

Local Grievance # _____

Issue Statement (Block 15 of PS Form 8190):

Did management violate Chapter 4 of the M-41 Handbook 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. **(Explain specifics)** This fact is supported by a statement from the grievant in the case file.

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. **(Explain specifics)**

Remedy (Block 19 of PS Form 8190):

1. That management cease and desist violating Chapter 4 of the M-41 via Article 19 of the National Agreement.
2. That Letter Carrier(s) **[Name], [Name], and [Name]** each be paid a lump sum payment of \$25.00 as an incentive to ensure future compliance.
3. That all payments associated with this case be made as soon as administratively possible, but no later than 30 days from the date of settlement.
4. That proof of payment be provided to **[NALC Official]** upon payment, and/or any other remedy the Step B team or an arbitrator deems appropriate.

Add the following issue statement, facts, contentions, and remedy request if we can prove the violation is repetitive:

Issue Statement:

Did management violate Article 15.3.A of the National Agreement along with policy letter M-01517 by failing to comply with the prior Step B decisions or local grievance settlements in the case file, and if so, what should the remedy be?

Facts:

1. Article 15.3.A of the National Agreement states in relevant part:

The parties expect that good faith observance, by their respective representatives, of the principles and procedures set forth above will result in resolution of substantially all grievances initiated hereunder at the lowest possible step and recognize their obligation to achieve that end.

2. M-01517 states in part:

Compliance with arbitration awards and grievance settlements is not optional. No manager or supervisor has the authority to ignore or override an arbitrator's award or a signed grievance settlement. Steps to comply with arbitration awards and grievance settlements should be taken in a timely manner to avoid the perception of non-compliance, and those steps should be documented.

3. Included in the case file are **[Arbitration Awards/Step B decisions/local grievance settlements, etc.]** in which management was instructed/agreed to cease and desist violating Chapter 4 of the M-41 Handbook via Article 19 of the National Agreement.

Contentions:

1. Management violated Article 15.3.A of the National Agreement and M-01517 by failing to abide by the previous Step B decisions/local grievance settlements in the case file. When management violates contractual provisions despite being instructed/agreeing to cease and desist these violations, they have failed to bargain in good faith.
2. The Union contends that Management has had prior cease and desist directives to stop violating Chapter 4 of the M-41 Handbook via Article 19. The Union also contends that Management's actions are continuous, egregious and deliberate. The Union has included past decisions/settlements in the case file to support their claim.

Remedy:

1. That management cease and desist violating Article 15 of the National Agreement.
2. That Letter Carrier(s) [Name], [Name], and [Name] each be paid a lump sum of \$100.00 to serve as an incentive for future compliance.



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**
2. **Name**
3. **Name**

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: _____