



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 Withdrawn 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.

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.