



**San Antonio Alamo Area Local
American Postal Workers Union, AFL-CIO
GRIEVANCE COVER SHEET**

STEWARD _____

Grievant Name _____ Local Grievance # _____

Violation _____ Date of Incident _____

USPS Griev. # _____ Installation _____

Name of Supervisor _____ Craft _____ P/L _____

Discipline or Contract Issue _____ Time Limits extended (Y or N) _____

Infraction (discipline only) _____

Article(s) Violated _____

(within 14 days of the date the union or employee first learned of it's cause - supervisor has 5 days to respond)

Date Step 1 Filed _____

Date of Step 1 Meeting _____

Date of Step 1 Decision _____

(supervisors decision not later than 5 days)

Date of Step 2 Appeal _____

(within 10 days after Step 1 Decision)

Date of Step 2 Meeting _____

(Labor Representative Must meet with the Steward within 7 days after Step 2 Appeal)

SAAAL Step 2 Designee _____

USPS Step 2 Designee _____

Date of Step 2 Decision _____

(written decision within 10 days of Step 2 Meeting)

*** GRIEVANCE WAS SUBMITTED TO CRAFT DIRECTOR FOR APPEAL APPROVAL YES _____ NO _____

Date of Appeal to Arbitration _____

(Appeals to expedited arbitration should be within 30 days of the receipt of the Step 2 written Decision)

Date of Step 3 Appeal _____

(Within 15 days of Step 2 written Decision)

Certified Mail # _____

Remarks _____

When a grievance is appealed to Step 3 or Arbitration

- (1) Be sure to submit grievance appeal to Craft Director for Appeal Approval prior to mailing.
- (2) Send a copy of the appeal form to Labor Relations in San Antonio.
- (3) Send a copy of the entire package certified, return receipt to the Regional Director for EL&R in Tampa FL.
- (4) Send a copy of the entire package to the APWU Rep. in your respective craft.
- (5) Send a copy of the entire package to the Local Union Office. Place the Grievances form cover sheet on the top package.

**** NOTE: Be sure to write your Local Grievance Number on the Return Receipt****