

STEWARDS' RIGHTS

An exercise in knowing,
understanding, and
enforcing your
APWU “Union rights”

National Business Agents
Robert D. Kessler, Clerk Division
Dennis Taff, Clerk Division
St. Louis Region



1. The Union may select and appoint or certify as many stewards and alternate stewards as it determines to be necessary.

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(With Explanation) _____

2. Management may require an employee to relate the general nature of a grievance before the employee sees a steward.

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(With Explanation) _____

3. Management may not predetermine the amount of time needed to investigate or process a grievance. However, management may ask the steward to estimate the length of time needed to process the grievance.

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(With Explanation) _____

4. If management must delay the release of a steward by more than two (2) hours, the supervisor must explain the reason for the delay and advise the steward as to when time should be available.

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(With Explanation) _____

5. Management has no obligation to release a steward to perform steward functions while that employee is on overtime.

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(With Explanation) _____

6. Management must release the steward to investigate a problem even when it is clear that no grievance will arise.

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(With Explanation) _____

7. A steward must be granted a reasonable amount of time to investigate grievances, including time to study the applicable handbooks and manuals.

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(With Explanation) _____

8. The Union does not have a right to sit in or EEO resolutions or receive copies of the EEO files.

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(With Explanation) _____

9. The Union has a right to receive unsanitized copies of 3971's 3972's and restricted sick leave information (with or without a release from the subject individual) when such information is relevant to a grievance under investigation.

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(With Explanation) _____

10. If the APWU steward believes that an EI/QWL Committee has been discussing matters involving hours, wages, or working conditions of APWU represented craft employees the Union is entitled to request and receive copies of minutes, agendas, etc., of such meetings.

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(With Explanation) _____

11. The Step 1 supervisor is required to complete a Step 1 Grievance Summary Form (PS Form 2608) and must give this information to the Union.

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(With Explanation) _____

12. There is nothing improper about making oral information requests.

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(With Explanation) _____

13. If the steward is absent, on overtime, or otherwise not available management may direct the employee requesting representation to meet with an alternate steward.

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(With Explanation) _____

14. The supervisor may require the steward to complete a new PS Form 7020 for each grievance the steward is investigating.

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(With Explanation) _____

15. While the Union is entitled to receive all information necessary to process a grievance, the Union must recognize that release of criminal investigatory information under the jurisdiction of the Postal Inspection Service may involve some inherent delay due to the need to determine if the information is appropriate for release and/or to receive appropriate approval for such release.

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(With Explanation) _____

16. Since PS Forms 1723 are usually inaccurate, the best source of information as to when an employee is actually serving as a 204-B is to get the employee's clock rings.

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(With Explanation) _____

17. Since medical information is by its very nature highly confidential it is absolutely imperative that the Union get a medical release from the subject employees when requesting such information.

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(With Explanation) _____

18. The Postal Service should be expected to resist release of information regarding supervisory attendance or discipline on the basis that release of such information would be barred by the Privacy Act.

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(With Explanation) _____

19. While the supervisor may be required to inform the Steward of the date and subject of a relevant job discussion the Union is never entitled to receive copies of the supervisor's personal notes of the discussion.

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(With Explanation) _____

20. Management may not properly deny the union's request for information solely because it is clear that the grievance has become untimely.

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(With Explanation) _____

21. Management may not properly deny the union's request for information solely on the basis that the grievance has been previously appealed to a higher step of the grievance/arbitration procedure.

T F (With Explanation) _____

22. Management is not obligated to pay stewards for time spent traveling between buildings or stations during grievance processing or investigation.

T F (With Explanation) _____

23. A Union steward or officer is entitled to a reasonable amount of on the clock time to prepare additions and corrections to management's Step 2 grievance denial letter.

T F (With Explanation) _____

24. Stewards are entitled to be compensated for Step 2 meetings within the employee's tour. However, management is not obligated to schedule the Step 2 meeting during the employee's normal schedule.

T F (With Explanation) _____

25. The Union's request for information required 120 pages of copying (including 1/2 hour of time to make these copies). A \$10.00 charge for providing this information would not be unreasonable.

T F (With Explanation) _____

26. While management cannot unreasonably deny a request for information there is no time limit imposed upon management's response to such requests.

T F (With Explanation) _____

27. Information requests should be submitted to the immediate supervisor. That supervisor is then responsible for obtaining the information from other management officials or departments.

T F (With Explanation) _____

28. Upon proper request, management must provide the Union with a list of craft employees who have applied for management (EAS) positions.

T F (With Explanation) _____

29. The Step 1 grievance should be filed with the immediate supervisor. The only exception to this rule is when the immediate supervisor is a 204-B.

T F (With Explanation) _____

30. The Union has an obligation to discuss all grievances at Step 1. It is not sufficient to merely file the grievance.

T F (With Explanation) _____

31. The grievant has a right to be present at the time a Step 1 decision is rendered if he/she so chooses.

T F (With Explanation) _____

32. The grievant has a right to be present at Step 2 meetings if he/she so chooses.

T F (With Explanation) _____

33. While the grievant may file a Step 1 on his/her own behalf without Union representation, the Steward must be offered the opportunity to be present at the resolution of any Step 1 grievance.

T F (With Explanation) _____

34. A steward has a right to be represented by the appropriate Union officer to investigate or present their grievance to management.

T F (With Explanation) _____

35. If management fails to advise an employees of their right to Union representation during an investigatory interview, this could result in a violation of the employee's "Weingarten Rights," thus rendering any subsequent discipline procedurally defective.

T F (With Explanation) _____

36. Management must provide the Union with bulletin boards in each facility. The Union has exclusive control over what is posted on these bulletin boards and management may not remove controversial postings such as "scab lists."

T F (With Explanation) _____

37. Management may have an observer present during the Union's orientation of new employees if they so choose.

T F (With Explanation) _____

38. An alternate steward is protected by "super-seniority" from being excessed from that employee's section and tour.

T F (With Explanation) _____

39. A steward is protected by "super-seniority" from being excessed from that employee's section and tour.

T F (With Explanation) _____

40. As a general rule stewards are protected from disciplinary action when they raise their voice, use profanity, or other berating language toward a supervisor while in the status of a steward.

T F (With Explanation) _____

41. After I represented an employee during an investigatory interview with the OIG the Inspector retained me and demanded that I answer his questions regarding what the grievant had told me during our pre-interview consultation. As a steward I have a right to refuse to answer his questions.

T F (With Explanation) _____

42. The grievant is being disciplined because of a customer complaint. Her steward has a right to interview the customer while on the clock.

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(With Explanation) _____

43. A steward is never permitted to sign their own PS Form 3189, Request for Schedule Change for Personal Convenience.

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(With Explanation) _____

44. A shop steward on light duty may be released to perform steward duties.

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(With Explanation) _____

45. The Union president may designate a steward to represent all light duty employees regardless of section or tour.

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(With Explanation) _____

46. The Postmaster is not required to personally attend Labor Management meetings so long as she sends a designee.

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(With Explanation) _____

47. Grievance discussion may be conducted telephonically.

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(With Explanation) _____

48. Employees are entitled to Union representation during investigative interviews. However, the Steward is present as a witness and may not actively participate in the interview.

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(With Explanation) _____
