

ARTICLE XXX
DISCIPLINARY ACTIONS

1. SECTION 1. Primary emphasis will be placed on preventing
2. situations requiring disciplinary actions through effective
3. employee-management relations.

4. SECTION 2. Prior to issuing a formal disciplinary
5. action to an affected employee, an inquiry will be made
6. by the Employer to document the facts and determine whether
7. or not to proceed with the action. An employee who, during
8. questioning or examination in connection with an
9. investigation, reasonably believes that the investigation
10. may result in disciplinary action, has the right to a Union
11. representative, provided the employee makes such a request.
12. If the employee elects to be represented, further
13. questioning of the employee, if any, will be done in the
14. presence of the representative.

15. SECTION 3. A copy of the reasons for proposing and/or
16. effecting a disciplinary action against an employee will be
17. furnished to the employee.

18. SECTION 4. In those instances where disciplinary action is
19. necessary, the requesting/proposing official should
20. normally submit their request to the Civilian Personnel
21. Office within thirty (30) calendar days from the date that
22. the agency obtains all information relied upon to take the
23. action. In cases where the action request is not made
24. within the 30 days, the requesting/proposing official will
25. provide an explanation for any delay. Nothing in this
26. section is intended to interfere with management's right to
27. discipline employees.

28. SECTION 5. The procedure for taking an informal
29. disciplinary action and reprimands is for the Employer to
30. advise the employee in writing of the infraction or breach
31. of conduct, and where and when it occurred. The employee
32. will be advised that continued violations may result in
33. further disciplinary action. All informal disciplinary
34. actions and reprimands will have a life period of three (3)
35. years or less after which they will be expunged from files
36. unless the disciplinary action has been relied on in a
37. subsequent disciplinary action.

38. SECTION 6. The procedure for taking a formal disciplinary
39. action other than reprimands is for the Employer to issue a
40. notice of proposed disciplinary action which will advise
41. the employee of the infraction or breach of conduct and
42. when and where it occurred as well as any other legal or
43. regulatory requirements.

44. SECTION 7. An employee may stop a government vehicle
45. along a direct, unrestricted route to their next worksite

46. to take a scheduled break or lunch when approved by
47. appropriate supervisory authority. This will not
48. constitute willful misuse of a government vehicle nor be
49. used as basis for disciplinary action.