

Discipline Review Periods

November 2, 2012

This article will briefly explain the review periods associated with the Policy for Employee Performance Accountability (PEPA) and formal Attendance Guidelines Policies.

[Policy for Employee Performance Accountability](#)

On page 2 of PEPA, under the section entitled "General Information," item 4 explicitly states:

"The review periods described in this Policy begin on the date discipline is assessed."

Example:

An employee has a missed call on November 15, 2012. The investigation is held and the employee receives a formal reprimand on December 1, 2012. The 12 month review period would begin on December 1, 2012.

The same employee has a subsequent lay off on call on November 20, 2013. The appropriate discipline would be a 10 day record suspension because the review period did not expire until December 1, 2013.

Conversely, if the employee's lay off on call had occurred on December 3, 2013 instead of Nov 20), since the 12 month review period expired on December 1, 2013, the appropriate discipline would be a formal reprimand.

[TYE Attendance Guidelines](#)

Part B of the TYE Attendance Guidelines states:

"The TYE Attendance Guidelines (ATG) review period is an 'active' review period and requires an employee to remain compliant with the ATG for a complete 12 month period before the prior Attendance Guideline violation is considered "inactive". Note that "inactive" does not mean that the attendance violations will be "cleared" from an employee's record.

Example:

Assume an employee commits an ATG violation for the three month rolling period of January, February, and March 2012 and receives a formal reprimand. If the employee commits an ATG violation for the three month rolling period of January, February, March 2013, he/she *did not work a period of time which exceeded a complete 12 month period* under the Attendance Guidelines policy. As a result, the formal reprimand of January, February, March 2012 remains "active." As such, the discipline to be assessed for the January, February, March 2013 ATG violation *would be a 10-day record suspension* and both ATG violations would remain active until the employee worked a complete 12 month period without a subsequent ATG violation.

By contrast, in the example above, assume that the second ATG violation occurred in the three month rolling period of *February, March, April, 2013*. Under this scenario, the employee *did work a period of time which exceeded a complete 12 month period* without an Attendance Guidelines violation, and as a result, the formal reprimand of January, February, March 2012 is now "inactive". As such, the proper discipline to be assessed for the February, March, April 2013 violation *would a formal reprimand*.

For TYE ATG violations, the 12 month rolling period begins on the first day of the month after the three-month rolling period in which the employee received discipline - regardless of the date discipline was assessed.

[Allouez Taconite Facility Attendance Guidelines and Mechanical Attendance Guidelines](#)The Polices state:

"Review Period: The Mechanical Attendance Guidelines review period is an 'active' and rolling 12-month review period, and it requires an employee to work a period of time which exceeds a complete 12 month period without an Attendance Guidelines discipline incident before all prior attendance incidents are considered 'inactive.' (Although not necessarily considered going forward, attendance violations will not be cleared from an employee's record following the review period.)"

[Clerical Attendance Guidelines](#) and [Intermodal Workers Attendance Guidelines](#)

The Policies state:

"... review period is an 'active' and rolling 12-month review period, and it requires an employee to work a period of time which exceeds a complete 12 month period without an Attendance Guidelines discipline incident before all prior attendance incidents are considered 'inactive.' However, attendance violations will not be 'cleared' from an employee's record."

[Dispatcher Attendance Guidelines](#)

Appendix A states:

"Note that the review period established for attendance violations requires that an employee work 12 months without an attendance discipline incident before an attendance violation is considered inactive."

In all of the Support Craft Attendance Policies, the employee must work a 12 month period from the date disciplined is assessed without an attendance discipline incident.

Example:

Employee's absences are reviewed for the month of October 2012 and the employee is in violation of the Attendance Guidelines. The employee receives a formal reprimand on December 1, 2012. The 12 month review period begins on December 1, 2012.

If the employee has another attendance event in November 2013, the appropriate level of discipline would be a 10 day record suspension as the prior review period expired on December 1, 2013.

Conversely, if the employee has another attendance event in December 2013, the appropriate level of discipline would be a formal reprimand as review period had expired.