

Advice for Filing Act of God Grievances

Step 1 – Document your case file.

1. Request TACS “Employee Everything Reports” (Time Records) for all Letter Carriers in your Station/Post Office/Installation for the period of time (dates) the Act of God prevents Letter Carriers from reporting for duty and include them in your case file. (You should use the time records to document how many Letter Carriers were able to report each day and how many weren’t able to report as well as to show what kind of leave was charged for the absences).
2. Obtain statements from Letter Carriers who couldn’t report for duty after the Act of God explaining their circumstances and efforts to make it to work on the day(s) in question. Include the statements in your case file.
3. Obtain statements from Letter Carriers who were able to report for duty after the Act of God explaining the circumstances at your Station/Post Office/Installation and include the statements in your case file. (For instance, you should document items such as when power and restroom facilities were restored, and when mail delivery was resumed).
4. Obtain newspaper articles and information from local authorities and include them in your case file to document the conditions and circumstances in your city.
5. Review Item 3 in your Local Memorandum of Understanding (LMOU) to look for violations in addition to those laid out in the attached grievance starter. If you find a violation, include a copy of your LMOU in the case file and add the appropriate facts and contentions to the attached grievance starter.

Step 2 – Use the attached grievance starter as a guide and add the particular circumstances that were present in your city to the facts and contentions provided.

Step 3 – File your grievance(s) and be sure to honor the time limits set forth in Article 15 of the National Agreement!

Local Grievance # _____

Issue Statement (Block 15 of PS Form 8190):

Did Management violate Section 519 of the ELM via Article 19 of the National Agreement, when they failed to grant administrative leave to Letter Carriers in the [Station/Post Office] during the period [date] to [date], and if so, what should the remedy be?

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

Facts:

1. [Act of God] was predicted to affect the [city/parish/county] on [date].
2. A mandatory evacuation was ordered for all residents in [city/parish/county] by local/state officials. This included all Post Offices within the mandatory evacuation area.
3. Mandatory evacuations went into effect at [time] on [date].
4. Almost all residents evacuated the area as a result of mandatory evacuation orders. Groups of letter carriers in every city had to travel extensive distances in order to seek shelter. The traffic leading out of [city/parish/county] was massive. Therefore the travel time to all destinations was multiplied greatly from what would normally be true. For instance, a trip that would normally take [#] hours took around [#] hours to make.
5. Residents in [city/parish/county] were allowed to return to their homes as of [time] on [date]. All residents were instructed to adhere to the re-entry plans developed by local/state authorities.
6. [Act of God] impacted [city/parish/county] on the [date] with [type of impact (wind speed, snow accumulation, flooding, etc)]. The center of the storm went through [city/parish/county]. The effects of [act of God] were felt as far as [city/parish/county/state] and wide as [city/parish/county/state].
7. Only [#] out of [#] letter carriers were able to report for duty on [date] at the [Station/Post Office].
8. Only [#] out of [#] letter carriers were able to report for duty on [date] at the [Station/Post Office].
9. There were still [#] letter carriers unable to report for duty on [date] and [#] were unable to report for duty on [date].

Contentions:

1. Section 519.211 states, “Acts of God involve community disasters such as fire, flood or storms.” **[Act of God]** met the Act of God definition.
2. Section 519.211 states, “The disaster situation must be general rather than personal in scope and impact.” **[Act of God]** was clearly general in scope and impact as it affected letter carriers all over **[city/parish/county]** as well as letter carriers along the path of **[Act of God]**.
3. Section 519.211 states, “It must prevent groups of employees from working or reporting to work.” **[Act of God]** prevented groups of letter carriers from working and/or reporting to work via Mandatory Evacuations/Re-entry Orders and/or the actual impact of the storm.
4. Section 519.213 states: “Postmasters and other Postal Officials determine whether absences from duty allegedly due to [acts of God] were, in fact, due to such cause or whether the employee or employees in question could, with reasonable diligence, have reported for duty.” Rather than follow Section 519.213 of the ELM, the **[district name]** District **[area name]** Area issued a leave policy that was clearly “arbitrary” and “capricious” as all letter carriers were treated in the same overly harsh manner regardless of what re-entry orders a particular letter carrier’s local/state authorities had issued. This policy also excluded letter carriers in the **[area name]** area that were subject to mandatory evacuations and letter carriers that received most of the worst impact of the storm from receiving any Administrative Leave.
5. The standard for reporting for duty set forth in the ELM is reasonable diligence. The evidence associated with the instant case is that management is requiring letter carriers to exercise extraordinary diligence to report to work. This is borne out by the fact that management issued a blanket policy that refuses many letter carriers any Administrative Leave at all and requires some letter carriers to report for duty before they are even allowed back in their community. Had the crafters of the National Agreement intended the standard for granting Administrative Leave in the ELM to be extraordinary rather than reasonable, they would have said so.
6. The statements and newspaper articles in the case file clearly establish that **[act of God]** met the criteria for an Act of God as set forth in Section 519 of the ELM and that groups of letter carriers were prevented from working and/or reporting for work. The letter carriers involved in the instant case exercised reasonable diligence and reported to work as soon as possible under the circumstances present in each city. Therefore, the letter carriers covered by this class action grievance must be granted an appropriate remedy.

Remedy (Block 19 of PS Form 8190):

1. All letter carriers be awarded 8 hours of administrative leave for each day they were prevented from reporting to work during the period **[date]** to **[date]**.
2. That other types of leave (annual and sick) charged to letter carriers during the period **[date]** to **[date]** be returned to their leave balances.
3. That each affected letter carrier be paid \$10.00 per calendar day beginning **[date]** and continuing each day until they are made whole, or whatever the Step B Team or an Arbitrator deems appropriate.



National Association of Letter Carriers Request for Information

To: _____
(Manager/Supervisor)

Date _____

(Station/Post Office)

Manager/Supervisor _____,

Pursuant to Articles 17 and 31 of the National Agreement, I am requesting the following information to investigate a grievance concerning a violation of the ELM via Article 19:

1. TACS Employee Everything Reports for all letter carriers in the **[Station/Post Office]** from **[date]** to **[date]**.

I am also requesting time to interview the following individuals:

1. All letter carriers in the **[Station/Post Office]**.

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,

Request received by: _____

Shop Steward
NALC

Date: _____



National Association of Letter Carriers Request for Steward Time

To: _____
(Manager/Supervisor)

Date _____

(Station/Post Office)

Manager/Supervisor _____,

Pursuant to Article 17 of the National Agreement, I am requesting the following steward time to investigate a grievance. I anticipate needing approximately _____ (hours/minutes) of steward time, which needs to be scheduled no later than _____ in order to ensure the timelines established in Article 15 are met. In the event more steward time is needed, I will inform you as soon as possible.

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,

_____ Request received by: _____

Shop Steward
NALC

Date: _____