

# Jack Leventhal Branch No. 41 National Association of Letter Carriers

BROOKLYN LETTER CARRIERS ASSOCIATION

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## GRIEVANCE INVESTIGATION REQUEST

Station: \_\_\_\_\_

Request Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Incident Date: \_\_\_\_\_

Shop Steward/NALC Rep: \_\_\_\_\_

Grievant: \_\_\_\_\_

Violation: Contract Article: 8 Local Item: \_\_\_\_\_ Manual: \_\_\_\_\_

Identify Problem: \_\_\_\_\_ Non-OTDL carrier(s) worked overtime

### As per Articles 17 & 31 of the National Agreement, I am requesting the following information:

- 1) Overtime Desired List and Work Assignment List for the quarter inclusive of the incident date \_\_\_\_\_
- 2) TAC Employee Everything reports for all Full-Time Regular Non-OTDL Carriers for incident date \_\_\_\_\_
- 3) TAC OT Alert report for Pay Period inclusive of incident date \_\_\_\_\_
- 4) Performance/Analysis report for incident date \_\_\_\_\_
- 5) Copy of schedule for incident date \_\_\_\_\_
- 6) Copy of split sheet for incident date \_\_\_\_\_

Supervisor's Signature that documents were given: \_\_\_\_\_ Date: \_\_\_\_\_

Steward's Signature that documents were received: \_\_\_\_\_ Date: \_\_\_\_\_

### As per Article 17, I also request steward's time to investigate and file the appropriate grievance:

Investigation Date: Prior to 15 days from incident date      Approx Time Needed to Process: \_\_\_\_\_

Informal Step A Date: Prior to 15 days from incident date      Approx Scheduled Time: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_      Steward's Signature: \_\_\_\_\_