

APPENDIX A

UNIT DEFINITION

Unit Definition

Ref: Case Nos. WA-RP-02-0058 (March 31, 2003); Case No. WA-RP-80095 (March 23, 2000);
Case No. WA-RP-08-0087 (April 28, 2009)

OFFICE OF THE SPECIAL TRUSTEE FOR AMERICAN INDIANS

Included: All professional and nonprofessional employees employed by the Office of the Special Trustee for American Indians, U.S. Department of the Interior nationwide.

Excluded: All management officials, supervisors and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

INDIAN AFFAIRS

Central Office:

All professional and nonprofessional employees of the Bureau of Indian Affairs Central Office located at Washington, D.C., Reston, Virginia, and Albuquerque, New Mexico; excluding managerial officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All professional and nonprofessional employees of the Bureau of Indian Affairs operated schools under the Office of Indian Education Programs, including security guards; excluding temporary employees of less than ninety (90) days, management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All professional and nonprofessional employees assigned to the Assistant Secretary of Indian Affairs (AS-IA); excluding management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

Alaska:

All professional and nonprofessional employees of the Alaska Region, Bureau of Indian Affairs, Alaska; excluding management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All professional and nonprofessional employees of the Bureau of Indian Affairs, Anchorage Education Field Office; excluding management officials: supervisors; and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

Arizona/Navajo Region:

All professional and nonprofessional employees of the Navajo Region, Bureau of Indian Affairs, including the position of Business Technician, CE-0301-02/21; excluding management officials, supervisors, temporary employees, 1710 series personnel, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All nonprofessional and professional employees of the Pima Agency, Sacaton, Arizona; excluding managers, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All nonprofessional and professional employees of the Hopi Agency, Keams Canyon, Arizona; excluding managers, supervisors, employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All law enforcement personnel of the Hopi Agency, Keams Canyon, Arizona; excluding all management officials, supervisors and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All non-professional and professional employees of the Fort Apache Agency, Whiteriver, Arizona; excluding supervisors, managers, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All professional and nonprofessional employees of the Western Regional Office, Bureau of Indian Affairs, Phoenix, Arizona; excluding supervisors, managers, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All professional and nonprofessional employees of the Colorado River Agency, Parker, Arizona; excluding supervisors, managers, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All professional and nonprofessional employees of the Papago Agency, Bureau of Indian Affairs, Sells, Arizona; excluding management officials, supervisors, employees with appointments of ninety (90) days or less, and employees described in 5 U.S.C. 7112(b)(2)(3)(4)(6)and (7).

All nonprofessional employees of the San Carlos Irrigation Project, Coolidge, Arizona; excluding management officials, Wage Grade employees of the Power Division, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All nonprofessional employees of the San Carlos Agency, Bureau of Indian Affairs, San Carlos, Arizona; excluding professional employees, management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All professional and nonprofessional employees, including law enforcement personnel, of the Truxton Canon and Supai Agency, Valentine, Arizona; excluding all management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

California:

All professional and nonprofessional employees of the Pacific Regional Office and the central California Agency, Sacramento, California; excluding management officials, supervisors, temporary employees with appointments of 90 days or less, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All professional and nonprofessional employees of the Bureau of Indian Affairs, Northern California Agency, Redding, California; excluding management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All professional and nonprofessional employees of the Southern California Agency, Riverside California; excluding management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

Idaho:

All professional and nonprofessional employees of the Northern Idaho Agency, Lapwai, Idaho, and the Coeur D'Alene Tribe B1A Field office, Plummer, Idaho; excluding management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All professional and non-professional employees of the Fort Hall Agency, Fort Hall, Idaho; excluding all management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2),(3),(4),(6) and (7).

Kansas:

All nonprofessional employees of the Horton Agency, Bureau of Indian Affairs, Horton, Kansas; excluding supervisors, management officials, professional employees, temporary employees and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

Minnesota:

All professional and nonprofessional employees of the Minnesota Agency, Minnesota; excluding supervisors, management officials, temporary employees, and employees described in 6 use 7112(b)(2)(3)(4)(6) and (7).

