



## Branch 343 NALC Shop Stewards Standard Operating Procedure for DRT Gateway District



When approached by a Letter Carrier to file a grievance over discipline or a contractual issue or when you are filing a grievance on behalf of the Union, please refer to the following checklist:

- 1) Establish a deadline for having the informal Step A meeting. Under DRT, you must have the informal discussion with the supervisor regarding the grievance within 14 days when the grievant or the Union first learned or when the Union or grievant may have reasonably have been expected to learn of the alleged grievance. For example, if an employee received a Letter Of Warning on April 1, 2001, then the steward must have the informal discussion by April 15, 2001. The day of receipt is considered Day 0. This would establish the steward's deadline for having the informal discussion.
- 2) During the period prior to your informal meeting with the Delivery Supervisor, you should do your investigation and fact-finding as you did previously. However, under no circumstances should you wait having your meeting beyond the time limit deadline established under number 1. If you have not received all your information, you still must have your informal Step A meeting.
- 3) Prior to your informal Step A meeting you must call the Union Office to get a grievance number that will be included on item #9 on the Step A grievance form. You will also be asked information regarding the subject so we may complete our records at the Branch Office.
- 4) If there is no resolution at the informal Step A meeting, have the supervisor print their name and initial item 13a and immediately mail a copy of the Step A form to the Union Office. Make sure items 1 through 13 are completed, framing the issue in item 15 per instructions on the reverse side of the 8190.
- 5) Include any Request for Information forms with the Step A form and note what information you have received and what information you are still waiting for. However, keep all the information at your office as it will be picked up and reviewed by the Union's formal Step A representative.
- 6) As in the past, if you do reach an agreement with the supervisor please attach a copy of the settlement to the Step A form and mail it to the Branch Office.

The time limits under Dispute Resolution Process are short and need to be strictly adhered to. If you have any questions regarding your responsibility or the process please call the Branch Office immediately.

Keith Gentry, President  
Branch 343 NALC