

CORRECTIONS

&

ADDITIONS

SEVEN PACK TRAINING SEMINAR

INSTRUCTOR

**LEON TATUM
NBA CLERK DIVISION APWU**

MANAGEMENT'S STEP 2 RESPONSIBILITY

Article 15.2.f

Where agreement is not reached the Employer's decision shall be furnished to the Union representative in writing, within ten (10) days after the Step 2 meeting unless the parties agree to extend the ten (10) day period. The decision shall include a full statement of the Employer's understanding of:

- (1) all relevant facts,*
- (2) the contractual provisions involved, and*
- (3) the detailed reasons for denial of the grievance.*

STEP 2 DENIAL

Form 2609 is NOT A STEP 2 DENIAL

Step 2 Denial in writing, MUST be received within 10 days unless parties agree to extend..

Any extensions should be in writing and included in grievance package.

UNION'S SUBMISSION CORRECTIONS & ADDITIONS

Article 15.2.g

If the Union representative believes that the facts or contentions set forth in the decision are INCOMPLETE or INACCURATE, such representative should, within ten (10) days of receipt of the Step 2 decision, transmit to the Employer's representative a written statement setting forth corrections or additions deemed necessary by the Union. Any such statement must be included in the file as part of the grievance record in the case. The filing of such corrections or additions shall not affect the time limits for appeal to Step 3 or arbitration.

“IF THE UNION REPRESENTATIVE...”

To avoid the Service making procedural charges at either Step 3 or arbitration always ensure:

Only the Union official who presented the Step 2 may submit the Corrections and Additions.
(See Step 4 July 16, 1980)

“BELIVES THAT THE FACTS OR CONTENTIONS SET FORTH IN THE DECISION ARE INCOMPLETE OR INACCURATE,”

This is the only time the Union gets an un rebutted ability to put forth all contentions relied upon and presented at Step 2.

This is where the Union states management’s Step 2 Denial is incomplete on any of the following;

- (1) All relevant facts,**
- (2) The contractual provisions involved**
- (3) The detailed reasons for denial**

**PROBLEMS WITH NO OR INCOMPLETE CORRECTIONS
AND ADDITIONS.**

- (1) Management at arbitration takes the position the facts were exactly as they stated.
- (2) The Step 2 Denial is complete and accurate.
- (3) The Union did not challenge management's position by not providing corrections and additions, or did not fully explain what was inaccurate or incomplete.

**EVERY STEP 2 DENIAL MUST HAVE CORRECTIONS
AND ADDITIONS.**

**CORRECTIONS AND ADDITIONS MUST BE SENT TO
MANAGEMENT'S STEP 2 DESIGNEE.**

**NO STEP 2 DENIAL THERE CAN BE NO CORRECTIONS
AND ADDITIONS.**



UNITED STATES POSTAL SERVICE
475 L'Enfant Plaza, SW
Washington, DC 20260

June 24, 1982

ARTICLE	15
SECTION	STEP 2
SUBJECT	CORRECTION AND ADDITIONS

Mr. Halline Overby
Assistant Secretary-Treasurer
National Association of Letter Carriers, AFL-CIO
100 Indiana Avenue, NW
Washington, DC 20001

Re: Class Action
Key West, FL 33040
E8N-3W-C-28234

Dear Mr. Overby:

On June 9, 1982, we met with you to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.

The matters presented as well as the applicable contractual provisions have been reviewed and given careful consideration.


As full and final settlement of all matters relating to this grievance, we mutually agreed to settle this dispute as follows:

Normally, the Postmaster or management Step 2 representative will not issue letters of rebuttal concerning corrections and additions to the Union. However, should this occur, the appropriate Union representative will be allowed reasonable official steward time to prepare a written response.

Please sign the attached copy of this decision as your acknowledgment of agreement to resolve this case.

