

Modified American Postal Workers Union AFL-CIO

Discipline Chronology

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

Name of Grievant:

Grievance Number:

1. _____ Date of Management's Investigative Interview.
2. _____ Date of Pre-Disciplinary Meeting / Hearing.
3. _____ Date of receipt of letter, charges, warning, or other reason for this grievance
4. _____ Contractual Last Date for Step-1 grievance meeting (within 14 days of #3 above)
5. _____ Date(s) of Any Step One Extensions
6. _____ Date Step-1 Meeting held (within 14 days of #2 above)
7. _____ Last date for Step-1 oral decision from management (within 5 days of Step-1 Meeting #4 above)
8. _____ Date of Step-1 oral decision from management (within 5 days of meeting #4 above)
9. _____ Date of Management initialed Step-2 form (within 5 days after Step 1 decision, #5 above)
10. _____ Dates of Any Extensions Granted
11. _____ Name of Steward handling Step-1
12. _____ Last date for Step-2 Appeal to postmaster or designee (within 10 days of Step-1 decision, #8 above)
13. _____ Date of Step-2 Appeal to postmaster or designee (within 10 days of Step 1 decision, #8 above)
14. _____ Date of Emailed Step-2 Appeal

KEY: Yellow Highlighting indicates a time delay or violation has occurred.

KEY: Highlighting other than Yellow means an Extension was Agreed too.

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APWU Local 480 Steward

15. _____ Contractual Last date for Step-2 Meeting with postmaster or designee (within 7 days after receipt of Step 2 appeal)
16. _____ Date(s) of Any Step Two Extensions
17. _____ Date of Step-2 Meeting with postmaster or designee (within 7 days after receipt of Step 2 appeal)
18. _____ Last date for employer's Step-2 Decision, in writing, to union (within 10 days of Step 2 meeting, #14 above)
19. _____ Date of employer's Step-2 Decision, in writing, to union (within 10 days of Step-2 meeting, #14 above)
20. _____ Date Case File was sent to Local
21. _____ Name of Steward handling Step-2
22. _____ Last date for Step-3 Appeal (within 15 days of receipt of Employer's Step 2 decision #16 above)
23. _____ Date of Step-3 Appeal (within 15 days after receipt of Employer's Step 2 decision)
24. _____ Certified Mail Number of Step-3 Appeal

Steward Notes:

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