

Memorandum of Understanding

Disciplinary Actions and Written Warnings

Ref. (a): Negotiated Grievance Procedure between FUSE and NUWCDIVNPT

(b): NUSC Instruction 12751.1 "Disciplinary Action Policy and Procedures"

1. All documents issued to FUSE unit members that contain warnings or requirements, such as Letters of Caution, Letters of Requirement, or any other written warnings, shall be grievable under Ref. (a), regardless of the date of issuance. Employees will be given 30 days from the date of this agreement to grieve letters issued prior to this agreement. Management will be given 30 days from the receipt of a grievance to rescind or reissue the letter being grieved. Any reissuance will include appropriate reckoning and retention periods. The reissued letter will contain the same date as the original letter, and be in effect until the end of the retention period. It is understood that the reissued letter may contain a different subject, e.g. Letter of Reprimand vice Letter of Caution.

2. All documents described in paragraph 1, and Letters of Reprimand shall have appropriate reckoning and retention periods. These periods shall be defined in the applicable documents, and are grievable under Ref. (a).

3. At the request of the Union or the employee, all documents and records described in paragraphs 1 and 2 shall be destroyed, to the maximum extent possible, within thirty (30) days following expiration of the retention period. After the retention period has expired, neither management nor the Union shall use these documents and records for any purpose.

4. This agreement shall remain in effect until a formal labor-management contract is effective between the parties. Either party may initiate renegotiation of this agreement after two (2) years following the date of agreement, unless both parties agree to modify or terminate the agreement at an earlier time.

Signed March 26, 1998