

Local Grievance # _____

Issue Statement (Block 15 of PS Form 8190):

Did management violate Chapter 4 of the M-41 via Article 19 of the National Agreement by instructing Letter Carrier(s) **[name]** not to perform P.M. office duties in accordance with the M-41 Handbook on **[date]**, and if so, what should the remedy be?

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

Facts:

1. Letter Carrier **[name]** delivered Route **[route #]** on **[date]**
2. Chapter 4 of the M-41 Handbook sets out the pecking order of daily P.M. office duties for Letter Carriers. These duties (and the order they are to be accomplished) are:
 - A. Clock in from the street
 - B. Place collection mail in designated location
 - C. Clear accountable items
 - D. Process all undelivered mail
 - E. Answer official communications
 - F. End tour of duty
3. On **[date]**, Letter Carrier(s) **[name]** was/were instructed by Supervisor **[name]** not to perform some of the required daily P.M. office duties contained in Chapter 4 of the M-41 Handbook.

Contentions:

1. Management violated Chapter 4 of the M-41 via Article 19 of the National Agreement, when Letter Carrier(s) **[name]** was/were instructed not to perform all of the required daily P.M. office duties as required by Chapter 4 of the M-41 Handbook.

Remedy (Block 19 of PS Form 8190):

1. Management cease and desist violating Chapter 4 of the M-41 via Article 19 of the National Agreement.
2. As an incentive to ensure future compliance, that Letter Carrier(s) **[name]** each be paid a lump sum payment of \$25.00, or whatever remedy the Step B Team or an Arbitrator deems appropriate.



National Association of Letter Carriers

Request for Information

Supervisor Customer Services

Date _____

Station/Installation

Dear _____,

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

1. Copy of the TACS Employee Everything Report for Letter Carrier(s) _____
for the following date _____.

I am also requesting time to interview the following individuals:

1. Letter Carrier(s) _____, _____, and _____.

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: _____