

Gwen Ivey
President

Farrell Anderson
Vice President

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American Postal Workers Union, AFL-CIO Philadelphia, PA Area Local #89



864 Main Street Darby, PA 19023
Phone (610) 522-4520 • Fax (610) 522-4533



REQUEST RECEIVED BY:

Signature: _____ Date: _____ Time: _____

GRIEVANT/UNION

NATURE OF ALLEGATION

DATE OF REQUEST

TO: _____

TITLE: _____

FROM: _____

TITLE: _____

SUBJECT: Request for Information & Documents Relative to Processing A Grievance

We request that the following documents and/pr witnesses be made available to use in order to properly identify whether or not a grievance exists, and if so, their relevancy to the grievance.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Note: Article 17, Section 3, requires the Employer to provide for review all documents, files, and other records necessary in processing a grievance. Article 31, Section 3, requires that the Employer make available for inspection by the Unions all relevant information necessary for collective bargaining or the enforcement, administration or interpretation of this Agreement. Under 8a(5) of the National Labor Relations Act, it is an Unfair Labor Practice for the Employer to fail to supply relevant information for the purpose of collective bargaining. Grievance processing is an extension of the collective bargaining process.

☐ Request Approved

☐ Request Denied

DATE

SIGNATURE

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STEP 2 GRIEVANCE HEARING REPORT

DATE OF HEARING: _____

UNION REP: _____ E & LR REP: _____

GRIEVANT: _____ APWU #: _____ USPS #: _____

VIOLATION #: _____

UNION POSITION:

1. CONTENTIONS CITED ON THE STEP 2 APPEAL FORM

2. _____

CHECK ONE:

- ☐ HEARD
☐ DENIED
☐ RESOLVED
☐ RESCHEDULED

(continued on next page)

[The following section contains several horizontal lines for handwritten notes.]

Question

Answer

PRE-DISCIPLINARY INTERVIEW STEWARD NOTES

Craft Member being interviewed: _____

Supervisor conducting interview: _____

Additional people in attendance: _____

Date of interview: _____

Interview Start Time: _____

Interview End Time: _____

1. Did the supervisor forewarn the craft member what discipline was being considered? ☐ Yes or ☐ No
2. Did the supervisor forewarn the craft member as to the specific charge? ☐ Yes or ☐ No
3. Did the supervisor give the craft member an opportunity to *read* any information that was being relied upon or read the information to the craft member? ☐ Yes or ☐ No
4. Did the supervisor ask the craft member for their side of the story? ☐ Yes or ☐ No
5. Did the supervisor take notes of what the craft member had to say? ☐ Yes or ☐ No
6. Did the supervisor read from a prepared set of questions or comments? ☐ Yes or ☐ No
7. Did anyone else ask questions of the craft member? ☐ Yes or ☐ No

Shop Steward

(Use reverse side for notes)