

Discipline Procedures

Discipline should be the last resort, not the first.

Request MPOO to rescind the discipline or consider discipline that is less punitive.

Appeal in writing after verbally talking to Manager. Discipline is punitive and not corrective.

Was person trained sufficiently and was there follow-up to assure that person was aware of and followed correct procedures?

Have 10 days to appeal the Step A decision. Manager has 5 days to reply. Have 7-days to appeal to Step B. State the facts and have a solution in mind-negotiate. Step B Manager has 10 days to issue a written decision. This decision is usually final. May request an ELM 650 Review from the Area HR Manager. Have 15 days to request review in writing of Step B decision to Area Reviewing Official. Review is based solely on the record and no opportunity to meet. The reviewing official issues a written decision, and there is no further right of administrative appeal.

If a Letter of Warning is in the file, contact Shared Services at 2-years to assure it is pulled from the OPF (also Labor).

Request ELM 650 Mediation. If no agreement is reached, appeal within 10 days of receipt.

If falsification, show no intent to falsify. Show there was no gain for the employee.

ELM 650 appeal procedures on Page 10 of Brian Wagner's document. # 3, 4, 9-12.

Written request from USPS of copies of all relevant documents.

During 10-day appeal, discuss the discipline with the issuing manager.