

## **UAW GM Doc. 46 Removal Investigation Procedure**

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Attachment B	Sample Letters
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## **SAMPLE OF ACTUAL REPORT (Names & Dates Removed)**



## Inter-Office Communication

—plu494—  
TED IN USA

Date:

*To* Assistant Director's Name  
*From* International Representative's Name  
*Subject* Investigation of UAW Local Number  
Document 46 (Title) Representative (Name)

### **BACKGROUND:**

On (Date) UAW Local (Number) President (Name) and Shop Chairperson (Name) in a letter to UAW Vice President Richard Shoemaker, requested an investigation of (Name) Doc. 46 (Title) Representative.

The charges were possible politics and failure to follow the clear directives of Local Union Leadership.

The investigation was assigned to UAW International Representative General Motors Department (Name) for investigation on (Date).

(Name) contacted UAW International Representative (Name) and UAW Region (Number) International Representative (Name) to set up an investigation on (Date), (Time).

A letter dated (Date) was sent by (International Rep's. Name) to President (Name), Shop Chairperson (Name) and (Title) Representative (Doc. 46 Name) establishing the date, time, place and requirements for the investigation. (Attachment B)

(Doc. 46 Name) was contacted and the letters were faxed to him on (Date) at approximately 11:55 a.m. by (Name) secretary. (Attachment C)

(International Reps Name) paged (Doc. 46 Name) two times in response to a phone message on (Date) at 12:00 p.m. No response to pager calls from (Doc. 46 Name). (Attachment C)

On (Date) at (Time) p.m., (Doc. 46 Name) called the CHR for (International Reps Name) and left a message that he would not be at the (Date) meeting at 9:00 a.m. because he was on sick leave. (Attachment C)

Investigation of UAW Local (Number)  
Doc 46. (Title) Representative (Name)  
Date  
Page 2

UAW Local (Number) Leadership has not been informed by (Doc. 46 Name) or plant management that (Doc. 46 Name) is on sick leave.

The investigation was conducted on (Date) by UAW International Representatives (Name) and (Name), General Motors Department and (Name), UAW Region (Number) International Representative.

On (Date) at 9:00 a.m. the following people were interviewed at UAW Local (Number) Union Hall:

- ☞ President (Name)
- ☞ Shop Chairperson (Name)

No other person(s) were present at this meeting.

#### **FACTS:**

On (Date), (Doc. 46 Name) was redeployed from (Title) Representative to (Title) Representative. (Attachment D)

On Thursday, (Date), President (Name) and Shop Chairperson (Name) met with (Doc. 46 Name). They notified him that a letter was received from the International Union UAW changing his assignment from a (Title) Representative to a (Title) Representative and they informed him that there was a letter from the International Union UAW addressed to (Doc. 46 Name) at the Local Union Hall.

President (Name) and Shop Chairperson (Name) asked (Doc. 46 Name) to move his possessions from the (Title) Office to the (Title) Office and to start working as a (Title) Representative with (Name) on Monday, (Date).

(Doc. 46 Name) response was he had a lot of things to move. The Shop Chairperson then asked if he was working Saturday, (Date) and to get a Millwright if necessary. The Shop Chairperson offered to assist (Doc. 46 Name) in getting help if necessary but expected him to be moved by Monday, (Date).

Investigation of UAW Local (Number)

Doc 46. (Title) Representative (Name)

Date

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On Monday, (Date) the office was not changed. When the Leadership tried to contact (Name) by pager, he responded that he was at the Flint Center for Human Resources observing a Local PEL class. **He had not notified Leadership that he would be out of the plant.** He was also out of the plant on (Date).

Shop Chairperson (Name) had the Joint Activities Representative box and lock up (Name) possessions with assistance from plant security.

On Tuesday, (Date) Shop Chairperson (Name) requested management to change the locks on the (Title) office.

On Tuesday, (Date) President (Name) went to the Flint Center for Human Resources and asked (Doc. 46 Name) if he was coming to the plant. His response was yes. President (Name) requested (Name) to meet him at 1:00 p.m. in the Training Office.

At 1:30 p.m. (Doc. 46 Name) walked by the Training Office without acknowledging the president and appeared to be going to Personnel or Labor Relations.

