

ARE YOU CONSIDERING FILING A GRIEVANCE? Let's review the filing of a Grievance

What is a grievance?

A grievance is defined as a dispute, difference, disagreement, or complaint between you and management related to wages, hours, and conditions of employment.

GRIEVANCES ARE EITHER CONTRACTUAL OR DISCIPLINARY

A grievance exists if there has been a violation of any of the following five areas of worker's rights:

- Violation of the contract, including handbooks, manuals, etc.
- Violation of past practice.
- Violation of fair treatment.
- Violation of applicable Federal, State, or Local Law
- Violation of management's rule or responsibilities.

DISCUSS, ASK FOR A REMEDY, THEN GRIEVE

If you have decided you want to file a grievance, what's next?

ONE: Within 14 days of the date of the incident you need to have a discussion with your supervisor/manager about the issue including the remedy desired and you do need state your intention to file a grievance by asking for PS Form 8191 should the discussion not resolve your issue.

TWO: You and the supervisor/manager fill out only the top portion of the grievance form; this includes numbers 1 through 4. Have management date and initial 3b or as some will insist round date the form;

THREE: In section 4 word your issue as a simple question, not a paragraph statement.

DO NOT FILL OUT ANY OTHER SECTIONS OF THE PS FORM 8191

Now that you have filed a grievance with management and have the top portion of the PS Form 8191(sample below) filled out you need bring this form to your Local Steward immediately; you will work with your Steward to get all pertinent papers and facts into the grievance process so your Steward is aware of your issue/s and what you would like in the remedy of the grievance.

PREPARE

A statement about the incident, this includes all events leading up to the grievance being filed; the sooner you write your statement the better while your memory is still fresh about the issue. Provide copies of all appropriate paperwork to include documentation from forms 50, 4239, 4241, 4241-A, 4240, 4584 and so forth plus names of any witnesses that you feel need be interviewed.

YOU'RE STEWARD WILL REQUEST INFORMATION FROM YOU AS NEEDED!

**UNITED STATES
POSTAL SERVICE**

USPS-NRLCA Joint Step 1 Grievance Form

1a. Grievant's Name (last, first, middle initial) Doe Jane Q		1b. Grievant's EIN (Employee Identification Number) 123345678
1c. Grievant's Title, Designation Code and Route No. Re -71 RCA 78 etc. (see Article 7 of Contract)Route		1d. Telephone No (include area code) Grievant's phone number
1e. Grievant's Mailing Address Full Mailing Address including Zip Code plus four		
2a. Post Office Grievant's Office	2b. Branch/Station Main or branch office name	2c. Telephone No. (include area code) Phone number of Office or branch
3a. Date of Incident Or date discipline received	3b. Date of Step 1 Discussion with Discussion date/Initials advised	3c. Was Grievance Timely? Explain Within 14 days= Yes

4. Issue (Complaint)

The issue should be stated in the form of a question. See the following examples:

Was the grievant entitled to work her primary assignment on January 05, 2002?

Was the discipline received by the grievant on February 10, 2002, issued for just cause?