF WARNING

Issuance of a LETTER OF DECISION - SUSPENSION OF 14 DAYS OR LESS

Issuance of a LETTER OF DECISION - (REMOVAL, SUSPENSION OF MORE THAN 14 DAYS, REDUCTION IN GRADE OR PAY)

Issuance of a LETTER OF DECISION - REMOVAL OR INDEFINITE SUSPENSION (CRIME PROVISION)

641.14 Bargaining-Unit Discipline

Issuance of a LETTER OF WARNING

Issuance of a SUSPENSION OF 14 DAYS OR LESS

641.16 Nonveteran Bargaining-Unit Employees

Issuance of a NOTICE OF REMOVAL (OR) SUSPENSION OF MORE THAN 14 DAYS

Issuance of a NOTICE OF REDUCTION IN GRADE OR PAY

Issuance of a NOTICE OF REMOVAL (OR) INDEFINITE SUSPENSION (CRIME SITUATION)

641.18 Veteran Bargaining-Unit Employees

Issuance of a LETTER OF DECISION - (REMOVAL, SUSPENSION OF MORE THAN 14 DAYS, (OR) REDUCTION IN GRADE OR PAY)

Issuance of a LETTER OF DECISION - REMOVAL (OR) INDEFINITE SUSPENSION (CRIME SITUATION)

641.2 PS Form 5930 is to be completed as follows whenever required by 641.1.

641.22 When the discipline specified in sections 641.12 through 641.18 is initiated, complete item Nos. 1-15 of PS Form 5930 and forward the first copy to the appropriate ELRIC. See exhibits 642.2 and 642.3 for instructions on completing the form.

641.24 When a PS Form 5930 has been completed as required in 641.22 and the discipline is not the subject of a grievance or appeal, complete the second copy item No. 16, AFTER THE ALLOTTED TIME FOR APPEAL, and forward to the appropriate ELRIC. See exhibit 642.2 for instructions on completing the form.

641.26 When a PS Form 5930 has been completed as required in 641.22 and the discipline IS THE SUBJECT OF A GRIEVANCE OR APPEAL, complete item Nos. 16 to 19 on the second copy

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when the grievance or appeal process is concluded and forward to the appropriate ELRIC. See exhibit 642.2 for instructions on completing the form.

641.3 When an already issued Form 5930 needs to be corrected, cancelled, or amended due to dual appeals, a new Form 5930 must be completed as follows:

641.32 When an already issued Form 5930 needs to be corrected, prepare a new form. Complete elements #1, #5, and the corrected elements. Print "CORRECTION" in the upper left corner of the form. Forward the first copy to the ELRIC. Destroy the second copy.

641.34 When an already issued Form 5930 needs to be cancelled, prepare a new form. Complete elements #1 and #5. Print "CANCELLATION" in the upper left corner of the form. Forward the first copy to the ELRIC. DESTROY the second copy.

641.36 When an already issued Form 5930 needs to be amended to show closure data from a dual appeal, prepare a new form. Complete elements #1, #5, and #16 through #20. Print in the upper left corner "AMENDMENT". Send the first copy to the ELRIC. DESTROY the second copy.

DISCIPLINE TRACKING SYSTEM

Data Collection Instructions

EMPLOYEE DATA:

<u>Element Nos.</u>	<u>Data Entry Name</u>	<u>Element Field Size</u>	<u>Data Entry Description</u>
1	Employee I.D.	9	Enter standard 9 digit SSN of employee being disciplined
2	Last Name & 1st Initial	14	Enter in capital letters last name and first initial
	Tour	1	If applicable, enter one position number of the tour when the infraction occurred
4	Pay Location	3	If applicable, enter three position number of the pay location where the infraction occurred

DISCIPLINE TRACKING SYSTEM

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Data Collection Instructions

DISCIPLINE DATA: #1

<u>Element Nos.</u>	<u>Data Entry Name</u>	<u>Element Field Size</u>	<u>Data Entry Description</u>
5	Effective Date	6	Enter the six position month, day and year of the effective date the discipline is to begin or the date of the letter of warning
6a	Infraction	2	Enter the two position code of the type of the primary infraction from exhibit 642.3
6b	No. Infractions	1	The number of different infractions cited in the current notice of discipline
7	Discipline	4	Enter in capital letters the type of discipline: SUSP = Suspension REMV = Removal INDF = Indefinite Suspension EMER = Emergency Suspension CGLL = Change to Lower Level (use only if action is disciplinary) LETR = Letter of Warning
8	Length	2	Enter "00" for Indefinite Suspension, Removal, Disciplinary Change to Lower Level, or Letter of Warning Enter 01 to 99 showing calendar days of suspension

DISCIPLINE TRACKING SYSTEM

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Data Collection Instructions