On Wednesday, (Date), Leadership went to Management and had (Doc. 46 Name) possessions moved from the (Title) Office to the (Title) Office.

On Thursday, (Date), (Name) signed a grievance, written by Committeeperson (Name), charging Management with violation of Paragraph 6a. (Attachment E)

On (Date) the grievance was withdrawn by Shop Committeepersons (Name) and (Name).

President (Name) made a statement that lately each time he has had a contact with (Doc. 46 Name) he has been very argumentative and combative.

Investigation of UAW Local (Number)  
Doc 46. (Title) Representative (Name)  
Date  
Page 4

**Recommendation**

That (Doc. 46 Name) be removed as (Title). There is no working relationship between (Doc. 46 Name) and UAW Local (Number) Leadership. This recommendation has the support of UAW International Representatives (Name) and (Name) also UAW Region (Number) International Representative (Name).

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Attachment

cc: Jim Beardsley  
Richard Ruppert  
Dick Shoemaker  
Jim Shroat  
Henderson Slaughter  
Joe Spring

## **SAMPLE REMOVAL REQUEST**



*TRANSMITTAL SLIP  
GENERAL MOTORS DEPARTMENT*

DATE:

To: Assistant Director's Name

From: Administrative Assistant's Name

Subject: Document 46 Representative -- Removal Request  
UAW Local 0000

\_\_\_\_\_ For Your Information

\_\_\_\_\_ Per Your Request

\_\_\_\_\_ For whatever action, if any, you deem appropriate

XXXXXX For Your Action



TRANSMITTAL SLIP  
UAW-GM

DATE: Today  
TO: UAW-GM International Representative  
FROM: Assistant Director  
RE: Document 46 Redeployment - Local 0000

\_\_\_\_\_ Per Your Request                      xxxx Follow Through  
\_\_\_\_\_ Please See Me

COMMENTS:

ACTION

	Date	Name of Recommendation
Regional Rep. _____	_____	_____
GM Dept Rep. _____	_____	_____
LU President _____	_____	_____
LU Chairperson _____	_____	_____

COMPLETE EACH LINE BELOW

New Appointment \_\_\_\_\_

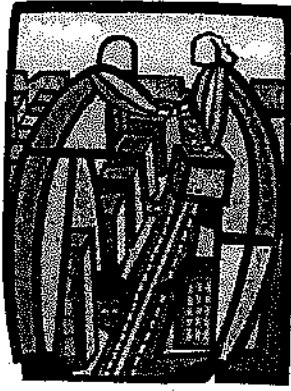
Replacement \_\_\_\_\_

Holds Elected Position (answer Yes or No)      Yes \_\_\_\_\_ No \_\_\_\_\_

Explanation: \_\_\_\_\_  
\_\_\_\_\_

Date returned to Jim Shroat \_\_\_\_\_  
Date sent to Dick Shoemaker \_\_\_\_\_

## **SAMPLE LETTERS**



Local 0000  
1234 Union Street  
Union Town, USA 00123

Date

Richard Shoemaker  
Vice President and Director  
General Motors Department  
International Union, UAW  
8000 E. Jefferson Avenue  
Detroit, Michigan 48214

Dear Vice President Shoemaker:

We, (Name), President, and (Name), Chairman, request the International Union remove (Document 46 Rep's Name) from his internationally appointed position of HRD, Joint Training and Joint Activities Representative.

(Doc 46 Rep's Name) is insubordinate and involves himself in matters that undermine our leadership. Please see attached documentation regarding several occasions of insubordination and attempts to undermine the President and Bargaining Chairperson.

Your investigation and cooperation in this matter would be greatly appreciated.

