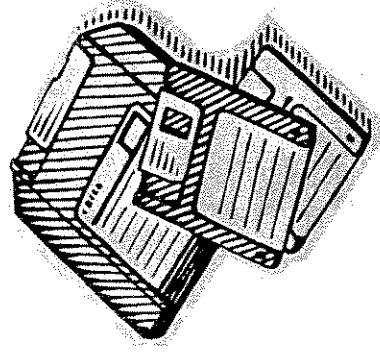
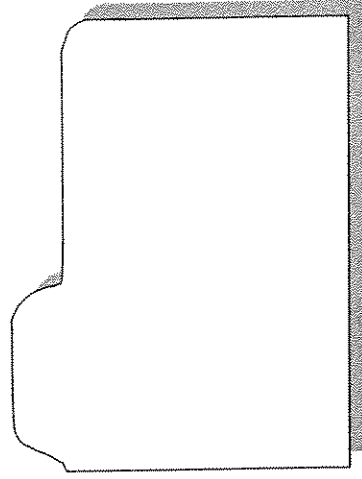


ORGANIZING THE GRIEVANCE FILE

- PREPARING YOUR GRIEVANCE



GRIEVANCE FILE FORMAT



- STEWARD SUMMARY
- STEP 3 OR DIRECT APPEAL
- CORRECTIONS & ADDITIONS
- STEP 2 DECISION
- STEP 2 APPEAL FORM
- STEP 1 WORK SHEET(IF ANY)
- MANAGEMENT SUMMARY (2608/2609)
- EXHIBIT LIST FOLLOWED BY THE EXHIBITS
- **PLEASE DO NOT USE STAPLES ON THE FILE OR DOCUMENTS SENT TO US**
- **NO NEED TO USE CERTIFIED MAIL WHEN YOU SEND THE FILE TO OUR OFFICE.**

THE STEWARD SUMMARY

- A STEWARD SUMMARY SHOULD BE INCLUDED IN EVERY GRIEVANCE FILE
- DO NOT INCLUDE A COPY IN THE FILE SENT *TO THE USPS*
- KEEP IT BRIEF. MOST GRIEVANCES CAN BE SUMMARIZED IN A SHORT PARAGRAH OR TWO
- INCLUDE THE BASICS OF WHO, WHAT, WHEN, AND WHY
- JUST THE FACTS



The Steward Summary

The steward summary should be included in every grievance file as the first page of the package sent to the NBA office but **DO NOT INCLUDE A COPY TO THE USPS**. Most grievances can be summarized in a short paragraph or two and should include the basics of who, what, when and why. **JUST THE FACTS.**

Who is involved in the grievance?

What happened and when did it happen?

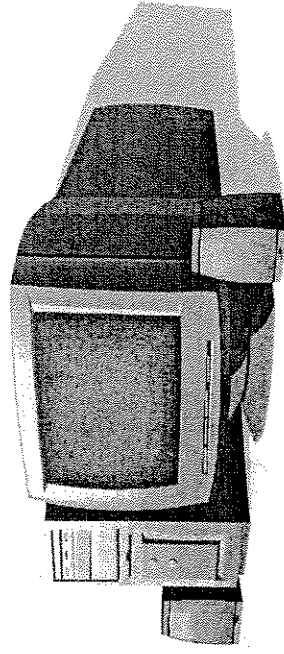
Why is it a grievance?

EXAMPLE:

This case is about simultaneous scheduling of overtime on Tour 3 in the outgoing section. Overtime was called at 1800. There were not any dispatches for the remainder of the day. Two non-OTDL clerks, Smith and Brown, worked 2 hours OT along with 2 clerks, Gray and White, that were on the OTDL. Supervisor Jones claims that everyone was needed for OT. This seems to happen quite often and several settlements have been made on this issue (see exhibits 3 & 4). An overtime make-up was offered by management but was rejected because this is not a make-up situation and the 2 OTDL employees should be paid 2 hours penalty OT.

GRIEVANCE EXHIBIT CHECK LIST

- USE AN EXHIBIT LIST TO IDENTIFY THE DOCUMENTS IN THE FILE
- EXPLAIN THEIR PURPOSE AND/OR WHAT THE DOCUMENTS SHOW
- SUMMARIZE EXTENSIVE DOCUMENTS SUCH AS CLOCK RINGS.
- IF USING A HIGHLIGHTER, BE SURE IT DOES NOT BLOCK OUT DATA WHEN COPYING.



USE OF THE EXHIBIT LIST

A LIST OF EXHIBITS WILL HELP TO DOCUMENT YOUR GRIEVANCE AND ASSIST US IN IDENTIFYING THE DOCUMENTATION AS WELL AS WHAT IT PROVES OR WHY IT IS IN THE FILE. WE OFTEN RECEIVE FILES WITH DOCUMENTS WITH NO EXPLANATION. IN EXAMPLE, PAGES OF CLOCK RINGS OR OTHER DATA DOES NOT HELP IF WE DON'T KNOW WHAT IT IS OR WHY IT'S IN THE FILE.

WE ASK THAT ALL FUTURE GRIEVANCES CONTAIN A LIST OF EXHIBITS AND AN EXPLANATION OF WHAT IT SHOWS OR PROVES. WE ASK THAT YOU USE THE EXHIBIT LIST FORM.

EXAMPLES

EXHIBIT 1 CLOCK RINGS FOR PAY PERIOD 22, WEEK 1 FOR EMPLOYEE(S)
SMITH, JONES, BROWN

PURPOSE SHOWS THAT NON-OTDL EMPLOYEES SMITH, JONES AND
BROWN WORKED 2 HOURS OF OVERTIME BEGINNING AT 0500.

EXHIBIT 2 OTDL FOR TOUR 1 FOR THE FIRST QUARTER

PURPOSE ESTABLISHES WHO WAS ON THE OTDL ON TOUR 1

GRIEVANCE EXHIBIT CHECK LIST
LOCAL GRIEVANCE # _____

EXHIBIT 1 _____

PURPOSE _____

EXHIBIT 2 _____

PURPOSE _____

EXHIBIT 3 _____

PURPOSE _____

EXHIBIT 4 _____

PURPOSE _____

EXHIBIT 5 _____

PURPOSE _____

INVESTIGATIVE DOCUMENTS

GRIEVANCE # _____

EXHIBIT # _____

EXHIBIT # _____

EXHIBIT # _____

EXHIBIT # _____

EXHIBIT # _____

EXHIBIT # _____

EXHIBIT # _____

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