All professional and nonprofessional employees employed by the Bureau of Indian Affairs, Midwest Regional Office, Minneapolis, Minnesota; excluding all supervisors, managers, and employers described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

Mississippi:

All professional and nonprofessional employees, including temporary employees, of the Choctaw Agency, Philadelphia, Mississippi; excluding, management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

Montana:

All full-time nonprofessional employees of the Bureau of Indian Affairs, Fort Peck Agency, Poplar, Montana; excluding supervisors, management officials, professional employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All nonprofessional employees of the Crow Agency, Montana; excluding managers, supervisors, professionals, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All professional and nonprofessional employees of the Blackfeet Indian Agency, Browning, Montana; excluding all supervisory and managerial personnel, temporary employees who have worked less than 20 pay periods, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All nonprofessional and professional employees of the Flathead Irrigation Project, Polson, Montana; excluding managers, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All full-time nonprofessional general schedule employees of the Bureau of Indian Affairs, Rocky Mountain Regional Office, Billings, Montana; excluding supervisors, managers, professional employees and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All nonprofessional employees of the Northern Cheyenne Agency, Lame Deer, Montana; excluding managerial officials, supervisors, professionals, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

Added to

Included: All professional employees of the Bureau of Indian Affairs Fort Belknap Agency, Harlem, Montana; Crow Agency, Crow Agency, Montana; Wind River Agency, Fort Washakie; Wyoming; Northern Cheyenne Agency, Lame Deer, Montana; Fort Peck Agency, Poplar, Montana; and Rocky Mountain Regional Office, Billings, Montana; and all nonprofessional employees of the Bureau of Indian Affairs Fort Belknap Agency, Harlem, Montana.

Excluded: All management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7). [DE-RP-01-0041; 11/16/2001]

Nebraska:

All professional and nonprofessional employees of the Bureau of Indian Affairs, Winnebago Agency, Winnebago, Nebraska; excluding all management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

Nevada:

All nonprofessional employees of the Western Nevada Agency, Carson City, NV, Bureau of Indian Affairs, excluding professional employees, management officials, supervisors and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

New Mexico:

All nonprofessional employees of the Mescalero Agency, Albuquerque, New Mexico; excluding professional employees, supervisors, managers, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All law enforcement personnel of the Branch of the Law Enforcement Services, Mescalero, New Mexico; excluding management officials) professional employees, supervisors and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All full-time and temporary professional and nonprofessional employees of the Jicarilla Apache Agency, Dulce, New Mexico; excluding management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All professional and nonprofessional employees of the Southwestern Regional Office, Albuquerque, New Mexico; excluding management officials, supervisors, employees currently covered under existing exclusive recognition) temporary employees with appointments of 90 days or less, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All professional and nonprofessional employees of the Facility Management and Construction Service Center, Albuquerque, New Mexico; excluding supervisors, management officials and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All professional and nonprofessional employees of the Northern Pueblos Agency, San Juan Pueblo, New Mexico; excluding all supervisors, management officials and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All professional and non-professional Wage Grade and General Schedule employees of the Bureau of Indians Affairs, Laguna Agency, Laguna, New Mexico; excluding management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

Added to

Included: All professional and non-professional employees who are not currently represented in any unit, including all temporary and part-time employees, of the Bureau of Indian Affairs, Southern Pueblos Agency, Albuquerque, New Mexico.

Excluded: All management Officials, supervisors, and currently represented employees of the Bureau of Indian Affairs, Southern Pueblos Agency, Albuquerque, New Mexico, and employees described in 5 U.S.C. §7112(b)(2), (3), (4), (6) and (7).

[DA-RP-01-0031; 2/27/2002]

North Carolina:

All professional and nonprofessional employees of the Cherokee Indian Agency, Cherokee and Snowbird, North Carolina; excluding all management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

North Dakota:

All professional and nonprofessional employees of the Fort Totten Agency, Fort Totten, North Dakota; excluding management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All full-time professional and nonprofessional employees of Fort Berthold Agency, Bureau of Indian Affairs, New Town, North Dakota; excluding, management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All full-time nonprofessional and professional employees of the Bureau of Indian Affairs, Standing Rock Agency, Fort Yates, North Dakota; excluding management officials, supervisors, and employees described in 5 use 7112 (b)(2)(3)(4)(6) and (7).

All professional and nonprofessional employees employed by the Bureau of Indian Affairs, Turtle Mountain Agency, Belcourt, North Dakota; excluding management officials, supervisors, and employees described In 5 use 7112 (b)(2)(3)(4)(6) and (7).

