

1a. Grievant's Name (Last, first, middle initial) Doe, Jane Q		1b. Grievant's EIN (Employee Identification Number) 01234567
1c. Grievant's Title, Designation Code, and Route No. Reg-71, RCA-78, etc, and Route Number		1d. Telephone No. (include area code) Grievant's telephone number
1e. Grievant's Mailing Address Full mailing address including ZIP Code		
2a. Post Office Grievant's office	2b. Branch/Station (if applicable)	2c. Telephone No. (include area code) Telephone number of office or branch
3a. Date of Incident Or date discipline rec'd	3b. Date of Step 1 Discussion with Supv (Filing date) (initials advised)	3c. Was Grievance Timely? (Explain) Within 14 days = Yes
4. Issue (Complaint) The issue should be stated in the form of a question. See the following examples: Was the grievant entitled to work her primary assignment on January 5, 2002? Was the discipline received by the grievant on February 10, 2002, issued for just cause?		

DIRECTIONS FOR COMPLETING SECTIONS 1-4 OF PS FORM 8191

- Any rural carrier craft employee covered by the USPS-NRLCA National Agreement who feels aggrieved must discuss the grievance with his/her immediate supervisor within 14 days of the date on which the employee or the Union has learned, or may reasonably be expected to have learned, of its cause. In the case of discipline, the date of the incident (box 3a) and the 14 day time limit start on the date the discipline is issued to the employee.
REF: EL-902, Article 15.3.Step 1:a
- The employee may fill out boxes 1-3a, and bring the 8191 to the discussion with the supervisor. If the issue remains unresolved, the supervisor shall promptly annotate the joint step 1 grievance form, indicating briefly the issue (box 4) and the date of the initial discussion (box 3b), which constitutes the Step 1 filing date.
REF: EL-902, Article 15.3.Step 1:c
- The NRLCA suggests that the employee and supervisor initial 3b as proof that the grievance was filed and who attended the grievance discussion.
- If the issue is not resolved at the discussion level, the employee must promptly forward the Joint Step 1 grievance form to the installation head or designee and the local steward or union representative to further consider the grievance at Step 1.
REF: EL-902, Article 15.3.Step 1:c
EL-902-A, Analysis of Changes 1995-99 Agreement, pg 71
- For other than disciplinary actions the Union may also initiate a grievance at Step 1 in accordance with the above, and may initiate a class grievance at Step 1 when the grievance concerns the complaint of more than one employee in the office. If the Union initiates a grievance, the steward or Union representative is the only appropriate party to meet with the appropriate supervisor.
REF: EL-902, Article 15.3.Step 1:b
- The PS Form 8191, USPS-NRLCA Joint Step 1 Grievance Form is an official USPS form and is available to your manager on the USPS "Blue Page" or through normal supply channels. Management should provide the form on demand to any rural craft employee. If your manager is unable or unwilling to supply the form, contact the appropriate certified NRLCA steward as soon as possible. The PS Form 8191 is also available for download at www.firlca.org.



USPS-NRLCA Joint Step 1 Grievance Form

1a. Grievant's Name (<i>Last, first, middle initial</i>)		1b. Grievant's EIN (<i>Employee Identification Number</i>)
1c. Grievant's Title, Designation Code, and Route No.		1d. Telephone No. (<i>Include area code</i>)
1e. Grievant's Mailing Address		
2a. Post Office	2b. Branch/Station	2c. Telephone No. (<i>Include area code</i>)
3a. Date of Incident	3b. Date of Step 1 Discussion with Supervisor (<i>Filing date</i>)	3c. Was Grievance Timely? (<i>Explain</i>)
4. Issue (<i>Complaint</i>)		
5. Contract Provisions (<i>Articles at issue</i>)		
6. Full, Detailed Statement of Undisputed Facts (<i>Attachments, as necessary</i>)		
7. Management's Full, Detailed Statement of Disputed Facts (<i>Attachments, as necessary</i>)		
8. Management Contentions		
9. Union's Full, Detailed Statement of Disputed Facts (<i>Attachments, as necessary</i>)		
10. Union Contentions		
11. Remedy Sought by the Union		
12a. Disposition (<i>Check one</i>) <input type="checkbox"/> Settled <input type="checkbox"/> Denied <input type="checkbox"/> Withdrawn <input type="checkbox"/> Sustained <input type="checkbox"/> Other (<i>Specify</i>)		12b. Date of Disposition
13. Signature of Installation Head or Designee and Telephone No.		14. Signature of Union Step 1 Official and Telephone No.

Instructions

Item **Explanation**

- 1a. Self-explanatory.
- 1b. Enter Grievant's Employee Identification Number (EIN). Do not enter SSN.
- 1c. Self-explanatory.
- 1d. Self-explanatory.
- 1e. Self-explanatory.
- 2a. Self-explanatory.
- 2b. Self-explanatory.
- 2c. Self-explanatory.
- 3a. Enter the date when the event causing the grievance occurred or when the employee or union first became aware of the event.
- 3b. Enter the date the employee and supervisor discussed the grievance pursuant to Article 15.3 Step 1a.
- 3c. Indicate if time limits have been extended in the space designated, (*Explain*).

A timely grievance is one that does not exceed 14 days between item 3a and 3b, unless the parties have extended time limits.
- 4. Enter a statement in the form of a question.

Examples: Was there just cause for the letter of warning dated 2/15/96 issued to the grievant for unsatisfactory work performance? Did management violate Article 30.2.G when the grievant was denied the auxiliary route assignment on 2/15/96?
- 5. *Manager and/or Steward* Annotate any contractual or handbook provisions involved in the grievance.
- 6. *Manager and/or Steward* List all relevant facts not in dispute.
- 7. *Manager* List any facts in dispute based on your understanding of the facts.
- 8. *Manager* Provide concise, descriptive statements to support management's position and reason for denying the grievance.
- 9. *Steward* List any facts in dispute based on your understanding of the facts.
- 10. *Steward* Provide concise, descriptive statements to support the union's position for the grievance.
- 11. *Steward* Provide a specific statement of the remedy the union is requesting. Do not list any settlement offers on this form.
- 12a. *Manager* Check the appropriate box.
- 12b. *Manager* Self-explanatory.
- 13. *Manager* Sign and give telephone number.
- 14. *Steward* Sign and give telephone number.