



# USPS-NRLCA Joint Step 1 Grievance Form

1a. Grievant's Name <i>(Last, first, middle initial)</i>		1b. Grievant's EIN <i>(Employee Identification Number)</i>
1c. Grievant's Title, Designation Code, and Route No.		1d. Telephone No. <i>(Include area code)</i>
1e. Grievant's Mailing Address		
2a. Post Office	2b. Branch/Station	2c. Telephone No. <i>(Include area code)</i>
3a. Date of Incident	3b. Date of Step 1 Discussion with Supervisor <i>(Filing date)</i>	3c. Was Grievance Timely? <i>(Explain)</i>
4. Issue <i>(Complaint)</i>		
5. Contract Provisions <i>(Articles at issue)</i>		
6. Full, Detailed Statement of Undisputed Facts <i>(Attachments, as necessary)</i>		
7. Management's Full, Detailed Statement of Disputed Facts <i>(Attachments, as necessary)</i>		
8. Management Contentions		
9. Union's Full, Detailed Statement of Disputed Facts <i>(Attachments, as necessary)</i>		
10. Union Contentions		
11. Remedy Sought by the Union		
12a. Disposition <i>(Check one)</i> <input type="checkbox"/> Settled <input type="checkbox"/> Denied <input type="checkbox"/> Withdrawn <input type="checkbox"/> Sustained <input type="checkbox"/> Other <i>(Specify)</i>		12b. Date of Disposition
13. Signature of Installation Head or Designee and Telephone No.		14. Signature of Union Step 1 Official and Telephone No.