

NTEU Chapter 242

What do I do Now?

Lunch n Learn

“What do I do Now?”

- Negative Performance Feedback
- Conduct Issues
- Investigatory Interviews
- Counseling
- Discipline
- Adverse Actions

Performance Feedback – Article 12

Rating Officials will provide employees with timely and accurate feedback on their performance throughout the evaluation period, with an emphasis on coaching and employee development.

If the Rating Official notices that an employee's performance has declined, the Rating Official should discuss the matter with the employee and, where appropriate, provide coaching or other assistance to help improve performance.

Performance Feedback – Article 12 (Continued)

Employees may make written comments concerning performance-related documentation prepared or used by the Rating Official and attach the comments to the documentation.

Rating Officials must consider factors outside the employee's control that may have impacted upon performance, such as workload, changes in priorities, business exigencies, etc.

Performance evaluations will be completed in a fair, objective and equitable manner.

Go to your NTEU Steward for guidance!

Inappropriate Conduct

Conduct Issues:

- Missing Team Meetings
- Inappropriate Conduct
- Failure to Protect Sensitive Information

Resulting in:

- Letters of Counseling
- Letters of Reprimand
- Suspensions

Investigatory Interviews – Article 3

Employees have the right to union representation during any examination by a representative of the agency in connection with an investigation, if the employee reasonably believes that the examination may result in disciplinary action against the employee and the employee requests representation.

Ask for a union representative before answering questions about your conduct!

Counseling Letters – Article 45

Employees may respond in writing to a counseling letter or warning letter, and such response will be attached to the counseling/warning letter in all of the FDIC's files containing the letter.

Counseling letters and warning letters will normally be removed from the FDIC's files no later than one year from the date of issuance.

As counseling letters and warning letters are not disciplinary actions, they may not be used as evidence for progressive discipline.

Disciplinary Actions – Article 45

- Letter of Admonishment (LOA)
- Letter of Reprimand (LOR)
- Suspension of 14 Calendar Days or Less

You have the right to reply to these actions.

You have 20 workdays to file a grievance.

Contact your local steward or another steward if you receive a disciplinary action or a proposed action!

Adverse Actions – Article 46

- Suspension of more than 14 calendar days
- Reduction of Grade or Pay
- Removal

You have the right to present an oral or written reply.

In addition to the right to file a grievance within 20 work days of the final decision, you have the right to appeal the decision to the Merit Systems Protection Board.

Contact your local steward or Chief Steward Dan Peters!

Summary – “What do I do Now?”

- Don't Panic.
- Contact your Local Steward.
- Set the Record Straight.
- Remember Deadlines.
- Take Action.

NTEU is There for You!

For More Information

[Collective Bargaining Agreement](#)

[Amended Article 12](#)

[Amended Article 46](#)

[List of Stewards and Officers](#)

<http://nteuchapter242.org/>

Questions?