

SAMPLE GRIEVANCE FILE CHECKLIST

This checklist may be used to assist in developing the UNDISPUTED FACTS of Joint STEP A Files...

OVERTIME

- Overtime Desired List for the quarter
- Time cards/Employee Activity Report
- Carrier Form 1813
- Corner Form 3996
- Carrier Form 3997
- Documentation of mail volume
- Notes &/or statements that explain:
 - Why OT was called
 - Work performed on CT
 - Availability of employees
 - Why CT was not equitable

DISCIPLINE_AWOL/ATTENDANCE

- Letter(s) of charges
- Proposed Personnel Action
- Form 3 971's
- Form 5972's
- Form 3997 (AWOL) day
- Fact Finding Documentation
- Medical certificate substantiating absences
- Supervisors statement explaining denial of requested leave

DENTAL OF LIGHT DUTY

- Employee's written request for light duty
- Medical documentation of physician that supports request
- Management's letter stating reasons for denial
- Management's statement detailing what jobs were considered and why they were rejected
- Carrier Form 1571
- Carrier Form 3997

CASUALS WORKED IN LIEU OF PTF'S

- Carrier Form 1813s
- Relevant Form 3971's
- Time cards/Employee Activity Report of affected employees
- Carrier Form 3996
- Carrier Form 3997
- Form 50's for affected employees
- Unit Compliment
- Supervisor's weekly Schedule
- Seniority Roster
- Casual Job Description
- Chartering of use of hours by casuals and PTF's
- Relevant provisions of the Local Memorandum (if applicable)
- Supervisors statement about the need to use casuals

HOLIDAY SCHEDULING

- Leave Calendar
- Signup list for volunteers
- Seniority List
- Holiday schedule with posting date
- Form 3997
- Form 1813 for the holiday
- Holiday scheduling provision of Local Memorandum of Understanding, Article 11

DISCIPLINE-VEHICLE ACCIDENT

- Copy of Proposed Personnel Action
- Copy of disciplinary action
- Carrier statement of accident (Form 91)
- Vehicle Accident Investigation Worksheet (Form 1700)
- Street Observation Master Form (Form 4582A)
- Accident Report (Form 1769)
- Street Observation (Form 4584)
- Grievant's Statement about accident
- Police Report (if applicable)
- Investigators/s/witnesses notes taken at the accident scene
- Grievant's prior job related accident record

DENIAL OF SPECIAL ROUTE INSPECTION (271g)

- Carrier Form 1621
- Carrier Form 3996
- Proof of employees inspection request
- Time cards/Employee Activity Report
- Supervisors notes of any discussions with employee regarding performance

LETTERS OF DEMAND

- Copy of the Letter of Demand
- Form 3294 for Grievant
- Form 3368 for Grievant
- Form 3369 for Grievant
- Audit form leading to the Letter of Demand
- Form 3368's for others
- Grievant's training records

BID JOB REVERSION

- Reversion Notice
- Statement explaining why reversion was made
- Bid job listing showing who vacated or who ordered the position vacated and when

DEMAND FOR MEDICAL CERTIFICATION

- Form 3 971's
- Form 3972's
- Medical certificate submitted by employee
- Supervisors statement explaining what events caused the request
- Copy of doctors bill
- Grievant's statement of related expenses (Mileage/lost time/physicians fees)

ALL DISCIPLINARY ACTION

- Letter(s) of Charges
- Proposed Personnel Action
- Supporting Documents
- Fact Finding Documents
- Grievant's years with USPS

CROSSING CRAFTS

- Supervisors Statement explaining:
 - What craft usually does the work
 - Which craft was assigned work
 - Why assignment was made
 - How long the assignment was worked
- Documentation insufficient work
- Documentation of exceptionally heavy work