

Local Grievance # _____

Issue Statement (Block 15 of PS Form 8190):

Did management violate Section 271.g of the M-39 Handbook via Article 19 and Article 41, Section 3.S of the National Agreement by failing to complete a special route inspection for Route **[route #]** within 28 days of the date of the request for a special route inspection, and if so, what should the remedy be?

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

Facts:

1. Article 41.3.S requires that city letter carrier routes be inspected and adjusted in accordance with Chapter 2 of the M-39 Handbook. Section 271.g of the M-39 Handbook provides the following criteria for requesting a special route inspection:

g. If over any 6 consecutive week period (where work performance is otherwise satisfactory) a route shows over 30 minutes of overtime or auxiliary assistance on each of 3 days or more in each week during this period, the regular carrier assigned to such route shall, upon request, receive a special mail count and inspection to be completed within 4 weeks of the request. The month of December must be excluded from consideration when determining a 6 consecutive week period. However, if a period of overtime and/or auxiliary assistance begins in November and continues into January, then January is considered as a consecutive period even though December is omitted. A new 6 consecutive week period is not begun.

2. Letter Carrier **[name]** requested a special route inspection for Route **[route #]** on **[date]**.
3. Letter Carrier **[name]** is the regular carrier for Route **[route #]**.
4. The Workhour/Workload Report (by Route) for Route **[route #]** for the six (6) week period from **[date]** to **[date]** shows the route used at least 31 minutes of overtime/auxiliary assistance three days or more each week during this period.
5. Route **[route #]** has not received a count and inspection as of **[date]**.

Contentions:

1. Management violated Section 271.g of the M-39 Handbook via Article 19 and Article 41, Section 3.S of the National Agreement by failing to complete a special route inspection for Route **[route #]** within 28 days of the date of the request for a special route inspection.
2. Management ignored its responsibility to complete the special route inspection within four weeks (28 days) of the request.

Remedy (Block 19 of PS Form 8190):

1. That management cease and desist violating Section 271.g of the M-39 Handbook and Articles 19 and 41.3.S. of the National Agreement.
2. That the requested special route count and inspection be conducted without further delay on Route **[route #]**.
3. As an incentive to ensure future compliance, that Letter Carrier **[name]** be paid \$10.00 per calendar day from the 28th day following the request **[date]** until the special route inspection is completed, or whatever 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 the Workhour/Workload Report (By Route) for all routes for the period of [date] - [date].
2. TACS Employee Everything Reports for Letter Carrier _____ for the period of [date] - [date].

I am also requesting time to interview the following individuals:

1. All letter carriers whose regular assignments were adjusted.

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: _____

SPECIAL ROUTE INSPECTION REQUEST

DATE: _____

NAME: _____

ROUTE #: _____

**This is a formal request for a special mail count and inspection of my route,
pursuant to Section 271.g of the M-39 Handbook.**

SIGNATURE

DATE

RECEIVED BY SUPERVISOR (SIGNATURE)

DATE