

# FILING A GRIEVANCE

1. Approach your immediate supervisor with the problem and try to resolve the issue through a discussion. **You** must discuss the issue. Your local steward may accompany you.
2. If no resolution, ask management for a PS Form 8191 (Joint Grievance Form).

**Complete items 1 through 4 on the PS Form 8191. Always use black ink!**

**Items 1a – 2c** – complete with your own information. Please include your full address with city, state, and zip code.

**Item 3a** – date of the incident is the date of occurrence or the date you received the notice of discipline.

**Item 3b** – the date you had the conversation with your immediate supervisor. Have the supervisor initial this box (if they will). Their initials show that they are aware of the grievance. This discussion with your immediate supervisor, **must** be completed within **14** days from the incident date in 3a above.

**Item 3c** – should be **YES!**

**Item 4** – the issue or complaint involved in your grievance.

**Examples:** The Letter of Warning is not issued for just cause and is it punitive and not corrective? Why am I being refused my relief day? Why isn't there a relief matrix posted in my office? Why was I not given a full day of relief? Why was I denied annual leave?

Give a **copy** of the PS Form 8191, with items 1 – 4 completed **only** to your immediate supervisor. If your immediate supervisor is not available, give to Postmaster or supervisor in charge.

**YOU HAVE NOW SUCCESSFULLY FILED A GRIEVANCE!!!**

**IMPORTANT:** Contact your local steward immediately. If you do not have a Local Steward, contact your Area Steward (if you have one assigned to your office) or your Assistant State Steward for the district your office is located. Tell the steward what has transpired between yourself and the supervisor. Arrange to supply the steward with all the completed **originals** of the following:

1. Form 8191
2. Your Statement
3. Authorization to Release
4. Your PS Form 50 (Notification of Personnel Action)
5. Discipline Letter (if discipline was issued to you)

**The steward has only 10 days to meet with management, from the date in 3b. You must contact them immediately and act quickly!**