

## Local Grievance # \_\_\_\_\_

### Issue Statement (Block 15 of PS Form 8190)

Did Management violate the Interpretive Step Settlement on Delivery Operations Information System (DOIS) dated July 30, 2007 (M-01664) via Article 15 of the National Agreement by failing to accurately record time data in DOIS at the **[Station/Post Office]**, and if so, what should the remedy be?

### Union's Facts and Contentions: (Block 17 on PS Form 8190)

#### Facts:

1. The Interpretive Step Settlement on DOIS dated July 30, 2007 (M-01664) states in relevant part:

*“Management is responsible for accurately recording volume and other data in DOIS.”*

2. The TACS Employee Everything Reports included in the case file show management improperly recorded the following times for Letter Carrier **[Name(s)]** on **[date]**:

Time: \_\_\_\_\_ Code: \_\_\_\_\_ **[Standby time/training time/meeting time, etc]**  
Time: \_\_\_\_\_ Code: \_\_\_\_\_ **[Standby time/training time/meeting time, etc]**  
Time: \_\_\_\_\_ Code: \_\_\_\_\_ **[Standby time/training time/meeting time, etc]**

3. Data from TACS is transferred into DOIS to generate various DOIS reports including reports that show all time spent by a Letter Carrier performing work on a route. These reports are used to determine whether or not a route is properly adjusted or not.
4. Supervisor/Manager **[Name]** instructed Letter Carrier **[Name(s)]** to move on the clock to **[Standby time/training time/meeting time, etc]** work function when they were actually still performing work on their route. The grievant followed the instructions which naturally prevented the accurate recording of time used to complete their route on **[date]** at the **[Station/Post Office]**. This is documented by the statement(s) included in the case file.

#### OR

5. Management improperly moved Letter Carrier(s) **[Names(s)]** to a **[Standby time/training time/meeting time, etc]** work function on **[date](s)** for **[amount of time]** when they were actually still performing work on their route. This is

documented by the TACS Employee Everything Reports included in the case file. The manager who altered these time records is identified in the reports.

6. The Workhour Workload Report (All Routes) shows how much total time was credited to Route \_\_\_\_\_ (the grievant's route) on [date].
7. The TACS Employee Everything Report for Letter Carrier [Name(s)] on [date] shows how many total hours they worked and were paid for on the day in question.
8. Letter Carrier [Name] provided a statement verifying that they only performed work functions related to performing normal duties on their route on [date]. This fact is further supported by the MSP Scan Reports included in the case file.

## **Contentions:**

1. Management improperly recorded time in DOIS on [date] at the [Station/Post Office] when they altered the time records associated with this case. This resulted in less time credited to Route \_\_\_\_\_ than was actually performed on the route on [date]. This is a clear violation of the Interpretive Step Settlement on DOIS dated July 30, 2007 (M-01664) via Article 15 of the National Agreement.
2. Management improperly recorded office and/or street time data in TACS on [date] by entering inaccurate information at the [Station/Post Office]. Data from TACS is loaded into DOIS to generate various DOIS reports. By improperly recording this office and/or street time data in TACS, Management violated the Interpretive Step Settlement on DOIS dated July 30, 2007 (M-01664) via Article 15 of the National Agreement.

## **Remedy: (Block 19 of PS Form 8190)**

1. That management immediately make corrections to TACS and DOIS to accurately reflect the time each Letter Carrier worked on each route on [date].
2. That management provide proof of compliance when #1 above is accomplished to [NALC Official].
3. That management cease and desist violating the Interpretive Step Settlement on DOIS dated July 30, 2007 (M-01664) via Article 15 of the National Agreement.
4. That Letter Carrier(s) [Name], [Name], and [Name] each be paid a lump sum(s) of \$50.00 to serve as an incentive for future compliance.
5. That all payments associated with this case be made as soon as administratively possible, but no later than 30 days from the date of settlement.

