***Request for Steward Time***

Stewards,

Requesting time on the clock to file, investigate, and prepare grievances is critical in the role we serve enforcing the National Agreement. This form will explain to management how much time you are requesting to process a grievance. Also, it will serve as a reminder for the Steward to know how much time is requested and which grievance is being processed.

Article 17.3 & 17.4 of the JCAM state:

*Steward Rights. Article 17.3 & 17.4 establish several steward rights:*

*• The right to investigate and adjust grievances and problems that may become grievances;*

*• The right to paid time to conduct those activities;*

*• The right to obtain management information;*

*• Superseniority concerning being involuntarily transferred;*

*• An employee’s right to steward representation during an Inspection Service interrogation.*

***Steward Rights—Activities Included.*** *A steward may conduct a broad range of activities related to the investigation and adjustment of grievances and of problems that may become grievances. These activities include the right to review relevant documents, files and records, as well as interviewing a potential grievant, supervisors and witnesses. Specific settlements and arbitration decisions have established that a steward has the right to do (among other things) the following:*

*• Complete grievance forms and write appeals on the clock (see below).*

*• Interview witnesses, including postal patrons who are off postal premises (National Arbitrator Aaron, N8-NA-0219, November 10, 1980, C-03219; Step 4, H1N-3U-C 13115, March 4, 1983, M-01001; Step 4, H8N-4J-C 22660, May 15, 1981, M-00164);*

*• Interview supervisors (Step 4, H7N-3Q-C 31599, May 20, 1991, M-00988); • Interview postal inspectors (Management Letter, N8-N-0224, March 10, 1981, M-00225);*

*• Review relevant documents (Step 4, H4N-3W-C 27743, May 1, 1987, M-00837);*

*• Review an employee’s Official Personnel Folder when relevant (Step 4, NC-E 2263, August 18, 1976, M-00104);*

*• Write the union statement of corrections and additions to the Formal Step A decision (Step 4, A8-S-0309, December 7, 1979, M-01145).*

*• Interview Office of Inspector General [OIG] Agents. A steward has the right to conduct all such* ***activities on the clock*** *(see below).*

***Right to Steward Time on the Clock.*** *Although a steward must ask for supervisory permission to leave his or her work area or enter another one to pursue a grievance or potential grievance, management cannot “unreasonably deny” requests for paid grievance-handling time.*

*Management may not determine in advance how much time a steward reasonably needs to investigate a grievance (National Arbitrator Garrett, MB-NAT-562/MB-NAT-936, January 19, 1977, C-00427). Rather, the determination of how much time is considered reasonable is dependent on the issue involved and the amount of information needed for investigation purposes (Step 4, NC-S-2655, October 20, 1976, M-00671).*

*Steward time to discuss a grievance may not be denied solely because a steward is in overtime status (Perpetration Settlement, W4N-5C-C 41287, September 13, 1988, M-00857). It is the responsibility of the union and management to decide mutually when the steward will be allowed, subject to business conditions, an opportunity to investigate and adjust grievances (Step 4, N-S-2777, April 5, 1973, M-00332).*

*If management delays a steward from investigating a grievance, it should inform the steward of the reasons for the delay and when time will be available. Likewise, the steward has an obligation to request additional time and give the reasons why it is needed (Step 4, NC-C-16045, November 22, 1978, M-00127).*

*The appropriate remedy in a case where management has unreasonably denied a steward time on the clock is an order or agreement to cease and desist, plus payment to the steward for the time spent processing the grievance off-the-clock which should have been paid time.*

The first step is to identify the Supervisor you will be asking to provide the information you have requested. Make sure you have their full, proper name listed in the area marked “Supervisor Customer Services.”

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Supervisor Customer Services*

Make sure to identify which Station or Post Office the grievance occurred at. This is especially helpful for Stewards that serve more than one station or installation. This can help avoid any confusion in the tracking of grievances. This is right below the line identifying which Supervisor you are requesting the Steward Time from.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Station*

Next, always make sure the date is accurately recorded on the RFI.

*Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Article 15.2 of the JCAM states:

***Time Limits.***

***The fourteen days for filing a grievance at Informal Step A begins the day after the occurrence or the day after the grievant or the union may reasonably have been expected to have learned of the occurrence. For example, if a grievant receives a letter of warning, day one of the fourteen days is the day after the letter of warning is received***.

Always keep in mind the date of the grievance. If the grievance is filed after the 14-day window and the grievance is moved to any step of the Dispute Resolution Process, management can argue untimeliness. For example, if you file an RFI seven days after discipline is issued the designated Steward only has seven days left to move the grievance to Informal Step A.

The next section requires what you will be doing with the Steward Time you are requesting from management to investigate a grievance. There are five options to choose from:

1. Investigate a possible Grievance
2. Conduct Interview(s)
3. Process Grievance at Informal Step A
4. Process Grievance at Formal Step A
5. Process Appeal to Step B/ Write Additions and Corrections

Please check all that will apply to the grievance you are handling. It is common to check all he the boxes on the form. This is because we do not know what step in the Dispute Resolution Process the grievance will be settled at ahead of time. This gives Stewards time to prepare the grievance from Informal A to possibly sending the file to Step B DRT. If more time is needed for whatever reason, inform management as soon as possible. It is recommended to complete another Request for Steward Time form and notify what you will be doing with the time requested.

Next, identify which Carrier or how many Carriers are involved in the grievance. If it is regarding one Letter Carrier, then state the individuals entire name on the line marked “For a possible grievance concerning \_\_\_\_\_\_\_. “If the grievance involves more than one grievant you can write “Class Action” or “C/A” to notify management that it involves at least two grievant’s.

**For a possible grievance concerning \_\_\_\_\_\_\_\_\_\_\_\_\_\_** or grievance # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Always have the designated local grievance number available to provide on the form. This is to help Stewards track the grievance and which number it is assigned to. This will also notify Management which grievance number is assigned to the grievance they will need to prepare for as well. They proper procedure to acquire a grievance number is to call the union hall and speak with someone who can give you a number. The branch number is 210.227.0128

*For a possible grievance concerning* ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_******or grievance #* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Asking for the appropriate amount of time to handle the grievance is another crucial part of our role as a Steward. Ask for the time you know will need. Do not go by what Management says you can use for the possible grievance. You have the right to request an amount of time to complete any and all steps in the grievance procedure regarding the Dispute Resolution Process.

Specify by what day you need to have this Request for Steward Time completed by. Always keep time limits in mind to keep the grievance moving through the Dispute Resolution Process. Specifying what date you need to have the requested time by alerts the Local Steward and Management what tasks need to be done and by what date they need to be completed by or on.

*I anticipate needing approximately \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hours) of Steward Time which needs to be scheduled no later than \_\_\_\_\_\_\_\_\_\_\_\_\_. In the event more Steward Time is needed I will inform you as soon as possible*.

Next is the signatures area. Always make sure your full name is clearly printed and signed on the appropriate lines at the bottom of the Request for Steward Time Form. Always write “Local Steward” in the title area. Also, make sure the date part is filled out. Management can use an untimeliness argument if the date is not filled out on the bottom part or on the top right area. Have management complete their part of the signatures are as well.

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*USPS Representative’s Printed Name, Title NALC Representative’s Printed Name, Title*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*USPS Representative’s Signature Date NALC Representative’s Signature Date*

The bottom line of the form designates how much time will be provided to the Local Steward. Ensure the “Amount” line is completed and by what date the time will be provided by. The next space mentions when Steward Time will begin at. Communicate with Management and discuss whether your time will be during the AM or PM hours. Last, have Management initial the Request for Steward Time at the bottom right to ensure they’re aware of the requested time.

\_\_\_\_\_\_\_\_\_\_ Steward Time will be provided \_\_\_/\_\_\_/\_\_\_/ (date) \_\_\_\_\_\_\_\_ AM/PM \_\_\_\_\_\_

(Amount) (Supervisor Initial)