NATIONAL POSTAL MAIL HANDLERS UNION

|  |  |
| --- | --- |
| **WITHDRAWN** | **RESOLVED** |
| **DATE** |  |
| **MH INITIALS** | **USPS INTIALS** |

**Local 300**

**Division of Laborers’ International Union, of North America AFL-CIO**

***Pursuant to Article XV, section 2, this form must be used to appeal a grievance to Step 2.***

|  |  |  |  |
| --- | --- | --- | --- |
| **STANDARD GRIEVANCE FORM** |  **DATE**  | **BRANCH GRIEV NO.**  | **USPS NO** |
| **TO: U.S.P.S. STEP 2 DESIGNEE NAME &** **TITLE**  | **INSTALLATION**  | **PHONE -** **OFFICE**  |
| **FROM: LOCAL UNION BRANCH NO****300** | **BUSINESS ADDRESS** |
| **STEP 2: AUTHORIZED UNION REPRESENTATIVE** | **PHONE - OFFICE**  | **PHONE - OTHER**  |
| **STEP 1 MEETING: HELD ON DATE / TIME** | **BETWEEN U.S.P.S. REPRESENTATIVE**  | **AND GRIEVANT AND OR STEWARD**  |
| **GRIEVANTS NAME (OR CLASS)** | **PHONE**   |
| **HOME ADDRESS**  | **CITY** | **STATE** | **ZIP** |
| **JOB CLASSIFICATION** | **CRAFT SENIORITY DATE**  | **SERVICE SENIORITY DATE** | **DUTY HOURS** |
| **INSTALLATION, STATION OR BRANCH** | **SOC. SEC. # / EIN** | **VETERAN** **YES** **[ ]  NO** **[ ]**  |
| **OFF DAYS SAT/SUN/MON/TUE/WED/THU/FRI****CHECK** **[ ]** **[ ]** **[ ]** **[ ]** **[ ]** **[ ]** **[ ]** **AS APPLICABLE**  | LEVEL | STEP | **FTR** | UNASSIGN. REG. | MHA |  **PTR**  | PTF  |
| **STEP 1: DECISION RENDERED ON DATE / TIME**  | BY NAME & TITLE  |   | **SUPERVISOR INITIALS** |

**PURSUANT TO ARTICLE XV OF THE NATIONAL AGREEMENT WE HEREBY APPEAL THE FOLLOWING GRIEVANCE TO STEP 2.**

**VIOLATION: *INCLUDING BUT NOT LIMITED TO* NATIONAL ART &** **SEC LOCAL ART & SECT**

**OTHER GROUNDS:**

**FACTS AND UNION CONTENTIONS: DATE, TIME &** **LOCATION:**

**ISSUE**:

**CORRECTIVE ACTION REQUESTED:**

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 **Branch President or Steward SIGNATURE**