

## **National Association of Letter Carriers**

Br. Grievance No.

## **TOLEDO BRANCH 100**

GRIEVANCE WORKSHEET - TO BE COMPLETED BY STEWARD BEFORE INFORMAL A MEETING

BRANCH CITY			STATE STATION				STEWARD'S NAME						
I.	GRIEVANT'S NAME (OR CLASS)							PHONE NUMBER					
	ADDRESS		СІТҮ					STATE ZIP CODE					
	JOB CLASSIFICATION			CRAFT SENIOITY DATE USPS S					ENIORITY I	DATE	DUTY HOURS		
	STATION OR BRANCH			EMPLOYEE ID							VETERAN  YES NO		
	OFF DAYS SAT SI	UN MON	TUE	WED THU	<del>,</del>	FRI	LEVEL	STEP	REG.	U. REG	RES.	PTR	PTF
	PAST DISCIPLINARY RECORD (IF RELEVANT)												
II.	VIOLATION: NATIONAL (ART. & SEC.)			LOCAL (ART. & SEC.)					OTHER (EXPLAIN)				
••••	FACTS OF DATE(S):			TIME: LOCATION:									
	GRIEVANCE  EXACTLY WHAT HAPPENED:												
	CORRECTIVE ACTION REQUESTED:							Δ	DDITIONAL	SHFFTS	ATTACHED	Y N	
IV.													
	GRIEVANT'S SIGNATURE:		DA					ΓE:					
FILL OUT IMMEDIATELY AFTER INFORMAL A MEETING													
D/	ATE OF MEETING	SUPERVISOR (I	NAME & TI	ITLE)					DAT	E OF DECI	SION		
	SUSTAINED DENIED C	OTHER (EXPLAIN)							•				
	IF DENIED, GIVE REASON:												
	ATTACHMENTS (CHECK)												
	☐ WITNESS STATEMENT(S) ☐ NOTES OF INFORMAL A MEETING ☐ OTHER (LIST)												

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4437 Woodville Rd. | Northwood, Ohio 43619 | 419/693-8392

## Important info you may need for:

Overtime Grievances	Discipline Grievances:							
☐ Daily Schedule from	☐ Letter of charges for							
☐ Clock Rings (ETC Report) from	☐ Past Discipline for							
□ 3996's from	☐ PDI notes for from							
☐ Overtime desired List for Quarter	☐ Accident report for							
☐ Curtailed/Delayed Mail Report for	☐ Managements request for discipline for							
☐ Overtime Equitability Spreadsheet from Quarter	☐ 3971's, 3972, FMLA (sick leave disciplines)							
☐ Workload / Workhour report for	☐ Clock Rings (ETC Report) from							
☐ 3999 for route	☐ Witness Statements							
☐ Witness Statement								
Leave Grievances:	<b>OWCP/ Light Duty Grievances:</b>							
☐ Daily Schedule for	☐ Request for light duty from							
☐ 3971(leave request) for	☐ Management's response to the request for light duty							
☐ 3972 (Annual leave chart) for Current and previous year	☐ OWCP paperwork for							
☐ Annual Leave calendar	☐ Limited duty job offer for ☐ Clock Rings (ETC Report) from							
☐ FMLA paperwork								
☐ Clock Rings (ETC Report) from	☐ Witness Statement							
☐ Witness Statements								