

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

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

Did Management violate Section 122 of the M-39 Handbook via Article 19 of the National Agreement when they failed to provide Letter Carrier **[name]** a PS Form 3996 upon his/her request on **[date]** at the **[Station/Post Office]**, and if so, what should the remedy be?

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

#### Facts:

1. Letter Carrier **[name]** verbally informed Supervisor **[name]** on **[date]** at approximately **[time of day]** of his/her inability to carry all mail on Route **[route #]** and the reason(s) why.
2. Letter Carrier **[name]** requested a PS Form 3996 from Supervisor **[name]** on **[date]** at approximately **[time of day]**.
3. Supervisor **[name]** failed to provide the PS Form 3996. Section 122.33 of the M-39 states the following:

*“The employee, upon request, will be provided a Form 3996, Carrier – Auxiliary Control, after the supervisor has been verbally informed as to the reason for the request. The employee shall not be denied the form and, upon request, a duplicate of the completed form will be provided the employee.”*

4. Letter Carrier **[name]** called into the office at **[time of day]** on the day in question and Supervisor **[name]** instructed him/her to complete the route.
5. Letter Carrier **[name]** worked **[#]** hours/hundredths overtime on his/her assignment on the day in question.

#### Contentions:

1. Management violated Section 122 of the M-39 Handbook via Article 19 of the National Agreement when they failed to provide Letter Carrier **[name]** with a PS Form 3996 upon his/her request on the day in question.
2. On **[date]** Letter Carrier **[name]** assessed his/her workload for the day and came to the opinion that he/she could not complete all assigned duties within 8 hours. The grievant then informed Supervisor **[name]** at approximately **[time of day]**

that he/she required overtime/auxiliary assistance in order to complete the assignment.

3. Letter Carrier **[name]** met the reporting requirements under Sections 131.41 and 131.42 of the M-41 Handbook.
4. Supervisor **[name]**'s failure to provide PS Form 3996 as required by the M-39 Handbook did not change Letter Carrier **[name]**'s request and need for overtime/auxiliary assistance.
5. Supervisor **[name]** should have issued PS Form 3996, acted upon the grievant's request in a timely manner, and then issued reasonable instructions that could be followed. The supervisor's choices were to instruct the grievant to curtail a certain amount of mail or tell the grievant what to do with the mail left over when his/her tour was over.

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

1. That management cease and desist violating Section 122.33 of the M-39 Handbook via Article 19 of the National Agreement and provide PS Forms 3996 to letter carriers upon request.
2. Any and all time recorded as unauthorized in management's records shall be corrected to show the overtime on route **[route #]** was authorized on **[date]**.



## 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 M-39 Handbook via Article 19:

1. Any and all PS Forms 3996 used by any employee(s) on **[date(s)]**.
2. Copy of any and all Management instructions related to the use of PS Forms 3996.
3. Copy of Management's Standard Operating Procedure at the **[Installation name]** Installation.
4. Copy of 1017B report for **[dates]**.

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,

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

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