



Serop Karchikyan
President
 Pending
Vice-President
 Adrian Gonzalez
Secretary-Treasurer
 Nancy Norman
Financial Secretary

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

Sgt-at-Arms: Gabriel Gonzalez
HBP Rep: Keith Lineman
MDA Rep: Vinh Trieu
Trustees: Jan Siechert-Chr.
 Daniel Germann
 Diana Rosales

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 pages** of the letter to me **immediately upon receipt**. If I am unavailable, please email to the Union Office **immediately**. It may work strongly in your favor to write a statement explaining exactly what happened that lead to the charges stated in the disciplinary letter and give to me or email as soon as possible.

If I am unavailable, please email your documents to: **2200.nalc@gmail.com**

If you do not receive confirmation of your emailed documents within 48 hours, please contact our 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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