

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

**ISSUE STATEMENT (Block 15 of PS Form 8190)**

Did Management violate the Interpretive Step Settlement on DOIS dated July 30, 2011 (M-01664) via Article 15 of the National Agreement by failing to accurately record volume and/or other data in DOIS at the **[Station/Post Office]** and if so, what should the remedy be?

**UNION'S FACTS AND CONTENTIONS: (Block 17 on PS Form 8190)**

**Facts:**

1. The Interpretive Step Settlement on DOIS dated July 30, 2011 (M-01664) states in relevant part:

*"Management is responsible for accurately recording volume and other data in DOIS."*

2. The Workhour Workload Report (All Routes) shows management recorded the following mail volumes for route **[route #]** on **[date]**:

\_\_\_\_\_ flats  
\_\_\_\_\_ letters  
\_\_\_\_\_ parcels

3. Letter Carrier **[name]** provided a statement saying he/she had the following mail volumes on route **[route #]** on **[date]**:

\_\_\_\_\_ flats  
\_\_\_\_\_ letters  
\_\_\_\_\_ parcels

4. The Workhour Workload Report (All Routes) shows **[hours:minutes]** Actual AM office time and **[hours:minutes]** AM Assistance time credit for a total AM office time credit of **[hours:minutes]** on **[date]**.

5. The TACS Employee Everything Report for Letter Carrier **[name]** on **[date]** shows that he/she worked a sum total of **[#]** hours and **[#]** minutes of AM Office time on route **[route #]**.

6. Letter Carrier **[name]** provided a statement saying he/she worked approximately **[hours:minutes]** AM office time on route **[route #]** on **[date]**.

7. The Workhour Workload Report (All Routes) shows **[hours:minutes]** street time and **[hours:minutes]** street assistance time credit for AM office time on **[date]**.

8. The TACS Employee Everything Report for Letter Carrier **[name]** on **[date]** shows that he/she worked a sum total of **[hours:minutes]** of street time on route **[route#]**.
9. Letter Carrier **[name]** states he/she worked approximately **[hours:minutes]** of street time on route **[route #]** on **[date]**.
10. Supervisor/Manager **[name]** provided the following instructions to letter carriers that prevented the accurate input of office time used on **[date]** at the **[Station/Post Office]**.
11. Letter carriers were given instructions by management that caused the inaccurate recording of AM office clock rings on **[date]**. The following statements and/or interviews included on page(s) **[page #s]** of the case file evidence the improper instructions given.

### **Contentions:**

1. Management improperly recorded mail volume in DOIS on **[date]** at the **[Station/Post Office]**. This is a clear violation of the Interpretive Step Settlement on DOIS dated July 30, 2011 (M-01664) via Article 15 of the National Agreement.
2. Management improperly recorded office and/or street time data in TACS on **[date]** by entering inaccurate information at the **[Station/Post Office]**. Data from TACS is loaded into DOIS to generate various DOIS reports. By improperly recording this office and/or street time data in TACS, Management violated the Interpretive Step Settlement on DOIS dated July 30, 2011 (M-01664) via Article 15 of the National Agreement.

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

1. Management immediately makes corrections to TACS and DOIS to accurately reflect the time each letter carrier worked on each route on **[date]**.
2. Letter Carrier(s) **[name(s)]** be paid a lump sum(s) of \$50.00.
3. Management cease and desist violating the Interpretive Step Settlement on DOIS dated July 30, 2011 (M-01664) via Article 15 of the National Agreement, 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 Articles 17 and 31 of the National Agreement, I am requesting the following information to investigate a grievance concerning a violation of Article 15:

1. The TACS Employee Everything Reports for letter carrier(s) **[name(s)]** for **[date(s)]**.
2. Copies of the Workload Workhour Report (All Routes) for: **[date(s)]**.
3. Copies of any PS Forms 3996 submitted by letter carriers on **[date(s)]**.

I am 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,

\_\_\_\_\_  
Shop Steward  
NALC

Request received by: \_\_\_\_\_

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,

\_\_\_\_\_  
Shop Steward  
NALC

Request received by: \_\_\_\_\_

Date: \_\_\_\_\_