

INFORMAL DISCUSSION WORKSHEET

Gr. # _____ STEWARD _____ SUPV _____

15. Frame the Issue(s)

16. Undisputed Facts # of Attachments _____

Agreed upon by _____ (NALC) _____ (USPS)

17. UNION'S disputed facts & contentions # of Attachments _____

18. Management's contentions # of Attachments _____

19. Remedy Requested/Offered

20. Disposition & Date
Not Resolved _____ Withdrawn _____

***** **MUST ACCOMPANY 8190 IF NOT RESOLVED** *****

Informal Discussion Worksheet Instructions

Attention: If the grievance is resolved, this worksheet is not needed and PS Form 8190 should be completed to memorialize the settlement.

On PS Form 8190:

If the discussion with the supervisor does **not** resolve the issue, the union steward **must** complete blocks 1 thru 12 and 13b entirely. Supervisor **must** complete block 13a. A copy of the 8190 and relevant documents **must** be forwarded to the Management Step A representative **and** the entire file to the union immediately (within 7 days).

The Informal A steward is not prohibited from entering Issue Statement in block 15 on the 8190 but it is not required if entered on Worksheet.

On this worksheet:

Complete blocks 15, 16, 17, 19 & 20.

15. Frame the issue in the form of a question. (Required)

Examples: "Did management have just cause to issue the Grievant a Letter of Warning dated for Unacceptable Conduct?" or "Did management violate Article 8.5.G when the Grievant was required to work overtime on, and if so, what is the appropriate remedy?" Be specific as to dates and level of discipline. Also, list specific contractual or handbook provisions involved.

16. Undisputed Facts

This block must be jointly developed and agreed upon. The parties are required to fully develop the grievance file and establish if any relevant facts can be mutually agreed upon and stipulated to. Examples: "Carrier A is on the OTDL" or else a copy of the list is needed, "OTDL Carrier B worked 8 hours only on (date)" or clock rings must be provided, and so on. Obtain signature or initials of supervisor **if they agree to these facts**.

If management won't stipulate to facts, the steward should interview the supervisor and complete INTERVIEW form to include in the file.

17. Union's Disputed Facts & Contentions (Required)

List any facts and contentions in dispute. Provide concise, descriptive statements outlining the union's position.

18. Management's Contentions (Required, but not necessarily on this worksheet)

Management may write in this block, supply separate position (steward gets copy), or the steward may write management's verbal position stated at the meeting. If no position is given, then the steward **should** interview the supervisor.

19. Remedy Requested/Offered (Required)

State the remedy requested by the Union. List remedy offered by management.

20. Disposition & Date (Required)

Self explanatory.

ATTACH WORKSHEET TO 8190