INVESTIGATING

GRIEVANCES

The information included in this ***"Investigating Grievances"*** booklet was presented to the members of the Kentucky-Indiana-Michigan Region, (Region 6) Ron Brown, NBA, Ernie Haynes (Indiana), and Jim Korolowicz (Michigan), Regional Administrative Assistants with assistance from Ernie Kirkland (Kentucky), Assistant to NBA Brown, during the October 10-11, 1999 Fall Training Seminar held at the Sheraton Hotel, Lansing, MI.

There was a "class" assignment attached on investigating grievances that would not serve any purpose unless you were there. Consequently it has been excluded.

Once you get past the text of this piece you will find at the end the "meat" of this document. For those of you who don't have access to the NALC Arbitration 10 CD Disk set or the search engines accompanying them, you can now do a topical search for the necessary arbitration awards. Beginning with ***Defenses to Discipline*** and moving through ***Contractual*** and then ending with ***Discipline*** you will be able to locate a topic, and then be able to cross reference the "Cigar" number.

Although those of us in the K-I-M Region would like to credit our NBA and his staff for this excellent piece, but more than likely this search document originated from NALC Headquarters. This most recent issue you are receiving was updated September, 1999.

"How'd he do that?"

The page numbering sequence you will find at the bottom of those pages is only specific to the document prior to its conversion to PDF, which I did by scanning directly into Adobe Exchange.

Also, I reformatted the instructions on "Investigating Grievances" in WordPerfect 8.0, cleaning up the original so it would have a "better" look to it. It has been edited for clarity. However, for the most part the text remains as it is in the "original" document.

The sections pulled from the MRS were printed using the December 1998 PDF edition. I printed them to an HP5 Laserjet, and then scanned them into this document via Adobe Exchange. Because of the condition of the ASM piece, I "grabbed" the section from Kathy Higgins (NALC Branch No. 79, Seattle, WA) Carrier Connection web site where she has it listed in HTML the latest issue of the ASM. I then reformatted it in WordPerfect 8.0 and converted it to PDF using Adobe PDF Writer, and then inserted it via the original PDF document.

When it came to getting the three main booklet categories in, they were not "touched" up, except for removing the page borders which show up black. They should be out.

I am offering this explanation as to "how'd he do that" because I have been asked many times, "how'd you do that?" That's how I did that. In all it took me four hours to finish.

As always, should you have any questions don't hesitate to contact me.

Yours in unionism

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INVESTIGATING GRIEVANCES

Stewards have broad powers to investigate grievances, ***as well as problems*** that may become grievances. These powers are set out in Articles 17 and 31 of the contract, and they include:

1. ***The right to interview people to get the facts.*** You may interview the grievant (or potential grievant), supervisors., and witnesses - including witnesses who are not postal employees.
2. ***The right to review and obtain Postal Service documents, files, or other records.*** It is your right under the contract and under the labor laws to get the information you need to investigate and process grievances and potential grievances. You also have the right to obtain copies of written information at no or a nominal cost. This cost is based on the number of documents needed.
3. ***The right to investigate on-the-clock.*** Management may not unreasonably deny your requests to investigate and adjust grievances or possible grievances on-the-clock.

These are your basic powers set out in the contract and backed up by the labor laws. They are yours to use. But how you use them is up to you.

As you know, effective grievance-hand ling is an art, and a profession, all to itself. There are no magic formulas telling you how to investigate each grievance. Every grievance is different, so the best way to learn grievance investigation is through experience.

But there are a few basic things the steward can do to improve grievance investigation and thereby improve the quality and strength of our grievances.

First: A grievance should be investigated ***before it is filed***. The facts should be "fathered" first, and then the decision whether to file a grievance should be made. If a grievance is filed first and questions are asked later, the system gets clogged up with grievances that the union knows very little about, that may be frivolous, and that will probably be denied. Then if the grievance is appealed, it will have to be investigated anyway before the issues can be discussed and resolved. However, this is how the system should work. The full set of facts should be found out, presented and discussed at Step 1.

Second: You should ***interview any supervisors*** connected in any way with the potential grievance before the grievance is initiated. Your right to interview supervisors is established in Article 17, Section 3.

