

TRANSPORT WORKERS UNION LOCAL 555 CONTRACT CORNER

— Attendance Letters —

Attendance Discipline Letters

The Company is responsible for notifying and issuing discipline letters to an Employee receiving a chargeable occurrence at the levels identified in the below chart. The Company is not required to issue letters for every occurrence, only when you first reach a new level (for example, an agent calls out sick going from 3 to 4 points - no letter is required if the agent already received a Letter of Warning when they first reached 3 points). When required, the Company must issue an attendance letter within 5 working days from the date of an occurrence.

Record Improvement

For every 90 consecutive days without a chargeable occurrence, 2 points will be removed from the agent's attendance record until they reach a total of -7.

Note: With the exception of Military Leave, leaves of absence (including FMLA) will "freeze" your 90 consecutive days.

Note: The information on this page may also be found in the 2024 Fast Facts.

Rapid Point Accumulation

If an agent has an occurrence that spans from a point level warranting a Letter of Warning to a point level warranting Termination or beyond, the agent will not be considered at Termination level since they did not have the benefit of a Final Letter of Warning. An example would be if an agent at 4.5 points with a Letter of Warning has a No Show bringing them to 6.5 points. This agent would then be at 6.5 points with a Final Letter of Warning.

Point Adjustment Letters (PAL)

If management presents you with a point adjustment letter, which is a document that states something similar to, "there is no dispute with regard to the point total and letter status," contact your Union Representative right away to file a grievance. If you do not contact your Union Representative and the letter is not grieved, you could be locking yourself into whatever point total the Company has set for you on that letter. Your Local Union Representatives have been advised NOT to sign them, unless the Union has already done a full attendance review and there is an agreement on the point total in the PAL.

TOTAL POINTS ACCUMULATED	COMPANY ACTION
LESS THAN 1 POINT	NO ACTION TAKEN
1 to 2.5 POINTS	LETTER OF INSTRUCTION
3 TO 4.5 POINTS	LETTER OF WARNING
5 TO 5.5 POINTS	FINAL LETTER OF WARNING
6 OR MORE POINTS	TERMINATION

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