6. That proof of payment be provided to **NALC Official** upon payment, and/or any other remedy the Step B team or an arbitrator deems appropriate.

**Add the following issue statement, facts, contentions, and remedy request to this case if we can prove the violation is repetitive:**

**Issue Statement:**

Did management violate Article 15.3.A of the National Agreement along with policy letter M-01517 by failing to comply with the prior Step B decisions or local grievance settlements in the case file, and if so, what should the remedy be?

**Facts:**

1. Article 15.3.A of the National Agreement states in relevant part:

*The parties expect that good faith observance, by their respective representatives, of the principles and procedures set forth above will result in resolution of substantially all grievances initiated hereunder at the lowest possible step and recognize their obligation to achieve that end.*

2. M-01517 states in part:

*Compliance with arbitration awards and grievance settlements is not optional. No manager or supervisor has the authority to ignore or override an arbitrator's award or a signed grievance settlement. Steps to comply with arbitration awards and grievance settlements should be taken in a timely manner to avoid the perception of non-compliance, and those steps should be documented.*

3. Included in the case file are **Arbitration Awards/Step B decisions/local grievance settlements, etc.** in which management was instructed/agreed to cease and desist failing to accurately record time data in DOIS at the **[Station/Post Office]**.

**Contentions:**

1. Management violated Article 15.3.A of the National Agreement and M-01517 by failing to abide by the previous Step B decisions/local grievance settlements in the case file. When management violates contractual provisions despite being instructed/agreeing to cease and desist these violations, they have failed to bargain in good faith.
2. The Union contends that Management has had prior cease and desist directives to stop failing to accurately record time data in DOIS at the **[Station/Post Office]**.

3. Management's actions are continuous, egregious and deliberate. The Union has included past decisions/settlements in the case file to support this point.

### **Remedy:**

1. That management cease and desist violating Article 15 of the National Agreement.
2. That Letter Carrier(s) **[Name], [Name], and [Name]** each be paid a lump sum of \$100.00 to serve as an incentive for future compliance.



## National Association of Letter Carriers Request for Information

To: \_\_\_\_\_  
(Manager/Supervisor)

Date \_\_\_\_\_

\_\_\_\_\_  
(Station/Post Office)

Manager/Supervisor \_\_\_\_\_,

Pursuant to Articles 17 and 31 of the National Agreement, I am requesting the following information to investigate a grievance concerning a violation of Article 15:

1. The TACS Employee Everything Reports for letter carrier(s) **[Name(s)]** for **[date(s)]**.
2. Copies of the Workload Workhour Report (All Routes) for: **[date(s)]**.
3. Copies of the MSP Scan Reports for Route \_\_\_\_\_ for **[date(s)]**.

I am also requesting time to interview the following individuals:

1. **[Name]**
2. **[Name]**
3. **[Name]**

Your cooperation in this matter will be greatly appreciated. If you have any questions concerning this request, or if I may be of assistance to you in some other way, please feel free to contact me.

Sincerely,

\_\_\_\_\_  
Shop Steward  
NALC

Request received by: \_\_\_\_\_

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



## National Association of Letter Carriers Request for Steward Time

To: \_\_\_\_\_  
(Manager/Supervisor)

Date \_\_\_\_\_

\_\_\_\_\_  
(Station/Post Office)

Manager/Supervisor \_\_\_\_\_,

Pursuant to Article 17 of the National Agreement, I am requesting the following steward time to investigate a grievance. I anticipate needing approximately \_\_\_\_\_ (hours/minutes) of steward time, which needs to be scheduled no later than \_\_\_\_\_ in order to ensure the timelines established in Article 15 are met. In the event more steward time is needed, I will inform you as soon as possible.

Your cooperation in this matter will be greatly appreciated. If you have any questions concerning this request, or if I may be of assistance to you in some other way, please feel free to contact me.

Sincerely,

\_\_\_\_\_  
Shop Steward  
NALC

Request received by: \_\_\_\_\_

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