Sincerely,


Howard R. Carter
Labor Relations Department


Halline Overby
Assistant Secretary-Treasurer
National Association of Letter
Carriers, AFL-CIO



UNITED STATES POSTAL SERVICE
475 L'Enfant Plaza, SW
Washington, DC 20260

July 16, 1980

ARTICLE	<u>15</u>
SECTION	<u>STEP 2</u>
SUBJECT	<u>ADDITIONS</u>
	<u>CORRECTIONS</u>

Mr. Kenneth D. Wilson
Administrative Aide, Clerk Craft
American Postal Workers Union, APL-CIO
817 - 14th Street, NW
Washington, DC 20005

Re: N. Blanco
Miami, FL
A8-S-0759/SBC3WC14854
APWU - 0759

Dear Mr. Wilson:

On July 3, 1980, we met with you to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.

The matters presented by you as well as the applicable contractual provisions have been reviewed and given careful consideration.

During our discussion, we concluded that the question in this grievance is whether under Article XV of the National Agreement, a Union officer actively employed at the installation and who was not the steward who processed the grievance at Step 2 can be the Union representative responsible for preparing any corrections or additions to the Step 2 decision and the appeal to Step 3, on-the-clock.

After reviewing the information provided, it is our position that Article XV indicates that the Union representative who presents the grievance at Step 2 should also be the one who prepares any necessary corrections and additions to the Step 2 decision. The Union can designate an officer (actively employed for pay purposes.) to prepare the appeal to Step 3.

This opinion, is supported by the following excerpts from Article XV:

Art. XV, Section 2C - The installation head or designee will meet with the steward or a Union representative This phrase gives both Management and the Union the prerogative to designate anyone of their choosing to participate in the Step 2 discussion.

Art. XV, Section 2D - At the meeting the Union representative shall make a full and detailed statement of facts relied upon This phrase indicates that one individual was selected to discuss the grievance.

Art. XV, Section 2F - Where agreement is not reached the Employer's decision shall be furnished to the Union representative in writing Here, again, one person, obviously the same person who discussed the grievance, will receive the written answer.

Art. XV, Section 2G -- If the Union representative believes that the facts or contentions set forth in the decision are incomplete or inaccurate, such representative should within ten days of receipt of the Step 2 decision, transmit corrections or additions desired necessary This passage clearly indicates that the same person who receives the answer in Section 2F is to prepare corrections or additions.

Art. XV, Section 2H - The Union may appeal an adverse Step 2 decision to Step 3. Note that the term the union representative is replaced by the Union. At this point, the Union has an option of designating someone else to prepare the appeal.

In the instant grievance, we conclude that the Clerk Craft President may prepare the appeal to Step 3 on-the-clock if he is the one person designated to do so by the Union. He may not prepare any corrections or additions to the Step 2 decision on-the-clock, if he was not the Union representative at step 2.

Sincerely,



Robert L. Eugene
Labor Relations Department



UNITED STATES POSTAL SERVICE
475 L'Enfant Plaza, SW
Washington, DC 20260

DEC 7 1979

ARTICLE	17
SECTION	
SUBJECT	STEP 2 APPEAL ON CLOCK

Mr. Kenneth D. Wilson
Administrative Aide, Clerk Craft
American Postal Workers Union, AFL-CIO
817 - 14th Street, NW
Washington, DC 20005

Re: APWU - Local
Jacksonville, FL
A8-S-0309/S8C3WC6145
APWU - 0309

Dear Mr. Wilson:

On October 23, 1979, we met on the above-captioned case at the fourth step of the contractual grievance procedure set forth in the 1978 National Agreement.

The matter at issue in this grievance is whether a steward is allowed a reasonable amount of time on-the-clock to write a Union statement of corrections and additions to the Step 2 decision.

The following represents our mutual interpretation of the contract provision covering this issue and settles all matters in dispute in this case.

We mutually agree that a steward is allowed a reasonable amount of time on-the-clock to write the Union statement of corrections and additions to the Step 2 decision. This is considered part of the Step 2 process. The Union statement should relate to incomplete or inaccurate facts or contentions set forth in the Step 2 decision.

Please sign a copy of this letter as your acknowledgment of the agreed to interpretation.

Sincerely,

James J. Facciola
Labor Relations Department

Kenneth D. Wilson
Administrative Aide, Clerk Craft
American Postal Workers Union,
AFL-CIO