



INFORMAL STEP A WORKSHEET ©

Branch 343 NALC



Station: _____ Steward: _____ Letter Day Off: _____ Phone: _____

Contractual: Discipline: Type Discipline: _____

Grievant: _____ SSN: _____ Letter Day Off: _____ Phone: _____

Status (Circle One): Route T-6 Reserve PTF TE Seniority: _____

Military: Yes No Preference Eligible: Yes No Not Sure

Dates of Military Service: _____

Past Discipline (List): _____

Background (What Happened): _____

NALC GRIEVANCE #: _____

(Call Hall prior to meeting for grievance number)

Date of Incident: _____

Deadline for Informal Step A Meeting: _____

(Informal Step A meeting must be held within 14 days of Incident Date)

Informal Step A Meeting Date: _____ **Supervisor @ Informal Step A:** _____

EXTENSION AGREEMENT

The Parties mutually agree to extend the time limits for the filing of this grievance until:

____/____/____

Shop Steward, NALC

Supervisor, USPS

Resolved: Yes No

If yes, send copy of settlement, worksheet, and Step A Form to Branch Office. If discipline case, be sure to include a copy of the discipline.

If not resolved, immediately mail or fax (314-241-2738) the Step A Form, worksheet, and any request for information forms with a notation on what information has been received and what information you are still waiting for. Hold all information at the unit for the Formal Step A Representative.

Remedies Discussed – Offered: _____

Date mailed or faxed (314-241-2738) to Branch 343: