



*****Hang in every:** station, branch, section, Ploc

PQ Box 695 Toledo, Ohio 43697

The Process Explained (14 days to file.)

Step 1.

Important things to do...

- A. (You) the member, informs your supervisor/manager you want Union Representation.**
- B. Instruct your supervisor/manager that “they” management need to call your steward’s supervisor (if they are not one in the same) to release your steward.
- C. If your supervisor asks you why? Feel free to tell them why. If they resolve it on the spot, no need to proceed.
- D. If this is discipline always demand representation. NO Steward, NO PDI. (Period!)
- E. If your supervisor does not resolve your issue, restate your wish to have Union representation and that (they) Supervisor or Manager call your steward’s supervisor as soon as possible to get your steward on the phone soon.
- F. Time frame should be within half the day or by the end of the day whichever comes first. Let us be reasonable. If the infraction happens half hour before you leave then the next day is reasonable.
- G. At your earliest opportunity write down: who, what, when, where, and how. (Witness Statements Are the Bedrock of all beautifully written grievances.)
- H. Move to Union time on the clock immediately before you are on the phone or begin in person discussion with your steward.
- I. If you have a “Union Questions” send a text or email to your steward but expect a delay in a response as your steward has his/her job to perform too. They will get back to you at their earliest convenience. **(If, your question is an emergency then refer to “A”).**

Step 2.

Important things to not do...

- A. Please do not contact your steward before you inform your supervisor you need Union time.
- B. Please do not get into an argument with your supervisor over the issue. That is our job 😊
- C. Please do not be hard to reach.

Signed: _____ Date: _____

Martin Lopez Ramirez APWU Local 170 President

****Pres Martin Ramirez **V.P. Mike Fincher** CCD Jen Lemke** MVS Naisha Brown** MCD-Annabel Vela
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