

## Sample grievance #

## Privacy Act (local forms)

**Issue Statement:** Did the Employer violate Contractual provisions, including but not limited to, Articles 3, 15, and 19 of the CBA; the Privacy act of 1974; and the ASM 324,353, Appendix A; by the collection of information concerning individuals on locally developed forms? If so, what is the remedy or what shall be the remedy?

M-01325 Step 4

May 6, 1998, I94N-4I-C 97116055

We agreed that the issuance of local forms, and the local revision of existing forms is governed by Section 324 of the Administrative Support Manual (ASM). The locally modified form at issue was not promulgated according to ASM 324.12. Therefore, management will discontinue using this form.

M-01334 Pre-arbitration Settlement

July 16, 1998, H90N-4H-C 96029292

The issue in this grievance is whether management violated the National Agreement by developing a local form which was not approved in accordance with the ASM. The development of local forms is governed by the ASM. This grievance concerns a letter which is being issued to employees locally, entitled, "Accident Repeater Alert!!! During our discussion, we mutually agreed that the development of local forms is governed by the ASM. Therefore, the issuance of the "Accident Repeater Alert!!! letter will be discontinued.

M-00852 Pre-arb

November 24, 1992, H7N-2D-C 42122

The issuance of local forms, and the local revision of existing forms is governed by Section 324.12 of the Administrative Support Manual (ASM). The locally developed form was not promulgated according to ASM, Section 324.12. Therefore, management will discontinue the use of the subject form. *See also* M-00808, M-00809, M-00821, M-00849, M-00887, M-00852, M-01107

REMEDY: Discontinue use of locally made or modified forms.