Fraternally,

President

Bargaining Chairperson

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Enclosures

cc: Regional Director  
Regional Service Representative  
UAW-GM Department Representative



*Solidarity House*

8000 EAST JEFFERSON AVE.  
DETROIT, MICHIGAN 48214  
PHONE (313) 926-5000  
FAX (313) 823-6016

INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE & AGRICULTURAL IMPLEMENT WORKERS OF AMERICA—UAW

STEPHEN P. YOKICH, *PRESIDENT*

RUBEN BURKS, *SECRETARY-TREASURER*

VICE PRESIDENTS: ELIZABETH BUNN • RON GETTELFINGER • NATE GOODEN • BOB KING • RICHARD SHOEMAKER

Date:

President  
Chairperson  
UAW Local 0000  
1234 Union Street  
Union Town, USA 00123

RE: Investigation — August 2, 2001

Dear Brother/Sister (President's Name) and Brother/Sister (Chairperson's Name)

Your letter to Vice President Richard Shoemaker dated July 4, 2001 has been referred to me for investigation and response. I am scheduling an investigatory meeting to be held on Thursday, August 2, 2001, at UAW Local 0000, 1234 Union Street, Union Town, USA, for the purpose of gathering facts or issues involved in this matter. I will be conducting this investigation with assistance from UAW International Representative (Name), and Region (number) International Representative (Name).

Please make arrangements to attend this meeting and bring any information or records you feel would assist us in this matter. You should also invite any individual who may provide pertinent information regarding this matter. UAW Local 0000 Joint Activity, Training, and Human Resource Development Representative (Name) has been notified of the time and place of this meeting.

Thank you for your cooperation in this matter. If you have any questions, please feel free to contact me at 313-324-5000.

Fraternally,

(Name)  
International Representative  
UAW General Motors Department

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Enclosure

cc: Jim Beardsley  
Ron Bieber  
UAW-GM Rep  
Regional Servicing Rep.  
Regional Director

Larry Jolly  
Richard Ruppert  
Richard Shoemaker  
Jim Shroat  
Henderson Slaughter  
Joe Spring



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VICE PRESIDENTS: ELIZABETH BUNN • RON GETTELFINGER • NATE GOODEN • BOB KING • RICHARD SHOEMAKER

Date

Document 46 Name  
555 Smith Avenue  
Union Town, USA 00123

RE: Investigation -- August 2, 2001

Dear Brother/Sister Doc. 46 Representative:

UAW Local 0000 President (Name) and Chairman (Name) letter (copy enclosed) to Vice President Richard Shoemaker dated July 4, 2001, has been referred to me for investigation and response. I am scheduling an investigatory meeting to be held on Thursday, August 2, 2001, 1:00 p.m., at UAW Local 0000, 1234 Union Street, Union Town, USA, for the purpose gathering facts or issues involved in this matter. I will be conducting this investigation with assistance from UAW International Representative (Name), and Region (number) International Representative (Name).

Please make arrangements to attend this meeting and bring any information or records you feel would assist us in this matter. UAW Local 0000 President (Name) and Chairperson (Name) have also been notified of the time and place of this meeting. If you have anyone that you would like to have at the meeting to speak on your behalf, please inform them of the date, time, and location.

Thank you for your cooperation in this matter. If you have any questions, please feel free to contact me at 313-324-5000.

Fraternally,

(Name)  
International Representative  
UAW General Motors Department

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Enclosures

cc: Jim Beardsley  
Ron Bieber  
LU Chairperson  
UAW-GM Rep  
Regional Director  
Regional Service Rep.

Richard Ruppert  
Richard Shoemaker  
Jim Shroat  
Henderson slaughter  
Joe Spring  
LU President

**COPY of May 17, 1999 – Richard Shoemaker Letter**

**Re: International Appointed Local Union Representative**



*Solidarity House*

8000 EAST JEFFERSON AVE.  
DETROIT, MICHIGAN 48214  
PHONE (313) 926-5000  
FAX (313) 823-6016

INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE & AGRICULTURAL IMPLEMENT WORKERS OF AMERICA—UAW

STEPHEN R. YOKICH, *PRESIDENT*

RUBEN BURKS, *SECRETARY-TREASURER*

VICE-PRESIDENTS: ELIZABETH SUNN • RON GETTELFINGER • BOB KING • JACK LASKOWSKI • RICHARD SHOEMAKER

May 17, 1999

To: All UAW General Motors Local Union Presidents, Chairpersons, Vice Presidents, Financial Secretaries, Recording Secretaries and Internationally-Appointed Local Union Representatives

Re: Internationally-Appointed Local Union Representatives

Greetings:

The following policies and/or guidelines regarding Internationally-Appointed Local Union Representatives appointed by the Director of the UAW General Motors Department will supersede all prior communications concerning this matter.

