Conduct Management

TPR 752

- Guidance for dealing with poor workplace behavior
- Includes appendices with samples
- Assists in identifying specific issue in the Table of penalties
- Helps to determine appropriate levels of action
- LRS is always available to assist

Counseling/Admonitions

- Counseling
  - Appropriate to deal with slowly escalating bad behavior
  - First indication of a problem
  - Document in an MFR
- Admonition
  - Written document that outlines all facts
  - Technician has a right to reply
  - Specific date to expunge from file

Discipline vs. Adverse Action

- Adverse Action - written letter of reprimand when informal counseling or admonitions have not had the desired effect

- Disciplinary action – have a financial impact on the technician
  - Suspension
  - Removal
  - Reduction in grade

Progressive Action Correcting poor workplace behavior

- Step 1 – Counseling (MFR)
- Step 2 – Admonition (technician allowed to reply)
- Step 3 – Letter of Reprimand (Adverse Action)
- Step 4 – Suspension without pay (Discipline)
- Step 5 – Removal from employment (Discipline)

NOTE: Additional steps can be included (more severe suspension, reduction in grade); Severity of the offense may allow for steps to be skipped

Obligation with unionized technicians

- Discipline = Article XVI of the CBA
- Prior to disciplinary action or counseling the supervisor must discuss the issues with a union representative

PEC Letter #6
Fact Finding to Determine Possible Misconduct

- Employees have a right to a union representative in any fact finding investigation that may result in disciplinary action
- Union must be notified as soon at the earliest time practical when the supervisor suspects misconduct has occurred and/or that an investigation will ensue

TPR 752

- Penalty Guide
  - Key word = guide
  - Helps you to identify appropriate levels of adverse and disciplinary action for violations of conduct, policy and expectations
  - Each offense carries progressively higher disciplinary weight

Exercise
Choose your charge

1) The technician refuses to cooperate with a security check at the front gate.
2) The technician forgets to lock his office door which could have resulted in confidential files being breached.
3) You observe about 100 pads of Post-It Notes in the back seat of a technician’s personal vehicle. (your office is in constant short supply of Post-It notes no matter how many you order)
4) The technician is constantly texting, talking and gaming on his blackberry.
5) You receive a complaint about a technician who, after happy hour on Friday, was skinny dipping in a public pool. His uniform was on a lounge chair next to the pool when police arrived.
6) You discover a 54 inch high definition TV was charged then paid off in four installments on your technician's government charge card.
7) A group of technicians who are disgruntled about recent policy changes all call off sick on Monday.
8) The technician uses sick leave to golf 18 holes last Friday.
9) After a verbal altercation in the workplace one technician tells another technician that he will be sorry and he better watch his F- - - - - - back.

Adverse Action

- Writing a letter of reprimand (TPR 752 Appendix B)
  - Outline the specifics of the incident
  - Refer to the penalty grid if appropriate
  - Tell the technician what will happen if the behavior repeats
  - Outline the technician’s right to grieve
  - Provide information about EAP
  - Signature block

Discipline – Suspensions/Removals

- Steps to Disciplinary Action

  1) Be sure you have all the facts, documentation and statements

  2) Write a letter of proposed disciplinary action (TPR752 Appendix C)
     - Outline of specific incident
     - Level of disciplinary action proposed
     - Right to review relevant information
     - Right to reply
     - HRO assistance and contact information
     - Next steps

Discipline – Suspensions/Removals

3) Proposal is forwarded to the deciding official

4) If the technician has a reply this is also forwarded to deciding official

Discipline – Suspensions/Removals

5) Original Decision Letter

- Outline decision
- Give effective date of outcome
- Outline letter of reply and what was considered
- Outline why the decision was made
- Give HRO contact information
- Outline right of appeal
- Signature block

Questions?