

HOW TO FILE A GRIEVANCE

BEFORE FILING A GRIEVANCE:

1. Discuss the possible contractual violation, problem, or complaint with your immediate supervisor.
2. If the issue remains unresolved, contact the steward responsible for representing your office. Describe all pertinent facts relating to the issue, and then ask the steward for advice. If your office does not have a local steward, call or e-mail your District Representative. The District Representative will identify the Area or Assistant District Representative assigned to your office.
3. If after discussing the issue with the steward responsible for representing your office you feel that a grievance is warranted, contact your immediate supervisor and arrange for a mutually convenient time to file your grievance and discuss its merits.

WHEN YOU MEET WITH YOUR IMMEDIATE SUPERVISOR TO FILE AND DISCUSS YOUR GRIEVANCE:

1. Clearly state at the beginning of the meeting that you are filing a grievance. Remember, **it is your responsibility to file your grievance within 14 days of when you learn, or could reasonably be expected to learn, of the event that you are electing to grieve.**
2. Make a sincere effort to clarify the facts and resolve the issue(s) with your immediate supervisor.
3. If you are successful in clarifying misunderstandings and or reaching common ground, document your mutual agreement, preferably by utilizing the NRLCA Settlement Form.
4. If resolution isn't forthcoming, or your immediate supervisor indicates that he/she will need some time to render a decision, fill out section 1 through 4 on the PS Form 8191 (Joint Step 1 Grievance Form).
5. In the space provided for sections 3B of the PS Form 8191, be sure to indicate the date of your discussion of the grievance with your immediate supervisor and then indicate that the date is correct by both you and your immediate supervisor initialing right above the date.
6. Frame the issue of your grievance by stating it as a question in section 4 of the PS Form 8191. Try to include "who, what, and when" in the question that you pose in section 4. For example, the following is some typical language found in section 4. "Should RCA John Smith have been utilized on RR 03 on Saturday, October 9, 2016 instead of RCA Jane Doe? If so, what should the remedy be?"
7. If the grievance is against discipline issued to you by management, it is strongly suggested that you obtain advice from the steward representing your office on what to put in section 4 of the PS Form 8191.
8. Most important of all, if you are ever approached by management or postal inspectors to answer questions about an incident where you were or might be thought to be involved, immediately produce the card handed out at Union meetings and read the following question: **"If this discussion could in any way lead to my being disciplined or terminated, I respectfully request that my union steward be present at the meeting. Without representation, I choose not to answer any questions".**
9. If the issue of your grievance is the same as for other regular carriers and/or PTF's, RCA's, or ARC's in your office, then you should contact the steward assigned to represent your office about the prospect of filing a class action grievance.

AFTER FILING A GRIEVANCE:

1. Make 2 copies of the PS Form 8191. One copy is for your records, the other copy is for your immediate supervisor, and the original PS Form 8191 should be immediately mailed to the steward assigned to represent your office.
2. Along with the original of the 8191, be sure to mail or give to your steward the original of your signed and dated written statement of events and pertinent facts leading up to and including the situation that led you to file the grievance.

AFTER YOU HAVE MAILED OR GIVEN THE ORIGINAL 8191 AND YOU'RE WRITTEN SIGNED AND DATED STATEMENT TO YOUR STEWARD:

1. Your steward is required to meet with management within 10 days of the date indicated 3B of the PS Form 8191, unless time limits are mutually extended.
2. It becomes the Union's responsibility to take over the processing of your grievance.



USPS-NRLCA Joint Step 1 Grievance Form

1a. Grievant's Name (Last, first, middle initial)		1b. Grievant's EIN (Employee Id Number)
1c. Grievant's Title, Designation Code, and Route No.		1d. Telephone No. (include area code)
1e. Grievant's Mailing Address		
2a. Post Office	2b. Branch/Station	2c. Telephone No. (include area code)
3a. Date of Incident	3b. Date of Step 1 Discussion with (Filing date)	3c. Was Grievance Timely? (Explain)
4. Issue (Complaint)		
5. Contract Provisions (Articles at issue)		
6. Full, Detailed Statement of Undisputed Facts (Attachments, as necessary)		
7. Management's Full, Detailed Statement of Disputed Facts (Attachments, as necessary)		
8. Management Contentions		
9. Union's Full, Detailed Statement of Disputed Facts (Attachments, as necessary)		
10. Union Contentions		
11. Remedy Sought by the Union		
12a. Disposition (Check one) <input type="checkbox"/> Settled <input type="checkbox"/> Denied <input type="checkbox"/> Withdrawn <input type="checkbox"/> Sustained <input type="checkbox"/> Other (Specify)		12b. Date of Disposition
13. Signature of Installation Head of Designee and Telephone No.		14. Signature of Union Step 1 Official and Telephone No.



NATIONAL RURAL LETTER CARRIERS' ASSOCIATION

AUTHORIZATION AND RELEASE OF INFORMATION AGREEMENT

This constitutes my consent and authorization to the disclosure and/or furnishing of any relevant and necessary information and/or records to _____ of the National Rural Letter Carriers' Association, by any person, corporation, agency, or association concerning my personal history, medical history, employment, or any other matter relevant and necessary for reaching a conclusion to the grievance filed.

This authorization and release is executed with full knowledge and understanding that the National Rural Letter Carriers' Association will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of processing grievances.

I hereby release the aforementioned person, Association, and/or its representative(s) from any and all liability for damages of any kind or nature which may at any time result to me on account of compliance or any attempts at compliance with this authorization, except for damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original.

Date

Grievant's Name

Grievant's Signature

GRIEVANT'S ADDRESS: _____

CITY / STATE / ZIP CODE: _____

TELEPHONE NUMBER: _____

EMPLOYEE ID NUMBER: _____

EMERGENCY CONTACT NAME: _____

TELEPHONE NUMBER: _____

cc: Grievant
File

NRLCA/ November 2012