### APPOINTMENTS

#### **Appointed Representatives**

- Appointments and removals of Internationally-Appointed Local Union Representatives and alternates will be the responsibility of the UAW General Motors Department Director.
- Pursuant to the established practice, each local union (president and chairperson) will submit several names, along with qualifications of candidates for appointments. Names submitted without listing qualifications will not be considered.
- The attached UAW General Motors Department form must be completed and signed by the local union president and chairperson, and forwarded to the Regional Director for a concurring signature. The Regional Director will forward the completed form to the UAW GM Department Director who has the sole responsibility for making the final decision on the appointment. In the event this procedure is not followed, or if there is a disagreement between the local union president and chairperson as to the nominee, or the Regional Director does not concur with the local union, the UAW General Motors Department Director shall fill such opening.
- When a decrease of plant population calls for a reduction in any of the Internationally-Appointed positions, the UAW GM Department Director will make the final decision on a plant-by-plant basis on who is to be removed.

- Representatives and alternate representatives who are removed due to reduction in plant population will be given consideration for reappointment to a Document 46 position in the event of an opening. However, such representatives and alternate representatives have no entitlement to reappointment to future Document 46 positions that are filled.

#### **Appointed Alternate Representatives**

- The appointment of an alternate representative by the Director of the UAW General Motors Department does not in any way give the alternate representative rights or consideration for appointment to a vacancy in an appointed representative position.

#### **REMOVAL FROM POSITION**

#### **Appointed Representatives and Alternate Representatives**

- Any request for the removal of a representative or alternate representative must be in a letter signed by the President or Chairperson and sent to the UAW General Motors Department Director with a detailed reason for such removal.
- The UAW General Motors Department Director is solely responsible for making the final determination on the removal of any representative or alternate representative. This decision may be made based on the written request or an on-site investigation.

#### **RESPONSIBILITIES**

- Internationally-Appointed Local Union Representatives are to be used as a resource to both the president and chairperson of the shop committee.
- Each of these representatives should make reports (oral or written) at reasonable intervals, if requested, by either or both the president and chairperson.
- Representatives and alternate representatives appointed by the UAW General Motors Department Director are required to support, advance and carry out all official policies of the International Union and the local union. Appointees will attend membership meetings and are expected to participate in other approved local union and regional functions, including the legislative, election and community activities of the UAW Community Action Program (CAP).
- Each of these representatives also needs to appropriately respond to either the chairperson or president when necessary. Example: investigations, appeals, etc.

#### **POLITICAL ACTIVITIES**

- All Internationally-Appointed Local Union Representatives must support, advance and carry out all official policies of the International Union.



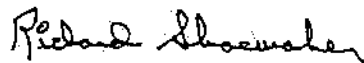
- Appointees cannot be members of the local union executive board, shop committee or hold office as district committeeman or alternate unless they have continuously held such office prior to 1974.

Should appointees seek election to one of the above positions, they should do so with the clear understanding that they will be promptly removed as an appointee.

- Appointees may run for convention delegate, CAP council delegate or as a delegate to a similar convention or conference without jeopardizing their appointment. However, it is forbidden for appointees to either run with a slate or form their own slate to run in elections for such positions.
- Except as provided herein, it is improper for Internationally-Appointed Local Union Representatives to engage in local union politics and such action will not be tolerated by the International Union. Alleged violations of this policy will be investigated by the UAW GM Department and violators will be subject to removal from the appointed position.
- The policy in this Political Activities section does not apply when the units are so small that the chairperson serves in many capacities.

Please contact the UAW General Motors Department if you have any questions regarding these matters.

