

# NATIONAL POSTAL MAIL HANDLERS UNION LOCAL 300

## GRIEVANCE CHRONOLOGY

**GRIEVANCE NO.:** \_\_\_\_\_

**GRIEVANT:** \_\_\_\_\_

**Issue:** \_\_\_\_\_

**Step 1 Steward:** \_\_\_\_\_

1. \_\_\_\_\_ Date of grievance or receipt of charges
2. \_\_\_\_\_ Last date for Step 1 meeting (*14 days of item #1*)
3. \_\_\_\_\_ Date of Step 1 meeting (*Within 14 days of item #1*)
4. \_\_\_\_\_ Last date for Step 1 decision (*5 days from meeting – item #3*)
5. \_\_\_\_\_ Date of Step 1 decision (*Within 5 days of item #3*)
6. \_\_\_\_\_ Last date for Step 2 appeal (*10 days from Step 1 decision – item #5*)
7. \_\_\_\_\_ Date of Step 2 appeal (*Within 10 days of Step 1 decision – item #5*)
8. \_\_\_\_\_ Last date for Step 2 meeting (*7 days from Step 2 appeal- item #7*)
9. \_\_\_\_\_ Date of Step 2 meeting (*Within 7 days from Step 2 appeal- item #7*)
10. \_\_\_\_\_ Last date of employer's Step 2 decision, in writing to the Union (*10 days from the Step 2 Meeting – item #9*)
11. \_\_\_\_\_ Date of Step 2 decision (*Within 10 days from the Step 2 Meeting – item #9*)
12. \_\_\_\_\_ Last date of Union's additions & corrections to Step 2 decision (*10 days from Step 2 decision – item #11*)
13. \_\_\_\_\_ Date of Union's additions & corrections to Step 2 decision (*10 days from Step 2 decision – item #11*)
14. \_\_\_\_\_ Last date for Step 3 appeal (*15 days from Step 2 decision – item #11*)
15. \_\_\_\_\_ Date of Step 3 appeal (*Within 15 days from Step 2 decision – item #11*)

**NOTES OF EXTENSIONS:** (1) Indicate date ext. requested, (2) who requested ext., (3) Step of griev., (4) Date of ext. (5) REASON FOR EXTENSION:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**OTHER NOTES:**




Date Entered into GAINS II

List Date(s) Case Updated in GAINS II