

## Local Grievance # \_\_\_\_\_

### Issue Statement (Block #15 on PS Form 8190):

Did management at the **[Station/Post Office]** violate Section 242.323 of the M-39 Handbook via Article 19 of the National Agreement by failing to use the local union representative to make a 7 random week selection for the 1840-B timecard analysis within 4 weeks prior to the week of route count and inspection that began on **[date]**, and if so, what should the remedy be?

### Union Facts and Contentions (Block #17 on PS Form 8190):

#### Facts:

1. Management conducted a route count and inspection on Route(s) **[route #(s)]** at the **[Station/Post Office]** beginning on **[date]**.

2. Section 242.323.a of the M-39 Handbook states:

242.323 Selection of the 7 weeks for the random timecard analysis shall be based on the following:

- a. Within 4 weeks prior to the week of count and inspection, the local union representative will make a random drawing of numbered lots from 1–4 to be used in determining the 7 random weeks to be selected for all routes at the delivery unit.

3. The case file includes a statement from the local union representative showing that the proper random drawing of numbered lots was not conducted within 4 weeks prior to the route count and inspection scheduled to begin on **[date]**.

#### Contentions:

1. Management at the **[Station/Post Office]** violated Section 242.323 of the M-39 Handbook via Article 19 of the National Agreement by failing to use the local union representative to make a 7 random week timecard analysis within 4 weeks prior to the week of route count and inspection that began on **[date]**.

## **Remedy (Block #19 on PS Form 8190):**

1. That management conduct a proper 7-week random selection in accordance with Section 242.323 of the M-39 Handbook prior to applying PS Form 1840-B timecard analysis information to the evaluation and/or adjustment of routes at the **[Station/Post Office]**.
2. That management cease and desist future violations of Section 242.323 of the M-39 Handbook via Article 19 of the National Agreement at the **[Station/Post Office]**.
3. That each Letter Carrier in the **[Station/Post Office]** is paid a lump sum of \$100.00 to serve as an incentive for future compliance, and/or any other remedy the Step B team or an arbitrator deems appropriate.



# National Association of Letter Carriers

## Request for Information

To: \_\_\_\_\_  
Supervisor Customer Services

Date \_\_\_\_\_

\_\_\_\_\_  
Station

Dear \_\_\_\_\_,

Pursuant to Article 17 and 31 of the National Agreement, I am requesting the following information:

1. Copies of any and all correspondence from management to the local NALC branch regarding the route count and inspection which began on **[date]**.
2. Copies of any and all correspondence, emails and notifications between local management and the route inspection team/route inspectors.
3. A copy of the route count and inspection schedule for **[date]** through **[date]** at the **[Station/Post Office]**.

I am also requesting time to interview the following individuals:

1. All letter carriers whose regular assignments were scheduled for inspection

Your cooperation in this matter will be greatly appreciated. If you have any questions concerning this request, or if I may be of assistance to you in some other way, please feel free to contact me.

Sincerely,

\_\_\_\_\_  
Shop Steward  
NALC

Request received by: \_\_\_\_\_

Date: \_\_\_\_\_



# National Association of Letter Carriers

## Request for Steward Time

To: \_\_\_\_\_  
Supervisor Customer Services

Date: \_\_\_\_\_

\_\_\_\_\_  
Station

Dear \_\_\_\_\_,

Pursuant to Article 17 of the National Agreement, I am requesting the following steward time to:

Investigate a Grievance     Write & Prepare a Grievance     Interview Witnesses

I anticipate needing approximately \_\_\_\_\_ (hours) of steward time, which needs to be scheduled no later than \_\_\_\_\_. In the event more steward time is needed, I will inform you as soon as possible.

Individuals the Union needs to interview:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Your cooperation in this matter will be greatly appreciated. If you have any questions concerning this request, or if I may be of assistance to you in some other way, please feel free to contact me.

Sincerely,

\_\_\_\_\_  
Shop Steward  
NALC

Request received by: \_\_\_\_\_

Date: \_\_\_\_\_