Faternally,



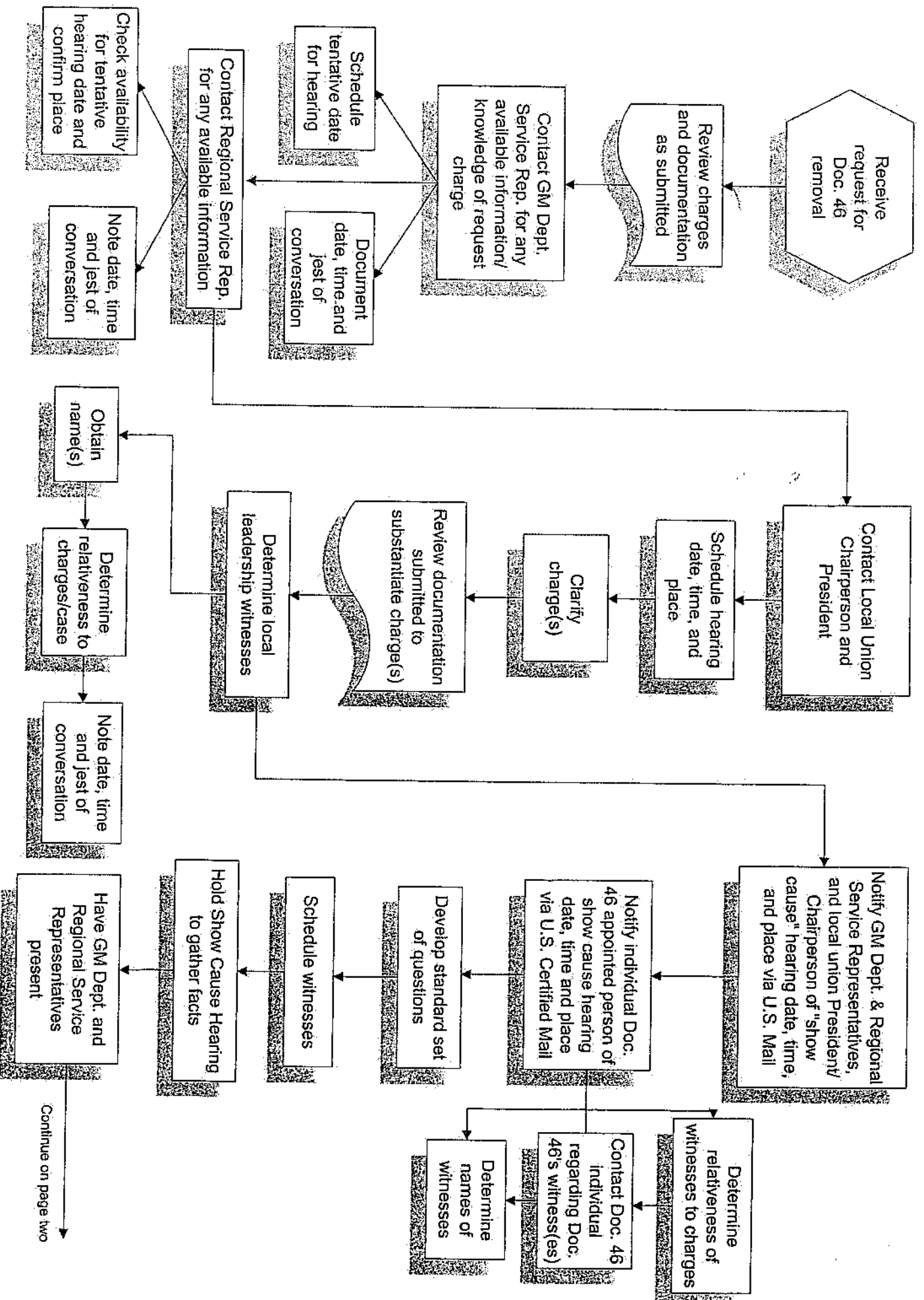
Richard Shoemaker  
Vice President and Director  
UAW General Motors Department

