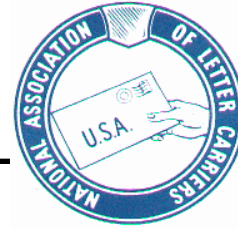


**National Association of Letter Carriers
Capital City Branch 380
Trenton, New Jersey**



Total of 4 Pages

This Summary Form worksheet is for the exclusive use of the NALC Contract Administration Officials ONLY and is not to be shared with Management or the Grievant, it is not to be included in any packet that is turned over to any management official. CONTAINS HIGHLY CONFIDENTIAL INFORMATION!

INFORMAL STEP A GRIEVANCE SUMMARY

**Grievant:
Social Security Number:
Office:
Branch Grievance:
Date of Informal Step A:
NALC Informal Step A Rep.:
USPS Informal Step A Rep.:**

1. Is this a contractual or discipline grievance? Contractual Discipline

2. What is being Grieved?

3. What proof is there that this is a grievance? (Attach an additional sheet if necessary.)

INFORMAL STEP A GRIEVANCE SUMMARY PAGE 2

Branch Grievance #:

4. What information was requested from management by the Union? Please list what was requested or include a copy of the Request for Information Form.

5. Was all the requested information provided? (If not, why not?)

6. Is there a written, signed and dated statement from the Grievant? (this is very important) Yes No (Please use the Grievant Statement Form)

7. Are there written, signed and dated statements from any witnesses? Yes No
(Please use the Witness Statement Form)

8. If this is a Discipline Grievance, what tests of just cause were not met?

9. If this is a Contractual Grievance, what Article of the National Agreement has been violated or ignored? Also what provisions in manuals, handbooks, civil law or other document has been violated or ignored?

10. What are the points of the grievance in dispute in this grievance?

INFORMAL STEP A GRIEVANCE SUMMARY PAGE 3

Branch Grievance #:

11. What are the points that both parties agree on in this grievance?

12. What are the Union Position strengths in their argument?

13. What are the Union Position weaknesses in their argument?

14. What are the Management position strengths in their argument?

15. What are the Management position weaknesses in their argument?

16. Is there an Extension of Time Limits Form with this packet? Yes No

17. Has the required 8190 Form been completed up to line 13, including the initials of both the NALC and the USPS informal Step A representatives? Yes No

18. If this is a discipline case has the required Region 12 Information Form been filled out completely? Yes No

INFORMAL STEP A GRIEVANCE SUMMARY PAGE 4

Branch Grievance #:

18. If this case was resolved, has a Dispute Resolution Settlement Form been completed and signed?
19. Has the Grievant been advised as to the status of this case? Yes No
20. Have you provided the Grievant with a copy of the settlement if one was reached?
Yes No
21. Have you appealed the grievance to management and completed the Acknowledgement of Appeal Form? Yes No

All completed cases must be sent to the Chief Shop Steward and they must be in their individual Grievance Folders.

REMINDER: All Grievances have a 14-Day Time Limit from the date of the action that caused the grievance. All unresolved Grievance Cases must be appealed within the 7-Day Time Limit from the date of the Informal Step A meeting. **Time Limits are critical.** Any delays **MUST** have an extension or they **MUST** be moved to the next level within the time limits.