Oklahoma:

All professional and nonprofessional employees of the Pawnee Indian Agency, Oklahoma, excluding management officials; supervisors, temporary employees and employees described in 5 U.S. C. 7112 (b)(2)(3)(4)(6) and (7).

All professional and nonprofessional employees of the Concho Agency, Oklahoma; excluding management officials, supervisors, temporary employees and employees described in 5 U.S. C. 7112 (b)(2)(3)(4)(6) and (7).

All professional and nonprofessional employees of the Southern Plains Regional Office, Anadarko, Oklahoma, Anadarko Agency, Oklahoma, and Oklahoma Education Office; excluding management officials, supervisors, temporary employees with appointments of 90 days or less, and employees described in 5 use 7112(b)(2)(3)(4)(6) and(7).

All professional and nonprofessional employees of the Eastern Oklahoma Regional Office, Muskogee Oklahoma, Okmulgee Field Office, Okmulgee, OK, Talihina Agency, Talihina, Oklahoma, Wewoka Agency, Wewoka, Oklahoma, and Osage Agency, Pawhuska, Oklahoma; excluding management officials, supervisors, temporary employees and employees described in 5 U.S.C. 7112(b)(2)(3)(4)(6) and(7).

Added to

Included: All non-supervisory, non-professional employees who are not currently

represented, including a/1 temporary and part-time employees, of the Bureau of Indian Affairs, Department of the Interior, Chickasaw Agency, Ada, Oklahoma, not currently represented in any unit.

Excluded: All management officials, supervisors, and currently represented employees described in 5 U.S.C. 7112(b)(2),(3),(4),(6) and (7). [OA-RP-02-0036; 5/15/2002]

Added to

Include:

All non-supervisory, non-professional employees who are not currently represented, including all-temporary and part-time employees, of the Bureau of Indian Affairs, Department of the Interior, Miami Field Office, Miami, Oklahoma, not currently represented in any unit.

Excluded: All management officials, supervisors, and currently represented employees described in 5 U.S.C. 7112(b)(2),(3),(4),(6) and (7). [DA-RP-02-0037; 5/15/2002]

Oregon:

All professional and nonprofessional employees of the Bureau of Indian Affairs, Warm Springs Agency, Warm Springs, Oregon; excluding management officials; supervisors; employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6), and (7); and so-dav special need employees.

All professional and nonprofessional employees of the Northwestern Regional Office, Bureau of Indian Affairs, Portland, Oregon; excluding supervisors, management officials, temporary employees, and employees described in 5 use 7112(b)(2)(3)(4)(6)and (7).

South Dakota:

All professional and nonprofessional employees of the Pine Ridge Agency, Bureau of Indian Affairs, South Dakota; excluding management officials, supervisors, and employees described in 5 use 7112 (b)(2)(3)(4)(6) and (7).

All employees of Rosebud Agency, Bureau of Indian Affairs, Rosebud, South Dakota; excluding professional employees, management officials, supervisors, employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All permanent nonprofessional law enforcement personnel of the Rosebud Agency, Rosebud, South Dakota; excluding supervisors; management officials; professional employees; temporary employees with appointments of 90 days or less; and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All professional and nonprofessional employees of the Sisseton Agency, Bureau of Indian Affairs, Sisseton, South Dakota; excluding all management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All professional and nonprofessional employees of the Bureau of Indian Affairs, Cheyenne River Agency, Eagle Butte, South Dakota; excluding management officials, supervisors and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All nonprofessional and professional employees of the Bureau of Indian Affairs, Lower Brule Agency, Lower Brule, South Dakota; excluding all management Officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All employees of the Crow Creek Agency of the Bureau of Indian Affairs, Ft. Thompson, South Dakota; excluding all supervisors, management officials and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All professional and nonprofessional employees of the Great Plains Regional Office, Aberdeen, South Dakota; excluding supervisors, management officials, temporary employees and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All non-supervisory, professional employees, and non-professional employees of the Department of the Interior, Bureau of Indian Affairs, Yankton Sioux Agency, Wagner, South Dakota; excluding management officials, supervisors and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

Tennessee:

All professional and nonprofessional employees of the Eastern Regional Office, Nashville, Tennessee; excluding managerial officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

Utah:

All professional and nonprofessional employees of the Uintah and Ouray Agency, Fort Duschesne, Utah; excluding supervisors, managers, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All law enforcement personnel of the SIA, Uintah and Ouray Agency, Fort Duschesne, Utah; excluding all management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

