

**Issue: Discipline In General
Article 16**

Documentation	Explanation
All grievance paperwork	All paperwork developed and utilized in grievance procedure
Copy of issued discipline - if redone or revised copy of original	Basis of dispute
Request (recommendation) for discipline	Gives original thinking of boss. On many forms sets forth other due process considerations. Sometimes includes review and concurrence
Company rules (Local Policy) applicable to case	Allows you to determine if prior rule exists. May establish known rule or practice
Written witness statements. Ensure witnesses sign and date statements. Should include written interview with issuing supervisor	Ties down reason for action. Also minimizes management expanding case later
Fact-finding (pre-disciplinary interview) notes - both steward's and supervisor's	Required part of due process. Shows employee given opportunity to tell their side of the story
Prior elements of discipline. Include all, even if no longer a live record	Allows you to determine progression. Establishes disciplinary history. Minimizes impeachment of grievant who may not recall all discipline.
Documents related to discipline, for example, 3971s; 3972s; Postal Inspector's - Investigative Memo; time records; CA- 1 or 2; driving record; police record;	Gives you complete picture and helps minimize surprises. Make sure your copy is the same as the original
Develop written time line (chronology of events)	Gives clearer picture of case. Establishes flow. Alerts you to any timeliness problems. May point out inconsistencies
Develop list of witnesses and their role in case including their full name and telephone number	Helps ensure complete picture. Alerts you to possible interviews. Should tell you who is going to help or hurt
Applicable case law. Remember difference between precedent and persuasive value	Strengthens case through Step 4s, national arbitrations or pre-arbs, regional arbitrations or pre-arbs. Cites must be on point