

## **Request for Information – Discipline**

Stewards,

The first step of filing a grievance regarding the Discipline Procedure via Article 16 of the National Agreement is the Request for Information - Discipline, or RFI – Discipline for short. This is where you will request all relevant information and/or data regarding discipline for the grievance you are filing.

The first step is to identify the Supervisor you will be asking to provide the information you have requested regarding discipline. Make sure you have their full, proper name listed in the area marked “Supervisor Customer Services.”

---

*Supervisor Customer Services*

Make sure to identify which station or Post Office the grievance occurred at. This is especially helpful for Stewards that serve more than one station or installation. This can help avoid any confusion in the tracking of grievances. This is right below the line identifying which Supervisor you are requesting the RFI from.

---

*Station*

Next, always make sure the date is accurately recorded on the RFI.

*Date* \_\_\_\_\_

Article 15.2 of the JCAM states:

### **Time Limits.**

***The fourteen days for filing a grievance at Informal Step A begins the day after the occurrence or the day after the grievant or the union may reasonably have been expected to have learned of the occurrence. For example, if a grievant receives a letter of warning, day one of the fourteen days is the day after the letter of warning is received.***

Always keep in mind the date of the grievance. If the discipline grievance is filed after the 14-day window and the grievance is moved to any step of the Dispute Resolution Process, management can argue untimeliness. For example, if you file an RFI seven days after discipline is issued the designated Steward only has seven days left to move the grievance to Informal Step A.

Next, identify which Carrier is involved in the grievance.

***Pursuant to Article 17 and 31 of the National Agreement, I am requesting the following information to investigate a possible grievance for Letter Carriers(s): \_\_\_\_\_***

In all cases, file Article 16 grievances by the individual carrier. Refrain from filing Class Action grievances relating to discipline in all situations.

The next step is the regarding section. This is very crucial because you will be identifying what the possible grievance is about and the issue(s) at hand. Always cite what part of a handbook, manual, memorandum, M decision, or National Agreement was violated in the regarding section. These are the topics that will be discussed in the Informal A, Formal A, & Step B process of the Dispute Resolution process.

***Pursuant to Article 17 and 31 of the National Agreement, I am requesting the following information to investigate a possible grievance for Letter Carriers(s): \_\_\_\_\_***

***Regarding: \_\_\_\_\_***

A very important part of the RFI for discipline is requesting all relevant information needed to determine if a grievance is valid and to be moved through the Dispute Resolution Process. Be careful what you request because management may ask you for an explanation regarding the relevancy of information requested. Always make sure what you're requesting is related to the grievance. Article 31.3 states:

***Information***

*Article 31.3 provides that the Postal Service will make available to the union all relevant information necessary for collective bargaining or the enforcement, administration or interpretation of the Agreement, including information necessary to determine whether to file or to continue the processing of a grievance. It also recognizes the union's legal right to employer information under the National Labor Relations Act. Examples of the types of information covered by this provision include:*

- *attendance records*
- *payroll records*
- *documents in an employee's official personnel file*
- *internal USPS instructions and memorandums*
- *disciplinary records*
- *route inspection records*
- *patron complaints*
- *handbooks and manuals*
- *photographs*
- *reports and studies*

- *seniority lists*
- *overtime desired and work assignment lists*
- *bidding records*
- *wage and salary records*
- *training manuals*
- *Postal Inspection Service Investigative Memoranda (IM)*
- *Office of Inspector General Report of Investigation (ROI)*

*To obtain employer information the union need only give a reasonable description of what it needs and make a reasonable claim that the information is needed to enforce or administer the contract. The union must have a reason for seeking the information—it cannot conduct a “fishing expedition” into Postal Service records.*

Next is the actual information you’ll be asking from management to provide. Asking for the right information is crucial in preparing to move a grievance forward in the Dispute Resolution Process. This will help you conduct a thorough investigation. This form has six lines to ask for information. If needed, use an additional RFI sheet to request for more information. Some of the most common requests by stewards regarding discipline are the LR-1, PS Form 3971, PS Form 3972, ERMS Key Indicator Report, Employee Everything, and the weekly schedule. Work with the Branch or fellow Stewards to obtain previous DRT decisions to see what information was requested if you are filing the same type of grievance to help obtain a favorable decision.

---



---



---



---



---



---

Interviewing the grievant(s) or other witnesses can help in either a contractual or discipline grievance. Six lines are available to request to interview grievant(s) or witnesses. If you need to interview more people than you can fit on the first RFI, completely fill out another with the additional people that need to be interviewed. Management can also be interviewed if it’s helpful in the processing of your grievance. Again, always be mindful of Article 31.3 of the JCAM.

I am also requesting time to interview the following individuals:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Stewards have a right to additional information regarding Article 16 of the National Agreement. The next section of the Discipline RFI state:

*Also request a copy of any and all documents, statements, records, reports, audio/video tapes, photographs, or other information learned, obtained, developed or relied upon by the Postal Service in the issuance of the*

\_\_\_\_\_ dated \_\_\_\_\_, involving employee \_\_\_\_\_.

*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.*

The first blank should be filled with “Letter of Warning”. The next blank should be the date the Letter of Warning was issued to the grievant. Last, the grievant’s full name should be written on the third blank space on the line.

Last is the signatures area. Always make sure your full name is clearly printed and signed on the appropriate lines at the bottom of the RFI. Always write “Local Steward” in the title area. Always make sure the date part is filled out. Management can use an untimeliness argument if the date is not filled out on the bottom part or on the top right area.

Make sure you get the management representative to print and sign their complete full name on the two lines asking for their printed name and signature. Also, make sure the date and their title are filled out. If you are at an Associate Office that has a Postmaster in the office, they can provide the information if the Supervisor (EAS-17) is not available.

*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.*

\_\_\_\_\_  
*USPS Representative’s Printed Name, Title*

\_\_\_\_\_  
*NALC Representative’s Printed Name, Title*

\_\_\_\_\_  
*USPS Representative’s Signature      Date*

\_\_\_\_\_  
*NALC Representative’s Signature      Date*