Washington:

All hourly wage and annual wage employees of the Wapato Irrigation Projects, Wapato, Washington; excluding supervisors, management officials, temporary employees and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All professional and nonprofessional employees of the Yakama Agency, Toppenish, Washington; excluding management officials, supervisors, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

Wisconsin:

All nonprofessional employees of the Great Lakes Agency, Bureau of Indian Affairs, Ashland, Wisconsin; excluding all supervisors, managerial officials, professional employees, temporary employees, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

Wyoming:

All nonprofessional employees of the Wind River Agency, Fort Washakie, Wyoming; excluding supervisors, professionals, managers, and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

All nonprofessional law enforcement personnel of the Wind River Agency, Fort Washakie, Wyoming; excluding supervisors; management officials; professionals and employees described in 5 U.S.C. 7112(b)(2), (3), (4), (6) and (7).

APPENDIX B

**UNION OFFICIAL TIME
REQUEST/APPROVAL FORM**

UNION OFFICIAL TIME REQUEST/APPROVAL FORM

Union Representative's Name

Date

I request permission to leave my worksite for the purpose stated below:

Purpose of representational activity:

_____ Union Initiated

_____ Estimated Time

_____ Management Initiated

_____ Employee Initiated

_____ Actual Time Used

_____ Request Approved

_____ Request Disapproved

Reasons for Disapproval:

Supervisor's Signature

Date

Union Representative's Signature

Date

NOTE: A copy of this form must be given to the Union Representative at the time of Approval/Disapproval.

APPENDIX C

WEINGARTEN RIGHTS

Weingarten Rights

5 United States Code 7114(a) states that:

An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at any examination of an employee in the unit 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.”

The annual notification will state:

In accordance with 5 USC 7114 (a)(3), employees are hereby informed of their right to representation during investigatory proceedings. Specifically, 5 USC 7112(a) states, in pertinent part, that an exclusive representative shall be given the opportunity to be present at any examination of an employee in the unit by a representative of the agency in connection with an investigation if (1) the employee reasonably believes that the examination may result in disciplinary action against the employee; and (2) the employee requests union representation. This notice meets the requirements of 5 USC 7114 which requires annual notice to employees of their rights under the Federal Service Labor Management Relations Statute. Questions regarding this notice should be directed to your Employee and Labor Relations Specialist.

APPENDIX D

DOUGLAS FACTORS

Douglas Factors

Factors to consider in selecting appropriate penalty for misconduct from the Merit Systems Protection Board case: *Douglas v. Veteran's Administration*, 5 MSPR 280 (1981).

1. The nature and seriousness of the offense, and its relation to the employee's duties, position, and responsibilities, include whether the offense was intentional or technical or inadvertent, or as committed maliciously or for gain, or was frequently repeated;
2. The employee's job level and type of employment, including supervisory or fiduciary role, contacts with the public, and prominence of the position;
3. The employee's past disciplinary record;
4. The employee's past work record, including length of service, performance on the job, ability to get along with fellow workers, and dependability;
5. The effect of the offense upon the employee's ability to perform at a satisfactory level and its effect upon supervisors' confidence in the employee's ability to perform assigned duties;
6. The consistency of the penalty with those imposed upon other employees for the same or similar offenses;
7. The consistency of the penalty with any applicable agency table of penalties.
8. The notoriety of the offense or its impact upon the reputation of the agency;
9. The clarity with which the employee was on notice of any rules that were violated in committing the offense, or had been warned about the conduct in question;
10. The potential for the employee's rehabilitation;
11. The mitigating circumstances surrounding the offense such as unusual job tensions, personality problems, mental impairment, harassment, or bad faith, malice or provocation on the part of the others involved in the matter, and
12. The adequacy and effectiveness of alternative sanctions to deter such conduct in the future by the employee or others.

