

NALC BRANCH 2200 - GRIEVANT INFORMATION

FACT-FINDING DATE:

STEWARD INITIALS:

FACT-FINDING ISSUE:

GRIEVANT CITY/STATION:

GRIEVANT STATION ZIP CODE:

*****LETTER CARRIER: PLEASE PRINT BELOW - All information will help us with your grievance.*****

Your Name:

Home Address:

Apt #:

City, State, Zip:

Home Phone:

Cell Phone:

Email Address:

Post Office City/Station

Station Zip Code

Employee ID#:

Off Days - Rotating Letter:

Seniority Date:

Status (Circle): REGULAR - PTF - CCA

Veteran (Circle): Yes No

Other Notes:



Serop Karchikyan
President
Calvin Rich
Vice-President
Nancy Norman
Secretary-Treasurer
Amy Lee
Financial Secretary

NALC Branch 2200
1310 N Oxford Ave
Pasadena CA 91104
Ph: 626-798-6122
Fax 626-798-6457
www.nalc2200.org

Sgt-at-Arms: **Ric Roldan**
HBP Rep: **Keith Lineman**
MDA Rep: **Vinh Trieu**
Trustees: **Leroy Collier-Chr.**
Robert Burskey
Jan Siechert

Letter Carrier,

A fact finding will be conducted with you today_____. As a result of the fact finding, you may be issued a letter of discipline. I advise you to **sign and date the letter** when it is presented to you by the supervisor.

If you would like to file a grievance against the letter of discipline, you must give a copy of all the pages of the letter to me **immediately upon receipt**. You must then write a statement explaining exactly what happened that lead to the **charges** stated in the disciplinary letter, and give to me as soon as possible. If I am unavailable, fax or email your letter of discipline and your statement to the Union Office:

Fax 626-798-6457 (email confirmation will be provided if fax contains your email address)

OR

Email your documents to: **nnorman.nalc2200@gmail.com**. If you do not receive confirmation of your emailed documents within 48 hours, please contact the Union Office at 626-798-6122.

In addition, request time from your supervisor to meet with me (your shop steward), as soon as you receive any disciplinary letter.

In unity,

 Shop Steward Date

 Letter Carrier - Print Name

 Letter Carrier - Signature Date



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President
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