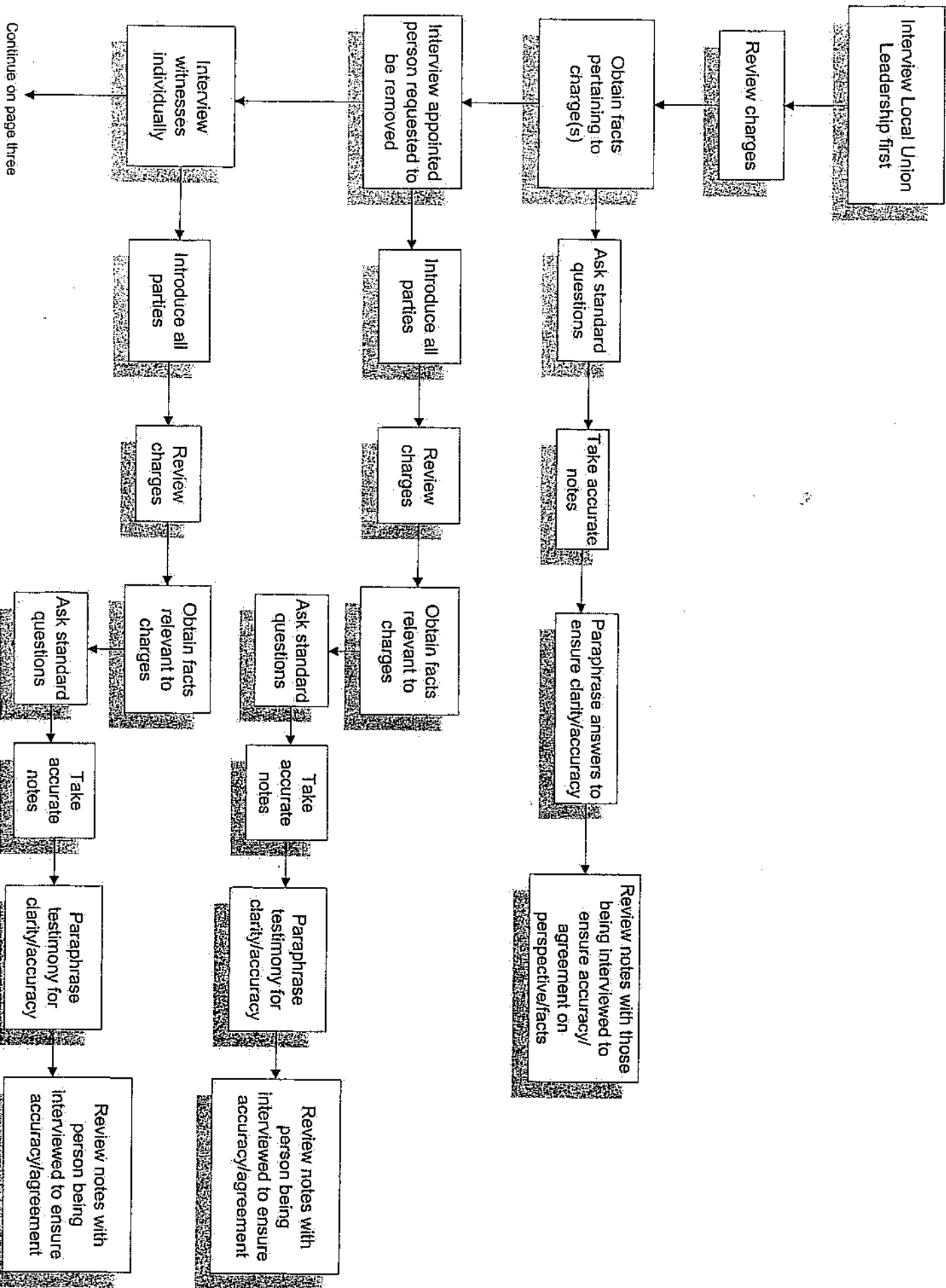
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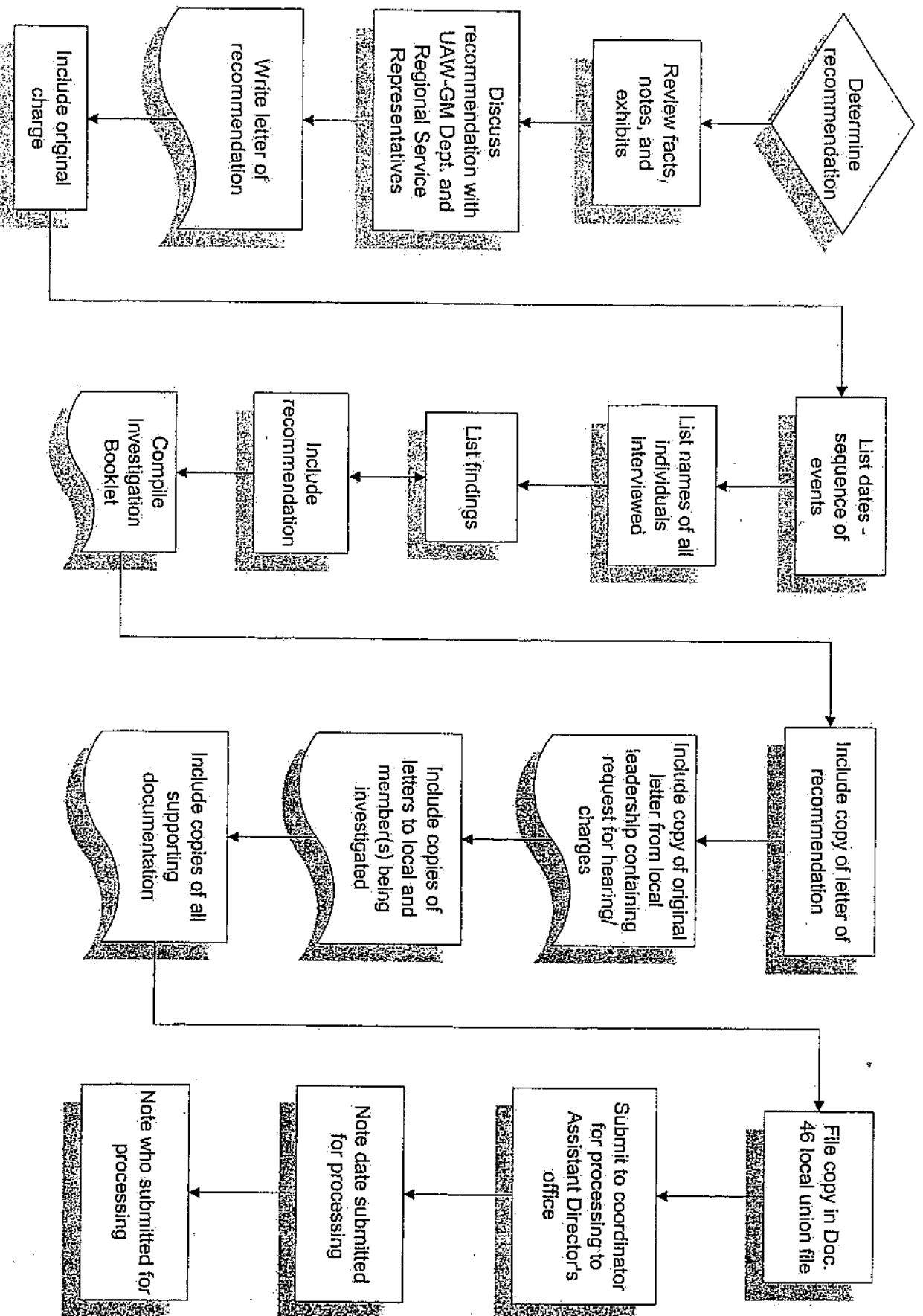
cc: Officers  
Regional Directors  
Servicing Representatives

