

United States Postal Service

USPS-NALC Joint Step A Grievance Form

1. Grievant's Name (<i>Last, first, middle initial</i>)		2. Seniority
3. _____ (<i>Check one</i>) <input type="checkbox"/> FT <input type="checkbox"/> FTF <input type="checkbox"/> PTR <input type="checkbox"/> PTF <input type="checkbox"/> TE		4. Grievant's SSN
5. Installation/Work Unit		6. Finance No.
7. NALC Branch No.	8. NALC Grievance No.	9. USPS Grievance No.
10. Date of Incident	11. Date Discussed with Supervisor (<i>Filing date</i>)	12. Supervisor Initials
13a. Companion MSPB Appeal? <input type="checkbox"/> Yes <input type="checkbox"/> No		13b. Companion EEO Appeal? <input type="checkbox"/> Yes <input type="checkbox"/> No
14. Issue Statement/Provide Contract Provision(s) and Frame the Issue(s)		

15. Undisputed Facts (*Attach **All** Supporting Documentation*). Attachments? Yes No Number: _____

16. UNION: Disputed Facts and Contentions (*Attach **All** Supporting Documentation*)

17. MANAGEMENT: Disputed Facts and Contentions (*Attach **All** Supporting Documentation*)

18. Remedy Requested/Offered

19. Disposition and Date (*Check one*)
 Resolved Withdrawn Not Resolved Date of Formal Step A Meeting: _____

20a. USPS Representative Name	20b. Telephone No. (<i>Include Area Code</i>)
20c. USPS Representative Signature	20d. Date
21a. NALC Representative Name	21b. Telephone No. (<i>Include Area Code</i>)
21c. NALC Representative Signature	21d. Date

Instructions

If discussion with the supervisor does not resolve the grievance, the union steward **must** complete Items 1-8, 10, 11, and 13; obtain supervisor's initials in Item 12; and forward to union and management Step A representatives within 7 days of the discussion.

<u>Item</u>	<u>Explanation</u>
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| 1-8. | Self-explanatory. |
| 9. | To be assigned by computer. |
| 10. | Enter the date when the event causing the grievance occurred or when the employee or union first became aware of the event. |
| 11. | Enter the date the employee and/or the union first discussed the grievance with the immediate supervisor. (This constitutes the Step A filing date.) |
| 12. | The supervisor initials confirm the date of discussion. |
| 13. | Determine if grievant has filed an MSPB and/or EEO complaint on the same issue. |
| 14. | Frame the issue statement in the form of a question. Examples: "Was there just cause for the letter of warning dated 2/15/98 issued to the grievant for unsatisfactory work performance?" "Did management violate Article 8.5.G when the grievant was required to work overtime on 2/15/98?" If discipline is involved, always indicate the type of discipline (letter of warning, 7-day suspension, indefinite suspension, etc.) in the issue statement. Also, list specific contractual or handbook provisions involved in the grievance. |

NOTE: If the grievance is resolved at Step A, skip to block 19 and there note the principles of the agreement. If the grievance is not resolved, complete blocks 15 through 18.

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| 15. | Step A Management and/or Union Representative: List all relevant facts not in dispute. |
| 16. | Step A Union Representative: List any facts in dispute based on your understanding of the facts. Provide concise, descriptive statements outlining the union's position on the grievance. |
| 17. | Step A Management Representative: List any facts in dispute based on your understanding of the facts. Provide concise, descriptive statements outlining management's position on the grievance. |
| 18. | Step A Union Representative: Provide a specific statement of the remedy the union is requesting.
Step A Management Representative: Indicate remedy management is willing to offer (if any). |
| 19. | Step A Management and/or Union Representative: Note whether the case is resolved, withdrawn, or not resolved. If resolved, note the principles of the agreement. If not resolved, complete blocks 15 through 18. |
| 20-21. | Enter name, telephone number, signature and date of completion of form. |