

Local Grievance # _____

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

Did management violate Section 211.2 of the M-39 Handbook via Article 19 of the National Agreement by failing to notify the local union of the period selected for the route count and inspection as far in advance as practicable, and if so, what should the remedy be?

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

Facts:

1. Management scheduled a route count and inspection on Route(s) **[route #(s)]** at the **[Station/Post Office]** to begin on **[date]**.
2. Section 211.2 of the M-39 Handbook states:

211.2 The period selected for the mail count and route inspections should be determined as far in advance as possible, and the local union should be notified of this schedule. If it is necessary to change the period, the local union should be notified of the revised schedule as far in advance as practicable.
3. The case file includes a statement from the local union representative, **[name]**, showing that notification was received on **[date]**.

Contentions:

1. Management violated Section 211.2 of the M-39 Handbook via Article 19 of the National Agreement when they failed to notify the local union of the period selected as far in advance as practicable for the route count and inspection that began on **[date]**.
2. The union became aware of the intended route count and inspection period on **[date]**.
3. Management was aware of the route count and inspection as early as **[date]** and did not provide advance notice to the union as far in advance as practicable.

Remedy (Block #19 on PS Form 8190):

1. That management cease and desist from future violations of Section 211.2 of the M-39 Handbook via Article 19 of the National Agreement in the **[Station/Post Office]**.
2. That each Letter Carrier in the **[Station/Post Office]** is paid a lump sum of \$100.00 to serve as 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/Post Office

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 Letter Carrier work schedule for the week(s) of **[date]**.
4. A copy of the route count and inspection schedule for **[date]** through **[date]** at the **[Station/Post Office]**.

I'm 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/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: _____