

Interview Supervisors Disciplinary Cases.

- 1). Who's decision was it to discipline (suspend, remove, LOW) the Grievant?
- 2). Was there ever any consideration by you to issue discipline short of (whatever discipline was issued)? If yes, what alternative discipline was being considered?
- 3). Did you consult with anyone regarding this particular case? If yes, with whom?
- 4). What was discussed? When did the discussion occur?
- 5). Were there any documents provided for their review?
- 6). Has the Union been provided with the same documents? If not, submit request for all documentation relied upon by management in arriving at the decision that "just cause" for disciplining the grievant existed.
- 7). Who conducted the investigation for the alleged infraction?
- 8). What prompted the investigation?

9). What did the investigation consist of?

10). Were there any witnesses to the alleged act for which the grievant is being disciplined? If yes, who were they?

11). Were there any statements taken from the witness(es)?

12). When did the investigating official initially talk to the witnesses?

13). What was said or discussed?

14). Are you the grievant's immediate supervisor?

15). Were you supervising the grievant when the alleged infraction occurred?

16). How did you first become aware of the alleged incident?

17). Where were you at the time?

18). Were the Postal Inspector involved with the case?

19). Is there an Inspector's report on the incident? If yes, request a copy of the inspector's memorandum. Submit a request to interview inspector(s) involved with case.

20). Was the employee being disciplined given a "day in court?"

21). If yes, when?

22). What was the employees' response to the alleged charges?

23). Were there any questions asked of him/her?

24). What were his/her responses to your questions?

25). Did you investigate any mitigating, extenuating or conflicting arguments ^{statements} which were raised by the employee in defense of him/herself?

26). If yes, what were your findings? If no, why didn't you investigate?

27). Do you have knowledge of any other employees who have ~~been~~ committed the same infraction?

28). If yes, who are they, and did they receive any discipline?

29). Were there any past elements which are being relied upon to support the progressiveness of the discipline being issued?

30). Who reviewed and concurred with the proposed disciplinary action?

31). What information was submitted for their review?

32). When did the review and concurrence occur?

33). Did the employee request a shop steward during any phase of the investigation? Was one provided?

34). What rule and/or regulation did the employee break?