

## COMPLETING THE STEP 1 GRIEVANCE OUTLINE WORKSHEET

The Step 1 Grievance Outline Worksheet is one of the most important documents in the grievance process. It is here that the steward gives an account of the facts involved in the grievance from its initial occurrence. It is important that each line be completed carefully. The necessary information is as follows:

**Line 1** - Write the grievant's name or the Union's name (if it is a class action grievance), the address; city, state, zip code, and telephone number. *The grievant's last name should be listed first.*

**Line 2** - Include the grievant's Employee Identification Number; the grievant's Craft; Level, and Step. Also, include the grievant's status; (i.e. Full Time Regular (FTR), Part Time Flexible (PTF), or Postal Support Employee (PSE)); the grievant work hours, and off days, and the grievant's Email address.

**Line 3** - List grievant's job number; the pay location where the grievant works; the name, city, state, and zip code of installation where the incident occurred, and the Postal Installation Level. Also, include the grievant's Service Seniority Date, (Date the grievant was hired by the USPS) and answer yes if the grievant is classified as a Preference Eligible Veteran or no if he/she is not.

**Line 4** - Cite the type of discipline, (i.e., Letter of Warning, Suspension, Removal), or type of contract violation, (i.e., Improper Assignment of Overtime, AWOL, Denial of Annual Leave Request). List the date the violation occurred; and the local Union's grievance number. It is not necessary to list the USPS Grievance Number at this step.

**Line 5** - List the place where the violation occurred; the date and time the Step 1 grievance was discussed; the name of the supervisor the steward held the Step 1 grievance meeting with, and the names of the grievant and shop steward.

**Line 6** - Include the name and title of the USPS supervisor, manager, or representative who gave the Step 1 decision, and the date and time the Step 1 decision was rendered. Request that the supervisor, rendering the Step 1 decision, place his/her initials in the space provided, to verify the date of the decision.

**Background:** Give an extensive overview of the steward's investigation. Outline what the steward discovered, the supervisor's and/or witnesses response to questions, and the grievant's account of the situation. *Include documents to help support the Union's case.*

**Corrective Action:** List what is required to resolve the grievance. In a discipline case always include the statement that **"the grievant be made whole,"** and that the proposed action (i.e. Letter of Warning, Letter of Removal, Suspension Letter), be removed from all records and files.

**Management Response:** State whether the grievance was sustained, denied, or modified. *If the Management representative either sustains or modifies the grievance, the steward should get the agreement in writing with the Management representative's signature and the date the grievance was resolved.*



# American Postal Workers Union, AFL-CIO

STEP 1 GRIEVANCE  
OUTLINE WORKSHEET  
HQ Revised 04/24/12

1	GRIEVANT/PERSON OR UNION (Last Name First)		ADDRESS		CITY		STATE		ZIP		PHONE NO.			
2	EIN		CRAFT		STATUS	LEVEL	STEP	DUTY HOURS		OFF DAYS		E-MAIL		
3	JOB NO../PAY LOCATION (UNIT/SEC/CR/STA/OFC)				POSTAL INSTALLATION LEVEL		WORK LOCATION CITY AND ZIP CODE				SENIORITY		PREF. ELIGIBLE <input type="checkbox"/> YES <input type="checkbox"/> NO	
4	DISCIPLINE		CONTRACT			DATE				LOCAL GRIEVANCE NO.				
5	UNIT/SEC/BR/STA/OFC					INCIDENT DATE/TIME		USPS REP - SUPR			GRIEVANT AND/OR STEWARD			
6	STEP 1 DECISION BY (NAME AND TITLE)								DATE/TIME			INITIALS (ONLY VERIFIES DATE OF DECISION)		