## **DOC. 46 REMOVAL PROCEDURE FLOW CHART**

# Document 46 Removal Procedure







## **DOC. 46 REMOVAL INVESTIGATION PROCEDURE**

## Document 46 Removal Investigation Procedure

- Receive request for Doc. 46 removal
- Review charges and documentation as submitted
- Contact GM Dept Service Rep. For any available information/knowledge of request/charge
  - ☐ Schedule tentative date for hearing
  - ☐ Document date, time and jest of conversation
- Contact Regional Service Rep. for any available information
  - ☐ Check availability for tentative hearing date and confirm place
  - ☐ Note date, time and jest of conversation
- Contact Local Union Chairperson and President
  - ☐ Schedule hearing date, time, and place
  - ☐ Clarify charge(s)
  - ☐ Review documentation submitted to substantiate charge(s)
  - ☐ Determine Local Leadership witnesses
    - Obtain name(s)
    - Determine relativeness to charges/case
  - ☐ Note date, time and jest of conversation
- Notify GM Dept & Regional Service Representatives, and local union President/Chairperson of 'show cause' hearing date, time, and place via U.S. Mail
- Notify individual Doc 46 appointed person of show cause hearing date, time and place via U. S. certified mail
  - ☐ Contact Doc. 46 individual regarding Doc. 46's witness(es)
  - ☐ Determine names of witnesses
  - ☐ Determine relativeness of witnesses to charges
- Develop standard set of questions
- Schedule witnesses