APPENDIX E

GRIEVANCE WORKSHEET

Grievance Worksheet

STEWARD OR UNION REPRESENTATIVE: _____

UNION GRIEVANCE NUMBER: _____

DATE OF APPEAL: _____

GRIEVANT'S NAME AND DUTY LOCATION		
WORKSITE ADDRESS	CITY & STATE	ZIP
JOB TITLE/SERIES/LEVEL:	SERVICE COMP DATE:	
REGIONAL or LINE OFFICE:	CITY & STATE	ZIP
PAST DISCIPLINARY RECORD (IF RELEVANT)		
VIOLATION OR RELEVANT ALLEGATIONS (ARTICLE & SECTION OF CBA OR REGULATION):		
FACTS OF GRIEVANCE & DATES:	TIME:	LOCATION:
WHAT HAPPENED:		

IF DENIED, REASON GIVEN:		
ATTACHMENTS: __ WITNESS(ES) STATEMENTS	__ NOTES OR DOCUMENTATION OF STEP 1	__ OTHER (LIST)

APPENDIX F

**SAMPLE ARBITRATOR
NOTIFICATION LETTER**

[insert date]

Arbitrator Name
Address Line 1
Address Line 2
City, State, Zip Code

RE: U.S. Department of the Interior, [insert Bureau/Office Name and location] and the Federation of Indian Service Employees (Local 4524, AFT, AFL-CIO) [insert Grievant's name]

Dear [insert Arbitrator's name]:

The captioned parties have selected you from our panel of permanent arbitrators to arbitrate a grievance regarding [insert short synopsis of grievance subject matter].

The union will be represented by:
[insert name and address of union representative]

The Agency will be represented by:
[insert name and address of agency representative]

Please advise the representatives named above of the dates on which you would be available for a hearing in [insert location] on this matter.

Very truly yours,

[insert name, address, telephone number, and e-mail address for appropriate union official/representative for signature]

[insert name address, telephone number and e-mail address for appropriate Human Resources Labor Relations official]

cc: {as appropriate}

APPENDIX G

**LEAVE BANK PROGRAM
FOR CONTRACT EDUCATION EMPLOYEES**

APPENDIX H

**EMPLOYEE RIGHTS AND
RESPONSIBILITIES UNDER
THE FAMILY AND MEDICAL LEAVE ACT**

APPENDIX I

DEPARTMENT OF LABOR FACT SHEET #28: THE FAMILY AND MEDICAL LEAVE ACT of 1993

APPENDIX J

**CERTIFICATION OF HEALTH CARE PROVIDER
FOR EMPLOYEE'S SERIOUS HEALTH CONDITION
(FMLA) FORM WH-380-E**

APPENDIX K

**CERTIFICATION OF HEALTH CARE PROVIDER
FOR FAMILY MEMBER'S SERIOUS HEALTH
CONDITION (FMLA) FORM WH-380-F**

APPENDIX L

**CERTIFICATION FOR SERIOUS INJURY OR
ILLNESS OF COVERED SERVICE MEMBER FOR
MILITARY FAMILY LEAVE (FMLA)
FORM WH-385**

APPENDIX M

**CERTIFICATION OF QUALIFYING EXIGENCY FOR
MILITARY FAMILY LEAVE (FMLA)
FORM WH-384**

APPENDIX N

REDUCTION IN FORCE PROCEDURES

Managerial reduction-in-force (RIF) checklist

Request for RIF memorandum

____ Reason(s) for RIF clearly identified, i.e., due to lack of work, shortage of funds and/or reorganization. Manager certifies that the reasons for the RIF are supported by documentation and evidence.

____ Information is attached reflecting what administrative techniques and efforts were undertaken as RIF avoidance measures, these may include such things as: cancellation or reduction in travel, administrative cost restriction e.g., additional oversight or elimination, overtime elimination or restriction, position management efforts, etc.

____ Abolished positions identified, i.e., series, pay level, position number and whether encumbered or vacant.

Organizational charts

____ All position numbers are identified on "old" organizational chart.

____ Position numbers on organizational charts match the position numbers on the RIF request letter and official personnel folder of the affected employee.

____ 2 organizational charts are attached (old and new).

____ Organizational charts have the required signatures.

BIE ONLY

____ If the RIF is not scheduled to coincide as nearly as possible with the end of the school year, evidence/rationale for effecting the RIF on the date specified is attached for review.

____ All required signatures are on the memorandum request, i.e., Principal, ELO, ADD and school board.

School Board minutes

____ School Board minutes identify the reason(s) for the RIF.

____ Minutes clearly identify the number of school board members that concurred with or did not concur with the RIF and, if applicable, the number who abstained from voting or were absent.

APPENDIX O

**REDUCTION IN FORCE PLACEMENT ASSISTANCE
REQUEST FORM & DOI RE-EMPLOYMENT
PRIORITY LIST APPLICATION FORM**