

Proof of Service

What is Proof of Service?

Proof of Service is a method of verifying that an important document has been transmitted.

When is Proof of Service used?

A Proof of Service is required under certain provisions of a collective bargaining agreement or the Personnel Policies for Staff Members (PPSM). Managers and supervisors should review the appropriate article or policy when taking an action. In addition, a Proof of Service is required for management responses to employee grievances.

Who can sign a Proof of Service?

For some actions, such as response to a grievance, the signator on the Proof of Service cannot be a party to the subject matter of the document. In other words, the official signing the response letter cannot sign the Proof of Service.

The signator to the Proof of Service should not be a bargaining unit employee or a subordinate of the individual to whom the document is addressed.

It is not always necessary or desirable to have a third-party signator on the Proof of Service. For example, a supervisor may elect to deliver a disciplinary letter to an employee without the involvement of a third party. In this case, the second declaration option that does not include the third-party wording should be selected. If you are unsure whether a third-party signator is required for a Proof of Service, contact your Employee Relations Consultant.

When is Proof of Service by Personal Delivery used?

When delivery is to be made by personal presentation, the person who will actually deliver the document(s) should check and complete the "PERSONAL DELIVERY" section of the form and hand the document to the addressee.

When is Proof of Service by Mail Delivery used?

When delivery is by mail, the person who is going to mail the document checks and fills out the "DELIVERY BY U.S. MAIL" section of the form. Some points to remember:

- ▶ The envelope should be addressed to the employee's last known address as recorded in PPS.
- ▶ The person signing the form should place the document(s) in the envelope, including a copy of the Proof of Service, seal it, and affix sufficient US Postage to insure First Class delivery.
- ▶ The person signing the Proof of Service form should deposit the envelope in a United States Postal Service (USPS) deposit box before the last scheduled pickup on the date the Proof of Service is signed.

Who receives copies of the Proof of Service?

The Proof of Service is attached to the document that is transmitted to the addressee.

A copy of the Proof of Service should be retained by the department with a copy of the transmitted document.

If policy or contract requires that a copy of the document be sent to the employee's union or representative, a copy of the Proof of Service should be attached.

If responding to an employee grievance, a copy of the response and Proof of Service form should be sent to the Labor Relations Analyst assigned to the case.

If you have questions, please contact Employee and Labor Relations.