

Directions for Completing PS Form 8191



USPS-NRLCA Joint Step 1 Grievance Form

1a. Grievant's Name (Last, first, middle initial) Doe, Jane Q		1b. Grievant's EIN (Employee Identification Number) 01234567
1c. Grievant's Title, Designation Code, and Route No. Reg-71, RCA-78, etc, and Route Number		1d. Telephone No. (include area code) Grievant's telephone number
1e. Grievant's Mailing Address Full mailing address including ZIP Code		
2a. Post Office Grievant's office	2b. Branch/Station (if applicable)	2c. Telephone No. (include area code) Telephone number of office or branch
3a. Date of Incident Or date discipline rec'd	3b. Date of Step 1 Discussion with Supv (Filing date) (initials advised)	3c. Was Grievance Timely? (Explain) Within 14 days = Yes
4. Issue (Complaint) The issue should be stated in the form of a question. See the following examples: Was the grievant entitled to work her primary assignment on January 5, 2002? Was the discipline received by the grievant on February 10, 2002, issued for just cause?		

DIRECTIONS FOR COMPLETING SECTIONS 1-4 OF PS FORM 8191

- Any rural carrier craft employee covered by the USPS-NRLCA National Agreement who feels aggrieved must discuss the grievance with his/her immediate supervisor within 14 days of the date on which the employee or the Union has learned, or may reasonably be expected to have learned, of its cause. In the case of discipline, the date of the incident (box 3a) and the 14 day time limit start on the date the discipline is issued to the employee.
REF: EL-902, Article 15.3.Step 1:a
- The employee may fill out boxes 1-3a, and bring the 8191 to the discussion with the supervisor. If the issue remains unresolved, the supervisor shall promptly annotate the joint step 1 grievance form, indicating briefly the issue (box 4); the date of the initial discussion (box 3b), which constitutes the Step 1 filing date; whether or not the grievance is timely (box 3c), a timely grievance is one that does not exceed 14 days between item 3a and 3b, unless the parties (grievant and management) have mutually agreed to extend time limits (time extension strongly encouraged to be in writing).
REF: EL-902, Article 15.3.Step 1:c
- The NRLCA suggests that the employee and supervisor initial 3b as proof that the grievance was filed and who attended the grievance discussion.
- If the issue is not resolved at the discussion level, the employee must promptly forward the Joint Step 1 grievance form to the installation head or designee and the local steward or union representative to further consider the grievance at Step 1.
REF: EL-902, Article 15.3.Step 1:c
EL-902-A, Analysis of Changes 1995-99 Agreement, pg 71
- For other than disciplinary actions the Union may also initiate a grievance at Step 1 in accordance with the above, and may initiate a class grievance at Step 1 when the grievance concerns the complaint of more than one employee in the office. If the Union initiates a grievance, the steward or Union representative is the only appropriate party to meet with the appropriate supervisor.
REF: EL-902, Article 15.3.Step 1:b
- The PS Form 8191, USPS-NRLCA Joint Step 1 Grievance Form is an official USPS form and is available to your manager on the USPS "Blue Page" or through normal supply channels. Management should provide the form on demand to any rural craft employee. If your manager is unable or unwilling to supply the form, contact the appropriate certified NRLCA steward as soon as possible. The PS Form 8191 is also available for download at www.nrlca.org.