



San Antonio Alamo Area Local  
 American Postal Workers Union, AFL - CIO  
**GRIEVANCE COVER SHEET**

STEWARD \_\_\_\_\_

Grievant Name \_\_\_\_\_ Local Grievance # \_\_\_\_\_

Violation \_\_\_\_\_ Date of Incident \_\_\_\_\_

USPS Griev.# \_\_\_\_\_ Installation \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Craft \_\_\_\_\_ P/L \_\_\_\_\_

Discipline or Contract Issue \_\_\_\_\_ Time Limits extended (Y or N circle)

Infraction (discipline only) \_\_\_\_\_

Article(s) Violated \_\_\_\_\_

Date Step 1 Filed \_\_\_\_\_ (within 14days of the date the union or employee first Date learned of it's cause - supervisor has 6 days to respond)

Date Step 1 Received \_\_\_\_\_

Date of Step 1 Meeting \_\_\_\_\_

Date of Step 1 Decision \_\_\_\_\_ (supervisors decision not later than 5 days after meeting)

Date of Step 2 Appeal \_\_\_\_\_ (within 10 days after Step 1 Decision)

Date Step 2 Received \_\_\_\_\_

Date of Step 2 Meeting \_\_\_\_\_ (Labor Representative must meet with the Steward within 7 days after receiving Step 2 Appeal)

Date of Step 2 Decision \_\_\_\_\_ (written Decision within 10 days of Step 2 Meeting)

SAAAL Step 2 Designee \_\_\_\_\_

USPS Step 2 Designee \_\_\_\_\_

GRIEVANCE WAS SUBMITTED TO CRAFT DIRECTOR FOR APPEAL APPROVAL YES \_\_\_ NO \_\_\_

Date of Appeal to Arbitration \_\_\_\_\_ (Appeals to expedited arbitration should be within 30days of the receipt of the Step 2 written Decision)

Date of Step 3Appeal \_\_\_\_\_ (Within 15 days of Step 2 written Decision)

Certified Mail # \_\_\_\_\_

Remarks \_\_\_\_\_

**When a grievance is appealed to Step 3 or Arbitration**

- (1) Be sure to submit grievance appeal to Craft Director for Appeal Approval prior to mailing.
- (2) Send a copy of the appeal form to Labor Relations in San Antonio.
- (3) Send a copy of the entire package certified, return receipt to the Regional Director for EL&R in Tampa, FL.
- (4) Send a copy of the entire package to the APWU Re, in your respective craft.
- (5) Send a copy of the entire package to the Local Union Office. Place the Grievances form cover sheet on the top package. \*\*\* NOTE: Be sure to write your Local Grievance Number on the Return Receipt\*\*\*