

August 17, 1988

ARTICLE	<u>16</u>
SECTION	_____
SUBJECT	<u>ELEMENTS, PAST</u>
	<u>DISCIPLINE</u>

Mr. William Burrus  
 Executive Vice President  
 American Postal Workers  
 Union, AFL-CIO  
 1300 L Street, N.W.  
 Washington, DC 20005-4107

Dear Mr. Burrus:


This is in response to the issues you raised in your letter of December 18, 1987, and Step 4 grievance (M7C-MA-C 21, dated June 29, 1988) concerning the maintenance of employee disciplinary records, as well as the Step 4 grievance (M4C-52-C 43882) challenging the management practice of including in past element listings of disciplinary actions the original action issued and the final action resulting from modification of the original action.


In full and final settlement of all disputes on these issues it is agreed that:

1. All records of totally overturned disciplinary actions will be removed from the supervisor's personnel records as well as from the employee's Official Personnel Folder.
2. If a disciplinary action has been modified, the original action may be modified by pen and ink changes so as to obscure the original disciplinary action in the employee's Official Personnel Folder and supervisor's personnel records, or the original action may be deleted from the records and the discipline record reissued as modified.
3. In the past element listings in disciplinary actions, only the final action resulting from a modified disciplinary action will be included, except when modification is the result of a "last chance" settlement, or if discipline is to be reduced to a lesser penalty after an intervening period of time and/or certain conditions are met.

Please indicate your agreement by signing and returning a copy of this letter.

Sincerely,

  
 Stephen W. Ferguson  
 General Manager  
 Grievance and Arbitration  
 Division

  
 William Burrus  
 Executive Vice President  
 American Postal Workers  
 Union, AFL-CIO

DATE 8/17/88

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