



Date Received at Step B (MM/DD/YYYY)

USPS-NALC Joint Step A Grievance Form

INFORMAL STEP A — NALC Shop Steward Completes This Section (See instructions on page 2.)

1. Grievant's Name (Last, first, middle initial) Poskin, John
2. Grievant's Telephone No. (Include area code) (123) 456-7890
3. Seniority Date (MM/DD/YYYY) 05/05/2001
4. Status (Check one) [X]FT []FTF []PTR []PTF []CCA
5. Grievant's Employee Identification Number (EIN) 987654
6. District, Installation, Work Unit, ZIP Code® IL 2, ABC, 60425
7. Finance No. 15-3333
8. NALC Branch No. 4016
9. NALC Grievance No. AA-11-23
10. Incident Date (MM/DD/YYYY) 3/10/2023
11. Date Discussed With Supervisor (Filing date) 03/19/2023
12a. Companion MSPB Appeal? []Yes [X]No
12b. Companion EEO Appeal? []Yes [X]No
13a. Supervisor's Printed Name, Initials, and Telephone No. I'm a Loser, I.L., 543-211-2211
13b. Steward's Printed Name, Initials, and Telephone No. Corey Boogeyman, C.B., 444-444-4444

FORMAL STEP A — Formal Step A Parties Complete This Section (See instructions on page 2.)

14. USPS Grievance No.: Obtain prior to Formal Step A meeting.
15. Issue Statement: Provide contract provision(s) and frame the issue(s).

16. Undisputed Facts: List and attach all supporting documents. Use additional paper if necessary. Attachments? []No []Yes Number ____

17. UNION'S full, detailed statement of disputed facts and contentions: List and attach all supporting documents. Use additional paper if necessary. Attachments? []No []Yes Number ____

18. MANAGEMENT'S full, detailed statement of disputed facts and contentions: List and attach all supporting documents. Use additional paper if necessary. Attachments? []No []Yes Number ____

19a. Union Representative: Enter the remedy requested by the union.

19b. Settlement Offer: List any settlement offers by either party on page 3.

20. Disposition (Check one) []Resolved []Withdrawn []Not Resolved Date of Formal Step A Meeting (MM/DD/YYYY)

21a. USPS Representative's Name 21b. Telephone No. (Include area code)

21c. USPS Representative's Signature 21d. Date (MM/DD/YYYY)

22a. NALC Representative's Name 22b. Telephone No. (Include area code)

22c. NALC Representative's Signature 22d. Date (MM/DD/YYYY)

Instructions

If the initial filing discussion between the steward (and/or employee) and the supervisor at Informal Step A does not resolve the grievance, the union steward may appeal the grievance by:

- Completing the Informal Step A section at the top of page 1;
- Obtaining the supervisor's initials in Item 13; and
- Forwarding the form along with all relevant documents that were shared and discussed at the Informal Step A meeting to union and management Formal Step A representatives within 7 days of the discussion.

INFORMAL STEP A — NALC Shop Steward Completes This Section

Item	Explanation
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| 1-9 | Self-explanatory. All items are essential. |
| 10 | Enter the date when the event causing the grievance occurred or when the employee or union first became aware of the event. |
| 11 | Enter the date the employee and/or the union first discussed the grievance with the immediate supervisor at Informal Step A. This is the Step A filing date. |
| 12a | Determine whether the grievant has filed an MSPB appeal on the same issue. Indicate "yes" or "no." |
| 12b | Determine whether the grievant has filed an EEO appeal on the same issue. Indicate "yes" or "no." |
| 13a | To be completed by supervisor, whose printed name and initials confirm the date of the Informal Step A discussion. |
| 13b | To be completed by steward, whose printed name and initials confirm the date of the Informal Step A discussion. |

FORMAL STEP A — Formal Step A Parties Complete This Section

Item	Explanation
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| 14 | Management Representative: Obtain the Grievance Arbitration Tracking System (GATS) number before the Formal Step A meeting. If necessary, call District Labor Relations for assistance. Record GATS number. |
| 15 | Frame the issue statement in the form of a question. For example: <ul style="list-style-type: none">▪ Was there just cause for the letter of warning dated 7/15/2011 issued to the grievant for unsatisfactory work performance, and if not, what is the appropriate remedy?▪ Did management violate Article 8.5.G when the grievant was required to work overtime on 8/15/2011, and if so, what is the appropriate remedy?▪ List specific contractual or handbook provisions that apply to the grievance. If discipline is involved: <ul style="list-style-type: none">▪ Always indicate the type of discipline (letter of warning, 7-day suspension, indefinite suspension, etc.) in the issue statement. |

The union steward may write a suggested issue in Item 15 when appealing to Formal Step A. The parties at Formal Step A are responsible for defining the issue as they see fit.

Note: If the grievance is resolved at Formal Step A, skip to Item 20, note the principles of the agreement, and complete items 21-22. If the grievance is not resolved at Formal Step A, complete Items 16 through 22.

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| 16 | Management and/or Union Representative: List all relevant facts not in dispute. |
| 17 | Union Representative: List any facts in dispute based on your understanding of the facts. Provide concise, descriptive statements outlining the union's position on the grievance. |
| 18 | Management Representative: List any facts in dispute based on your understanding of the facts. Provide concise, descriptive statements outlining managements' position on the grievance. |
| 19a | Union Representative: Enter the remedy requested by the union. |
| 19b | Management and/or Union Representative: On page 3, list any settlement offers made at Formal Step A. |
| 20 | Management and/or Union Representative: Note whether the case is resolved, withdrawn, or not resolved. If resolved, note the principles of the agreement. |
| 21-22 | Formal Step A parties must enter names, telephone numbers, signatures, and date form is completed. |

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FORMAL STEP A — Formal Step A Parties Complete This Section

19b. Management Settlement Offer (*if any*)

19b. Union Settlement Offer (*if any*)

Formal Step A Parties — Provide Mailing Address

USPS Formal Step A (Print street, city, state, and ZIP Code®)

NALC Formal Step A (Print street, city, state, and ZIP Code)

NOTE: If grievance ultimately goes to arbitration, this page MUST be removed from the file prior to submitting the case to the arbitrator.