

## 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

To: \_\_\_\_\_  
(Manager/Supervisor)

Date \_\_\_\_\_

\_\_\_\_\_  
(Station/Post Office)

Manager/Station \_\_\_\_\_,

Pursuant to Articles 17 and 31 of the National Agreement, I am requesting the following information to investigate a grievance concerning a violation of M-41 Handbook via Article 19:

1. Copy of the TACS Employee Everything Report for Letter Carrier(s) **[name(s)]** for **[date]**.

I am also requesting time to interview the following individuals:

1. **[name(s)]** at the **[Installation name]** Installation.

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,

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

Shop Steward  
NALC

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