



GRIEVANCE INVESTIGATION REQUEST FORM

FROM SHOP STEWARD: _____ N.A.L.C. Branch Number: _____

TO MANAGER(S): _____, _____, _____

GRIEVANT(S): _____ CITY: _____ STATION: _____

Pursuant to Articles 15, 17, and 31 of the National Agreement and the Joint Contract Administration Manual (JCAM), binding Step 4 Decisions, and the applicable labor laws, I am submitting this request to engage in Union Activities. Those activities may include obtaining and reviewing documentation, interviewing witnesses, organizing contentions, formulating remedies, meeting at Informal A, meeting at Formal A, and any other functions needed to investigate and process grievances.

This investigation request relates to the possible violation(s), of the provisions of the National Agreement and are briefly identified as follows:

I am hereby requesting Union Time to investigate and process the possible grievance(s). This is only an estimated time, and more time may be needed. I anticipate that I will initially need approximately:

- 15 – 30 minutes. 30 – 45 minutes. 45 – 60 minutes. Other: _____

If the requested Union Time is not available at this time, please indicate the rescheduled time: Date: ____ / ____ / 20 ____ Time: ____ : ____ AM / PM

Also, please write the reason(s) the requested Union Time is not available at this time: _____

I will need to interview the following people: 1. _____ 2. _____

3. _____ 4. _____ 5. _____

I will need to review this documentation: 1. _____ 2. _____

3. _____ 4. _____ 5. _____

I will need copies of this documentation: 1. _____ 2. _____

3. _____ 4. _____ 5. _____

Discipline Investigation – This investigation involves discipline. I will need copies of any and all information to include documentation, time records, official reports, photographs, video tapes, or any other types of evidence which management relied on to support the charge(s) against the above named grievant. Copies of these specific items, where applicable, are also needed: 1. The Notice of Discipline. 2. The request for discipline. 3. All management notes from the pre-discipline interview. 4. Investigative Memorandums. 5. Police Reports. 6. Accident Reports. 7. Related attendance reports (3971's & 3972's) 8. Copies of any prior elements of discipline cited in this discipline notice.

Overtime Investigation – This investigation involves potential overtime violations. I will need copies of the following marked items:

Employee Everything Report showing the total daily hours worked by all City Carriers in this station for this time period:

____ / ____ / 20 ____ through ____ / ____ / 20 ____ OR Other time period: _____

An up-to-date Overtime Desired List(s) for this station.

Carrier work schedules at this station for the above cited time period.

An up-to-date Work Assignment List(s) for this station.

An up-to-date Carrier Seniority List for this station.

An up-to-date Overtime Tracking Sheet(s) for this station.

Other: _____

If there is any reason(s) why the above requested information can not be provided, or can not be provided in a timely manner, please explain:

I am requesting that an Informal A Meeting be scheduled.

I am requesting that a Formal A Meeting be scheduled.

I presented this request to the supervisor or management official at _____: _____ AM / PM, on this date, ____ / ____ / 20 ____ . _____
(Steward's Initials)

Please indicate that you received this form by initialing and dating it here: _____ / ____ / 20 ____
(Supervisor's Initials) (Date)

ORIGINAL to Management – COPY to Union Steward for FILE.

Also, the other above referenced managers will receive a copy of this request.

