

Local Grievance # _____

Issue Statement (Block 15 of PS Form 8190):

Did Management violate Section 122 of the M-39 Handbook via Article 19 of the National Agreement when they failed to provide Letter Carrier **[name]** a PS Form 3996 upon his/her request on **[date]** at the **[Station/Post Office]**, and if so, what should the remedy be?

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

Facts:

1. Letter Carrier **[name]** verbally informed Supervisor **[name]** on **[date]** at approximately **[time of day]** of his/her inability to carry all mail on Route **[route #]** and the reason(s) why.
2. Letter Carrier **[name]** requested a PS Form 3996 from Supervisor **[name]** on **[date]** at approximately **[time of day]**.
3. Supervisor **[name]** failed to provide the PS Form 3996. Section 122.33 of the M-39 states the following:

“The employee, upon request, will be provided a Form 3996, Carrier – Auxiliary Control, after the supervisor has been verbally informed as to the reason for the request. The employee shall not be denied the form and, upon request, a duplicate of the completed form will be provided the employee.”
4. Letter Carrier **[name]** called into the office at **[time of day]** on the day in question and Supervisor **[name]** instructed him/her to complete the route.
5. Letter Carrier **[name]** worked **[#]** hours/hundredths overtime on his/her assignment on the day in question.

Contentions:

1. Management violated Section 122 of the M-39 Handbook via Article 19 of the National Agreement when they failed to provide Letter Carrier **[name]** with a PS Form 3996 upon his/her request on the day in question.
2. On **[date]** Letter Carrier **[name]** assessed his/her workload for the day and came to the opinion that he/she could not complete all assigned duties within 8 hours. The grievant then informed Supervisor **[name]** at approximately **[time of day]** that he/she required overtime/auxiliary assistance in order to complete the assignment.
3. Letter Carrier **[name]** met the reporting requirements under Sections 131.41 and 131.42 of the M-41 Handbook.
4. Supervisor **[name]**'s failure to provide PS Form 3996 as required by the M-39 Handbook did not change Letter Carrier **[name]**'s request and need for overtime/auxiliary assistance.
5. Supervisor **[name]** should have issued PS Form 3996, acted upon the grievant's request in a timely manner, and then issued reasonable instructions that could be followed. The supervisor's choices were to instruct the grievant to curtail a certain amount of mail or tell the grievant what to do with the mail left over when his/her tour was over.

Remedy (Block 19 of PS Form 8190):

1. That management cease and desist violating Section 122.33 of the M-39 Handbook via Article 19 of the National Agreement and provide PS Forms 3996 to Letter Carriers upon request.
2. Any and all time recorded as unauthorized in management's records shall be corrected to show the overtime on Route **[route #]** was authorized on **[date]**.



National Association of Letter Carriers

Request for Information

To: _____

Date _____

Supervisor Customer Services

Station/Installation

Dear _____,

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

1. Any and all PS Form 3996's used by any employee(s) on **[date(s)]**.
2. Copy of any and all Management instructions related to the use of PS Form 3996s.
3. Copy of Management's Standard Operating Procedure at the _____ Station/Installation.
4. Copy of 1017B report for the following date(s): _____

I am also requesting time to interview the following individuals:

1. Letter Carrier _____.

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/Post Office

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: _____