

SHOP STEWARD OR GRIEVANT'S STEP A INFORMAL SUMMARY FORM

DATE OF STEP A HEARING: \_\_\_\_\_

WHO WAS USPS REPRESENTATIVE?: \_\_\_\_\_

WHAT IS THEIR TITLE? CHECK THE APPROPRIATE BOX

- 1. 204B ( )
- 2. SUPERVISOR ( )
- 3. SUPERINTENDENT ( )
- 4. MANAGER ( )
- 5. POSTMASTER ( )

WHO WAS THE NALC REPRESENTATIVE? : \_\_\_\_\_

CHECK THE APPROPRIATE BOX

- 1. SHOP STEWARD ( )
- 2. GRIEVANT ( )

LIST ANY WITNESSES AT THE HEARING!

MANAGEMENT UNION

- |          |          |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |

DID YOU REQUEST MANAGEMENT TO SUPPLY ANY DOCUMENTATION?

YES ( ) NO ( )

IF YOU DID REQUEST SOMETHING, WHAT WAS IT?

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

DATE WHEN THE STEP A ANSWER WAS SUPPLIED TO YOU? \_\_\_\_\_

WHICH USPS REPRESENTATIVE SUPPLIED THE ANSWER?

TITLE: \_\_\_\_\_

WAS THERE AN OFFER TO SETTLE? YES ( ) NO ( )

IF "YES", WHAT WAS THE OFFER? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_