



USPS-NRLCA Joint Step 1 Grievance Form

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 Withdrawn 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

Instructions

Item **Explanation**

- 1a. Self-explanatory.
- 1b. Enter Grievant's Employee Identification Number (EIN). Do not enter SSN.
- 1c. Self-explanatory.
- 1d. Self-explanatory.
- 1e. Self-explanatory.
- 2a. Self-explanatory.
- 2b. Self-explanatory.
- 2c. Self-explanatory.
- 3a. Enter the date when the event causing the grievance occurred or when the employee or union first became aware of the event.
- 3b. Enter the date the employee and supervisor discussed the grievance pursuant to Article 15.3 Step 1a.
- 3c. Indicate if time limits have been extended in the space designated, (*Explain*).

A timely grievance is one that does not exceed 14 days between item 3a and 3b, unless the parties have extended time limits.
- 4. Enter a statement in the form of a question.

Examples: Was there just cause for the letter of warning dated 2/15/96 issued to the grievant for unsatisfactory work performance? Did management violate Article 30.2.G when the grievant was denied the auxiliary route assignment on 2/15/96?
- 5. *Manager and/or Steward* Annotate any contractual or handbook provisions involved in the grievance.
- 6. *Manager and/or Steward* List all relevant facts not in dispute.
- 7. *Manager* List any facts in dispute based on your understanding of the facts.
- 8. *Manager* Provide concise, descriptive statements to support management's position and reason for denying the grievance.
- 9. *Steward* List any facts in dispute based on your understanding of the facts.
- 10. *Steward* Provide concise, descriptive statements to support the union's position for the grievance.
- 11. *Steward* Provide a specific statement of the remedy the union is requesting. Do not list any settlement offers on this form.
- 12a. *Manager* Check the appropriate box.
- 12b. *Manager* Self-explanatory.
- 13. *Manager* Sign and give telephone number.
- 14. *Steward* Sign and give telephone number.