



227-0128

227-0129

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ALAMO BRANCH No. 421 • 125 W. Grayson • San Antonio, Texas 78212

Date: January 2, 2020

Subject: Policy on Grievance Initiation and Completion for Branch 421 Stewards

To: NALC Branch 421 Stewards

**Effective immediately**, it shall be strict branch policy until further notice, for all stewards assigned to an office to initiate **all** grievances by contacting the branch office secretary (210-227-0128) and obtain a grievance number if there is evidence that a violation of the contract may have occurred **within 14 days of the incident**. If a grievance is settled at the Informal Step A or Formal Step A level, **the entire original grievance folder must be turned over to the branch secretary no later than 7 calendar days after the completion of the grievance**. In addition, the steward of record for the grievance(s) is required to **provide a copy of the grievance settlement to the grievant (not required for a class action) within 5 calendar days after the completion of the grievance**. The steward is also **strongly encouraged** to retain a copy for themselves. In the event the steward sends a grievance to Step B and the Dispute Resolution Team (DRT) has made an IMPASSE or HOLD decision, **you must turn over the entire original grievance folder to the branch secretary no later than 7 calendar days after you have received the IMPASSE or HOLD decision**. The steward will also notify the grievant(s) of the IMPASSE or HOLD decision and refer the grievant(s) to the branch office for any questions or additional information. Again, the steward is also **strongly encouraged** to retain a copy for themselves. If the DRT makes a RESOLVE decision, the steward will follow the same procedures as listed for completed Informal Step A and Formal Step A grievances. If there are any questions concerning this policy, please contact the branch office at (210-227-0128).

*Tony Boyd*  
 Tony Boyd,  
 President