DISCIPLINE DATA: #2

<u>Element Nos.</u>	<u>Data Entry Name</u>	<u>Element Field Size</u>	<u>Data Entry Description</u>
9	Prior Record	2	Enter in two positions the total number of prior disciplinary actions cited in current disciplinary action
10	Prior #1	5	Enter: <u>First Position</u> L = Letter of Warning S = Suspension <u>Second and Third Positions</u> 01 to 99 = Calendar days of suspension NA = Letter of Warning <u>Fourth and Fifth Positions</u> 01 to 20 = Type of Infraction from Exhibit 642.3
11	Prior #2	5	Code the same as prior #1 if applicable If not applicable, leave blank
12	Prior #3	5	Same as Prior #2
13	Prior #4	5	Same as Prior #2

DISCIPLINE TRACKING SYSTEM

Data Collection Instructions

SUPERVISOR DATA:

<u>Element Nos.</u>	<u>Data Entry Name</u>	<u>Element Field Size</u>	<u>Data Entry Description</u>
14	Supervisor I.D.	9	Enter standard 9-digit SSN of supervisor initiating the discipline
15	Last Name & 1st initial	14	Enter, in capital letters, last name and first initial of the supervisor who initiated the discipline

DISCIPLINE TRACKING SYSTEM

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Data Collection Instructions

CLOSURE DATA: #1

<u>Element Nos.</u>	<u>Data Entry Name</u>	<u>Element Field Size</u>	<u>Data Entry Description</u>
16	Procedure	1	Enter: C = No Appeal G = Grievance - Arbitration Procedure E = EEO Complaint Procedure N = Nonbargaining Appeal A = Administrative Decision M = Merit System Protection Board S = Employee Separated from U.S.P.S.
17	Level	2	Enter two positions, each as follows: Grievance - Arbitration Procedure: 01 - Step 1 02 - Step 2 03 - Step 3 04 - Step 4 05 - Arbitration 06 - Prearbitration 07 - Union Withdrawal Nonbargaining Appeals Procedures: <u>Letters of Warning</u> 01 - Appeal to Step A (Immediate Supervisor) 02 - Appeal to Step B (Next Higher Level or Installation Head) <u>Request for Review "Letter of Warning"</u> 03 - Regional Director, Employee and Labor Relations 04 - APMG, Employee Relations Department <u>Suspensions, Demotions, Removal</u> 05 - Appeal to Step 1 (RPMG c/o RD, E&LR, Regional Chief Inspector, APMG, or Department Head) 06 - Appeal to Step 2 (PMG c/o APMG, ERD) Merit System Protection Board Procedures: 01 - Initial Appeal 02 - Settlement 03 - Withdrawal 04 - Petition for Review to MSDR

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Data Collection Instructions

CLOSURE DATA: #2

<u>Element Nos.</u>	<u>Data Entry Name</u>	<u>Element Field Size</u>	<u>Data Entry Description</u>
			EEO Complaint: 01 - During Investigation Stage 02 - During Informal Settlement Attempt Stage 03 - During Proposed Disposition Stage 04 - During EEOC Hearing Stage 05 - During Final Agency Decision Stage
18	Modification	2	Enter: RS = Removal Reduced to Suspension RL = Removal Reduced to Letter of Warning RC = Removal Cancelled SS = Suspension Reduced to Shorter Suspension SL = Suspension Reduced to Letter of Warning SC = Suspension Cancelled LC = Letter of Warning Cancelled NA = No Modification
19	Length	2	Enter: 01 to 99 Modification Codes RS and SS NA for all other Modification Codes

AUTHORIZATION:

- 20a Complete: Name of person completing form
- 20b Name of Installation
- 20c MSC Number, if applicable

DISCIPLINE TRACKING SYSTEM

Infraction Codes

Attendance - Related

- 01 - Failure to Maintain Regular Schedule/Absenteeism
- 02 - Tardiness
- 03 - AWOL

Job Related

- 25 - Scheme Failure
- 26 - Machine Qualification/Proficiency Failure
- 27 - Failure to Account for Funds or Accountables
- 28 - Failure to Protect Funds/Mail/Postal Property
- 29 - Delay or Failure to Deliver Mail
- 30 - Deviation from Route
- 31 - Expansion of Office Time or Street Time
- 32 - Unsafe Act or Work Habits
- 33 - Poor Work Performance - Failure to Properly Perform Duties of Position
- 34 - Unauthorized Absence from Assignment

Conduct - Related

- 53 - Falsification of Application
- 54 - Falsification of Records
- 55 - Crime, Non-Job Related (Off-Duty)
- 56 - Crime, Non-Job Related (On-Duty)
- 57 - Pilfering/Theft of Mail or USPS Funds/Property
- 58 - Altercation/Assault/Threat
- 60 - Use or Possession of Intoxicants/Drugs
- 61 - Failure to Follow Instructions
- 62 - Insubordination
- 63 - Disrespect to Supervisor/Customer
- 64 - Slowdown/Work Stoppage/Strike

- 99 - Other

NOTE: Whenever the employee completing Form 5930 cannot determine that the use of a code other than code 99 is appropriate, the decision must be made by a Labor Relations professional. Recommendations for new codes or elimination of codes must be forwarded through the region to Headquarters for review.