

Filing a Grievance

We are receiving many grievances where the grievance has been improperly filed at Step 1. We have been able to overcome this issue in most instances, but any carrier who files a grievance must do it the right way to assure this is not an issue. When a carrier wants to file a grievance they need to complete lines one (1) through four (4) on PS Form 8191. This form should be made available to you by your supervisor/postmaster; however, you can print one off the national website at www.nrlca.org. You **MUST** have a meeting with your immediate supervisor to discuss the issue that concerns you. If this issue cannot be resolved then you should advise the supervisor you are filing a grievance and ask the supervisor to initial lines 3B and 3C as to the date this issue was discussed. After the meeting with the supervisor you should send or give the original PS Form 8191 to your assigned steward (either local or assistant) along with a detailed statement stating why you believe you have a grievance and the facts as you see them.