



Mike Wylly
President
Serop Karchikyan
Vice-President
Nancy Norman
Secretary-Treasurer

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

Frank Costanzo
Financial Secretary
Ric Roldan
Sgt at Arms
Trustees:
Leroy Collier-Chr.
Donald Smith
Carolyn Zorn

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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