➤ Hold Show Cause Hearing to gather facts

☒ Have GM Dept and Regional Service Representatives present

☒ Interview Local Union Leadership first

- Review charges

- Obtain facts pertaining to charge(s)

- ✓ Ask standard questions

- ✓ Take good notes

- ✓ Paraphrase answers to ensure clarity/accuracy

- ✓ Review notes with those being interviewed to ensure accuracy/agreement on perspective/facts

☒ Interview appointed person requested to be removed

- Introduce all parties

- Review charges

- Obtain facts relevant to charges

- ✓ Ask standard questions

- ✓ Take good notes

- ✓ Paraphrase testimony for clarity/accuracy

- ✓ Review notes with person being interviewed to ensure accuracy/agreement

☒ Interview witnesses individually

- Introduce all parties

- Review charges

- Obtain facts relevant to charges

- ✓ Ask standard questions

- ✓ Take good notes

- ✓ Paraphrase testimony for clarity/accuracy

- ✓ Review notes with witness being interviewed to ensure accuracy/agreement



➤ Determine recommendation

- ☑ Review facts, notes, and exhibits
- ☑ Discuss recommendation with UAW-GM Dept. and Regional Service Representatives

➤ Write letter of recommendation

- ☑ Include original charge
- ☑ List dates – sequence of events
- ☑ List names of all individuals interviewed
- ☑ List findings
- ☑ Include recommendation

➤ Compile Investigation Booklet

- ☑ Include copy of letter of recommendation
- ☑ Include copy original letter from local leadership containing request for hearing / charges
- ☑ Include copies of letters to local and member(s) being investigated
- ☑ Include copies of all supporting documentation
- ☑ File copy in Doc. 46 local union file

➤ Submit to coordinator for processing to Asst. Director's office

- ☑ Note date submitted for processing
- ☑ Note who submitted to for processing

## **SAMPLE INVESTIGATORY REPORT FORMAT**

## Sample Format for Investigatory Report

DATE: Today

TO: Department Assistant Director (Name)

FROM: International Representative (Name)

SUBJ: Investigation of UAW Local 0000 Doc. 46 Position (JTR, HRD, etc.)  
Representative's Name

Compile report in booklet form (similar to this).

Report should include cover letter from the International Representative that completed investigation to the Assistant Director that issued assignment

The report should include:

### **Background**

Background information should include details of what precipitated investigation.

(Example) On June 1, 2001 UAW Local 0000 President (name) and Chairperson (name) in a letter to UAW Vice President (name) requested an investigation of (name) Doc 46 (title) representative.

The charges were (list them).

The investigation was assigned to (International Rep.'s name).

(International Rep.'s name) contacted UAW-GM Dept. Rep (name) and Region (number) International Representative (name) on (date) at (time).

A letter dated (date) was sent by (name) to President (name) and Chairperson (name) and Doc. 46 (title) representative (name) establishing date, time, place and requirements for the investigation (Attachment B).

The investigation was conducted on (date) by (International Representatives' names) and UAW Region (number) International Representative (name).

On (date) at (time) the following people were interviewed at UAW Local 0000 Union Hall (location of investigatory hearing):

☞ List names and titles of all persons interviewed.

### **Facts:**

List each charge separately (if more than one).

- Use bullet format.
- List each detailed fact gathered during investigation pertinent to specific charge before listing next charge.

### **Conclusion**

List conclusion(s) derived from facts gathered during investigatory hearing.

### **Recommendation**

Recommend representative be removed or not be removed. Include names of International Representatives and Regional Representative concurring with recommendation.

### **Sub-sections**

Include copies of all correspondence and documentation submitted during investigatory hearing in sub-sections as follows:

Attachment A - copy of transmittals directing investigation be held and letter from local union leadership requesting investigation.

Attachment B - copy of letters sent to Local Union Leadership and Doc. 46 representative establishing date, time, and place of investigatory hearing.

Attachment C - copy of standard questions asked during interview.

Attachment D - copy of all documentation submitted by Local Union Leadership to establish validity of charges.

Attachment E - copy of all documentation submitted by Doc. 46 representative being investigated.