

Sample grievance # 3996 (non-response)

Issue Statement: Did the Employer violate Contractual provisions, including but not limited to, Articles 3, 15,19, and 41 of the Collective Bargaining Agreement; and M-39 122.33 by failing to process and respond to the grievant's Form 3996 as required?

Remedy:
(M-39 122.33)

The employee, upon request, will be provided a Form 3996, Carrier - Auxiliary Control, after the supervisor has been verbally informed as to the reason for the request. The employee shall not be denied the form and, upon request, a duplicate of the completed form will be provided the employee.

Article 41.3.E

E. When the Employer requires the use of certain supply items for the proper performance of a carrier's functions, such items will be supplied by the Employer.

F. A newly appointed carrier or a carrier permanently assigned to a route with which the carrier is not familiar will be allowed a reasonable period to become familiar with the route and to become proficient.

G. The Employer will advise a carrier who has properly submitted a Carrier Auxiliary Control Form 3996 of the disposition of the request promptly after review of the circumstances at the time. Upon request, duplicate copy of the completed Form 3996 and Form 1571, Report of Undelivered Mail, etc., will be provided the carrier.

M-00189 Step 4
July 28, 1981, H8N-5H-C 17726

Whether or not management violates Article 17 of the National Agreement by disallowing local stewards the use of PS Forms 3996 to document grievance activity. The sole purpose of PS Form 3996 is to record overtime and/or auxiliary assistance.

M-00144 Step 4
May 8, 1979, NCS 13207

In accordance with the provisions of the 1978 National Agreement, upon request, a duplicate copy of the completed Form 3996 and Form 1571, Report of Undelivered Mail, etc. will be provided the carriers.

M-00661 Step 4
November 28, 1978, NCS 11311

We mutually agreed that local management will observe the instructions on the reverse of Postal Service Form 3996.

Reverse side of SF 3996

L. MANAGEMENT ACTION - This section is completed by the manager reviewing the form. The manager reviews the request and makes a determination as to the appropriate actions. The manager shall check the appropriate actions and initial each section.

M. Show the transportation information as indicated.

N. Indicate the delivery starting point and the blocks of each street to be delivered.

O. List the points where relays will be found.

The form is handed to the carrier assigned to provide the assistance, who will complete the bottom time entries.