GRIEVANCE COVER SHEET
AMERICAN POSTAL WORKERS UNION #418 - NORTHWEST LOUISIANA AREA LOCAL

STEWARD INFORMATION

- **Steward Name:** _____

GRIEVANT INFORMATION

- **Grievant Name:** _____
- **Local Grievance #:** _____
- **Violation:** _____
- **Date of Incident:** _____
- **USPS Grievance #:** _____
- **Installation:** _____
- **Name of Supervisor:** _____
- **Craft:** _____
- **Pay Location (P/L):** _____

GRIEVANCE DETAILS

- **Discipline or Contract Issue:** _____
- **Time Limits Extended? (Y/N, Circle One)**
- **Infraction (Discipline Only):** _____
- **Article(s) Violated:** _____

STEP 1: INITIAL GRIEVANCE PROCESS

- **Date Step 1 Filed:** _____ (Must be within 14 days of the date the union or employee first learned of its cause – supervisor has 6 days to respond)
- **Date Step 1 Received:** _____
- **Date of Step 1 Meeting:** _____
- **Date of Step 1 Decision:** _____ (Supervisors must provide a decision within 5 days after the meeting)

STEP 2: APPEAL PROCESS

- **Date of Step 2 Appeal:** _____ (Must be filed 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 must be provided within 10 days of Step 2 Meeting)
- **SAAAL Step 2 Designee:** _____
- **USPS Step 2 Designee:** _____

APPEAL TO HIGHER LEVELS

- **Grievance Submitted to Craft Director for Appeal Approval? (Yes/No)**
- **Date of Appeal to Arbitration:** _____ (Appeals to expedited arbitration should be filed within 30 days of receipt of the Step 2 written decision)
- **Date of Step 3 Appeal:** _____ (Must be filed within 15 days of Step 2 written decision)
- **Certified Mail #:** _____

REMARKS:

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IMPORTANT REMINDERS

When a grievance is appealed to **Step 3 or Arbitration**, please ensure the following:

1. Submit the grievance appeal to the **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 **certified, return receipt copy** of the entire package to the **Regional Director for EL&R in Tampa, FL**.
4. Send a copy of the package to the **APWU Representative** for your respective craft.
5. Keep a copy of the **entire grievance package** at the **Local Union Office**.

📌 **Note:** Be sure to write your **Local Grievance Number** on the **Return Receipt**.

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This **Grievance Cover Sheet** ensures that all grievance details and procedural steps are documented correctly for effective representation.