

AMERICAN POSTAL WORKERS UNION

SUPPLEMENT TO THE STEP 2 APPEAL

GRIEVANT: _____ GRIEVANCE # _____

OFFICE: _____

In addition to the Union's Step 2 Appeal – previously forwarded to the Postal Service – the Union submits the following contentions and evidence in support of the instant grievance:

SUPPLEMENTAL
CONTENTIONS:

ELEMENTS OF
EVIDENCE INCLUDED:

UNION REP'S SIGNATURE: _____ DATE: _____

AMERICAN POSTAL WORKERS UNION

STEP 2 HEARING RECORD

GRIEVANT: _____ GRIEVANCE # _____

OFFICE: _____ USPS STEP 2 DESIGNEE: _____

The following details the Parties exchange at Step 2 – with the exception of Step 2 Appeal included arguments and supported evidence:

I. THE UNION'S PRESENTED ARGUMENTS – NOT PRESENTED WITHIN THE STEP 2 APPEAL:

II. THE UNION'S PRESENTED EVIDENCE – NOT INCLUDED WITHIN THE STEP 2 APPEAL:

III THE USPS' PRESENTED ARGUMENTS AT THE STEP 2 HEARING:

IV THE USPS PRESENTED EVIDENCE AT THE STEP 2 HEARING:

Recorded by Union Step 2 Representative: _____
on _____. The Step 2 Meeting began at _____ and ended
at _____.

UNION REPRESENTATIVE'S SIGNATURE

DATE

AMERICAN POSTAL WORKERS UNION
CORRECTIONS/ADDITIONS
TO THE USPS STEP 2 DECISION

GRIEVANT: _____ **GRIEVANCE #** _____

OFFICE: _____

1. The following Union arguments were raised at the Step 2 hearing, yet were not included within the USPS Step 2 decision:

2. The following Union arguments were raised at the Step 2 hearing, yet were not accurately included within the USPS Step 2 decision:

3. The following Union evidence was presented at the Step 2 hearing in support of Union arguments:

4. The following USPS arguments were presented at the Step 2 hearing:

5. The following USPS evidence was presented at the Step 2 hearing:

6. The following USPS Step 2 decision arguments were not raised by the USPS during the Step 2 meeting:

7. The following USPS evidence - which the USPS included within its Step 2 decision - was not presented by the USPS in support of any position at the Step 2 hearing:

UNION REPRESENTATIVE'S SIGNATURE:

DATE:

Use Additional Sheets When Necessary

TIME LIMITS AND APPEAL DEADLINES CHECKLIST

(THIS PAGE TO BE PLACED AS THE FIRST PAGE IN ANY GRIEVANCE FILE)

Name of Grievant: _____ Grievance Number: _____

1. _____ Date of Grievance, Receipt of Letter of Charges or Warning or Other Reason for this Grievance
2. _____ Last Date for Step 1 Grievance Meeting (within 14 days of #1 above)
3. _____ Step 1 Meeting Held (within 14 days of #1 above)
4. _____ Last Date for Step 1 Oral Decision from Management (within 5 days of meeting #3 above)
5. _____ Step 1 Oral Decision from Management (within 5 days of meeting #3 above)
6. _____ Management Initials on Step 2 Form (within 5 days after Step 1 decision, #5 above)
7. _____ Name of Steward Handling Step 1: _____
8. _____ Last Date for Step 2 Appeal to Postmaster or Designee (within 10 days of Step 1 decision, #5 above)
9. _____ Date of Step 2 Appeal to Postmaster or Designee (within 10 days of Step 1 decision, #5 above)
10. _____ Certified # of Step 2 Appeal: _____
11. _____ Last Date for Step 2 Meeting with Postmaster or Designee (within 7 days after receipt of Step 2 appeal)
12. _____ Date of Step 2 Meeting with Postmaster or Designee (within 7 days after receipt of Step 2 appeal)
13. _____ Last Date for Employer's Step 2 Decision, in Writing, to Union (within 10 days of Step 2 meeting, #12 above)
14. _____ Date of Employer's Step 2 Decision, in Writing, to Union (within 10 days of Step 2 meeting, #12 above)
15. _____ Name of Steward Handling Step 2: _____
16. _____ Last Date for Step 3 Appeal (within 15 days of receipt of Employer's Step 2 decision, #14 above)
17. _____ Date of Step 3 Appeal (within 15 days after receipt of Employer's Step 2 decision)
18. _____ Certified # of Step 3 Appeal: _____