

## Local Grievance # \_\_\_\_\_

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

Did management violate Article 41, Section 2 of the National Agreement by removing City Carrier Assistant (CCA) **[name]** from his/her opt/hold-down assignment on **[date(s)]** in the **[Station/Post Office]**, and if so, what should the remedy be?

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

#### Facts:

1. CCA **[name]** placed a bid for an opt/hold-down on route **[route #]** on **[date]**.
2. CCA **[name]** was awarded the opt/hold-down on route **[route #]** and began holding down the route on **[date]**.
3. The duration of the opt/hold-down on route **[route#]** has not ended.
4. CCA **[name]** was removed from his/her opt/hold-down on route **[route #]** on **[date(s)]**.

#### Contentions:

1. Management violated Article 41, Section 2 of the National Agreement when it removed CCA **[name]** from his/her opt/hold-down assignment on route **[route #]** on **[date(s)]**.
2. CCA [name] was properly awarded the opt/hold down on route
3. CCA **[name]** was properly awarded the opt/hold down on route **[route#]** under the provisions in Article 41.2.B.4 and therefore has the right under Article 41.2.B.5 to continue working the duties of the opt/hold-down for the duration of the vacancy. Article 41.2.B.5 states:

*A letter carrier who, pursuant to subsections 3 and 4 above, as selected a craft duty assignment by exercise of seniority shall work that duty assignment for its duration.*

4. There is no claim that the duration of the opt/hold-down ended. Therefore, management's removal of CCA **[name]** from this opt/hold-down is a clear violation of Article 41.2 of the National Agreement and an appropriate remedy must be granted.

### **Remedy (Block 19 of PS Form 8190):**

1. That CCA **[name]** be returned to his/her opt/hold-down assignment effective immediately.
2. That management cease and desist violating Article 41, Section 2 of the National Agreement at the **[Station/Post Office]**.
3. That CCA **[name]** be paid a lump sum equal to the difference between the number of hours he/she has actually worked since **[date(s)]** and the number of hours he/she would have worked had the opt/hold-down not been terminated. This payment is to also include any out of schedule premium pay that results from the change in work schedules.
4. As an incentive to ensure future compliance, City Carrier Assistant **[name]** be paid a lump sum of \$100.00.
5. That all payments associated with this case be made as soon as administratively possible, and/or any other remedy 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 Article 17 and 31 of the National Agreement, I am requesting the following information to investigate a grievance concerning a violation of Article 41:

1. A copy of the letter carrier work schedule for the week(s) of **[date(s)]**.
2. A copy of the *Employee Everything Report* for City Carrier Assistant **[name(s)]** for **[date(s)]**.
3. A copy of the award sheet for all hold down(s)/opt(s) for the week(s) of **[date(s)]**.

I'm also requesting time to interview the following individuals:

1. **[name(s)]** at 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: \_\_\_\_\_