

Request for Informal A Meeting

Stewards,

The Request for Informal Step A Meeting is the first opportunity to schedule a meeting to resolve a grievance in the Dispute Resolution Process (DRP). This guide will explain how to accurately complete this form.

The first step is to identify the Supervisor you will be asking to meet with for the Informal Step A Meeting. Make sure you have their full, proper name listed in the area marked “To: _____ Supervisor”.

To: _____, Supervisor

Make sure to properly identify which Station 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. If the Request for Informal Step A Meeting is taking place at an Associate or Main Post Office, the same rule applies.

To: _____, Supervisor, _____ Station

Next, always make sure the date is accurately recorded on the Request for Informal Step A Meeting.

To: _____, Supervisor, _____ Station *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 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 meet at Informal Step A.

Next, identify which Carrier or how many Carriers are involved in the grievance. If it is regarding one Letter Carrier, then state the individuals entire name on the line beginning with “Regarding”.

Regarding: _____

(Name or Class Action)

(Issue)

If the Request for Informal Step A Meeting is for two Letter Carriers or more than it should be filed as a Class Action. This is most common for an Article 8 violations across Branch 421. It can be abbreviated as “CA” or “C/A” but always try to type Class Action into all areas that require it to avoid any confusion.

Right next to the “Regarding” area is the part labeled “(Issue)”. This part describes what the grievance is about. Always identify which article of the National Agreement the grievance is related to and a brief description of which section of the article it applies to.

Regarding: _____

(Name or Class Action)

(Issue)

Some examples are:

Article 8.5 – OT & Mandating Violations

Article 41.2.B – Opting

Article 16.1 – Just Cause

Article 16 – Discipline Procedure

Article 41.3.K – Working off the Clock

Article 8.4.D – Out of Schedule Premium

Article 8.8.B – Guarantees

Article 3 – Management Rights

Article 19- Handbooks & Manuals

The next part is the date of incident. Always put the day of incident to keep the stay of aware of the 14-day time limit.

Date of Incident: _____ Branch Grievance # (If Assigned): _____

Page 15-2 (a) of the JCAM states:

Informal Step A (a) Any employee who feels aggrieved must discuss the grievance with the employee’s immediate supervisor within fourteen (14) days of the date on which the employee or the Union first learned or may reasonably have been expected to have learned of its cause. This constitutes the Informal Step A filing date. The employee, if he or she so desires, may be accompanied and represented by the employee’s steward or a Union representative. During the meeting the parties are encouraged to jointly review all relevant documents to facilitate resolution of the dispute. The Union also may initiate a grievance at Informal Step A within 14 days of the date the Union first became aware of (or reasonably should have become aware of) the facts giving rise to the grievance. In such case the participation of an individual grievant is

not required. An Informal Step A Union grievance may involve a complaint affecting more than one employee in the office.

The Branch grievance number is an important part that must be addressed. The Procedure of Branch 421 is to call the Union Hall and speak to someone who can give you a local grievance number. This grievance number will be used at all steps of the Dispute Resolution Process up to the Step B DRT.

Date of Incident: _____ **Branch Grievance # (If Assigned):** _____

The next section you will notify management what day you will not be available to meet for an Informal A meeting. Include your SDO and any other leave you will be taking during the 14-day time limit for meeting at Informal A barring a mutually agreed upon extension. Include a cell/mobile number that you can be reached at. Also, include the station number you can be reached at if management needs to go get a hold of you.

I will be unavailable _____ I can be reached at (____) ____ - ____ / (____) ____ - ____
Date(s) Cell# Station#

The following two lines will show who is meeting for the Informal A meeting. The designated steward to handle the grievance and the Informal A designee will both need to sign and acknowledge that they will be meeting at Informal A. Print your name, initials, the date, and the time that you requested the Informal A meeting. The next line you will have management print their name, initials, the date, and what time the Informal A meeting was requested.

_____ Date __/__/__ Time _____ AM/PM
NALC Shop Steward's Printed Name Initials

_____ Date __/__/__ Time _____ AM/PM
USPS Supervisor's Printed Name Initials

The next block requires management to decide what day and time the Informal A meeting will be held. The first line management must decide what day and what time the Informal A Meeting will be held. Have them fill out the first line starting with "Supervisor enter date and time...".

Supervisor enter date and time will be held: Date __/__/__ Time _____ AM/PM

The next line will require the Informal A designee to fill to sign their name and their title.

Signed: _____ Title _____ USPS

The last line on the bottom of the form will be completed on the actual meeting day of the Informal A meeting. The designated steward should write what day the meeting was held and their initials. Last, have the Informal A designee write their initials.

Meeting was held: Date: __/__/__ NALC Steward Initial _____ USPS Supervisor Initial