

STEP 1 GRIEVANCE OUTLINE WORKSHEET

1 DISCIPLINE (NATURE OF) OR CONTRACT (ISSUE)		CRAFT	DATE	LOCAL GRIEVANCE #	USPS GRIEVANCE #
6 UNIT/SEC/BR/STA/OFC		DATE & TIME	USPS REP - SUPR	STEWARD *	
7 STEP 1 DECISION BY (NAME & TITLE)		DATE & TIME	INITIALS	INITIALING ONLY VERIFIES DATE OF DECISION	
8 GRIEVANT PERSON OR UNION (LAST NAME/FIRST)		ADDRESS	CITY	STATE	PHONE
9 SOCIAL SECURITY NO.	SERVICE	SENIORITY	CRAFT	FTR - PTR - PTF	LEVEL STEP
10 JOB & PAY LOCATION (UNIT/SEC/BR/STA/OFC)		WORK LOCATION CITY AND ZIP CODE		LIFETIME SECURITY	VETERAN
				YES ☐ NO ☐	YES ☐ NO ☐

11 Pursuant to Article XV of the National Agreement we hereby appeal to Step 2 the following Grievance alleging a Violation of (but not limited to) the following: NATIONAL, (Art./Sec.)

LOCAL MEMO (ART./SEC.) OTHER MANUALS, POLICIES, L/M MINUTES, ETC.

(a) PROBLEM:

(b) BACKGROUND:

(c) DOCUMENTS:

(d) CORRECTIVE ACTION:

(e) MANAGEMENT'S RESPONSE:

* STEWARD'S ADDRESS (street & no.)

(city, state)

(zip)

(phone)

GRIEVANT STATEMENT FORM

GRIEVANCE # _____ PAGE _____ OF _____

NAME _____ EIN# _____

ADDRESS _____ CITY _____

STATE _____ ZIP CODE _____ PHONE NUMBER _____ CRAFT _____

PAY LOCATION _____ HOURS OF DUTY _____ LEVEL _____ STEP _____

LIFETIME SECURITY: YES ☐ NO ☐ VETERAN: YES ☐ NO ☐ DROP DAYS _____

SENIORITY DATE _____ CRAFT SENIORITY DATE _____ STATUS (circle): FTR ☐ PTR ☐ PTF ☐ PSE ☐

WORK LOCATION (Post Office & Zip) _____

I hereby state, to the best of my knowledge, that all statements herewith included in my statement, are facts as I know them and what I believe are true _____

CORRECTIVE ACTION I REQUEST: _____

TODAY'S DATE _____ DATE OF VIOLATION _____

SIGNATURE _____

STEP ONE SETTLEMENT

GRIEVANT: _____ LOCAL GRIEVANCE# _____

EIN: _____ GATS NUMBER _____

PAY LOCATION: _____ ISSUE: _____

UNION: APWU CRAFT: _____

☐ P&DC ☐ STATION: _____

MANAGEMENT AND LABOR MUTUALLY AGREE TO THE FOLLOWING SETTLEMENT: _____

MANAGEMENT REP:

UNION REP:

PRINT NAME _____ PRINT NAME _____

SIGNATURE _____ SIGNATURE _____

DATE _____ DATE _____

CC: LABOR

STEP ONE SUPERVISOR

DIR

CRAFT DIRECTORS