The investigation interview is conducted ***to learn managements version of the facts.*** Therefore, the interview is not a grievance meeting and it is not the place to argue about the merits of the case. Instead, the interview should be restricted to questions by the union representative and answers by the supervisor.

By learning management's version of the facts before the Step 1 meeting you can determine where disputes about the facts exist, and where both sides agree about the facts.

By determining where disputes over the facts exist, you can determine where you need to investigate further. If, for example, the grievant told you that he arrived at a restaurant at 12:00 sharp, but the supervisor says the grievant arrived at the restaurant at 11:00, a factual dispute exists. To resolve that dispute you will have to investigate further to try to determine whether addition evidence – something other than the word of the supervisor or the grievant – is available to indicate which side is correct.

Finding out where factual disputes exist is an important reason for interviewing supervisors before a grievance is initiated, but there is ***another reason*** why this practice ***should always*** be followed: By interviewing the supervisor early, and making a written record of the supervisor's version of the facts, management's position is effectively frozen at that level. Once you document management's story, it is difficult for management at later steps of the procedure to invent new facts, or to discover new facts not revealed by the supervisor during the pre-Step 1 interview. Often management's position at the supervisory level is easy to attack – but once management's labor relations specialists and attorneys get involved, our job becomes more difficult.

A **third** point, involves the question: How do we know what to investigate? The answer is: Investigate until every possible question is answered and every imaginable bit of documentation is obtained.

When a problem is brought to you, think of ***every*** possible angle, and ask yourself every question about the problem you can come up with. ***Start with the basics.***

<u>Who</u> is involved – which letter carrier, which supervisor?

<u>What</u> happened – what specific events are you interested in?

<u>Where</u> exactly did it happen?

<u>When</u> did it happen – what day, what time of day?

<u>Why</u> might it be a grievance – is there a violation of the contract? Which Article and section?

When you have covered these basic questions, try to imagine what management will say about the case, and formulate an argument in response. Look for weak areas that may trip you up, and note the strong points on your own side.

Then ***go get the answers***. Every question must be answered, and every argument you have must be backed up with the facts. Document every point in the union's position, get statements for all relevant witnesses, from the grievant and from management.

When you have ***finished*** your investigation, ask your questions again. For example, “How do I know the supervisor poked the carrier with a floor mop?” **Answer:** I have written statements from 19 people.

When you have all the answers and you have documented all your facts, then you are ready to evaluate the problem and decide whether to file a grievance. If you file, you'll have everything you need. Grievances are won and lost on the basis of your investigation.

Finally, you cannot over-emphasize the importance of through grievance investigation. On of the hardest parts of a union officer's job at Step 3 and arbitration, is try to handle grievances without all the facts. The union depends on the steward for this information. Stewards are closest to the situation, they know the grievant, the supervisor, the station, and they have the best grasp of the problem.

If you really want to win a grievance, you have to conduct a complete investigation. And if you want to help other union reps to win your grievance when you appeal to a higher step of the procedure, then get the Step 2 or Step 3 union people what they need more than anything else – a through investigation and a ***complete file*** with all the details, all the statements, and all the documents that prove your case. The union's success in the grievance procedure rides on you, and the effort you to put into your investigation.

Remember, the more facts you have, the stronger your position. When you've done all your homework on a case you can go into a greivance meeting and face management sure of the facts and sure of the strength of your case.

Even if the grievance is denied at **Step 1**, or **Step 2**, your investigation will make or break the case at **Step 3**, or at arbitration. When your representative in your National Business Agents' office discusses a grievance at **Step 3**, or takes the case to **arbitration**, the facts that you have collected make all the difference. No Postal Service official, or arbitrator, is going to give us what we want when we don't have the facts. In fact more and more arbitrators are ruling that facts or evidence not submitted at **Step 2** are not admitable at arbitration.

Obviously, it takes a lot of work to investigate a grievance properly. You almost have to be a lawyer in looking up and analyzing technical rules and regulations, and you almost have to be a full-time detective to find all the facts and put them together. But, all that work is ***worth the trouble.*** When the union wins a grievance, we win because we have all the facts to back up our case.

Remember that when you investigate your (our) grievances – that ***you make or break the case*** in your investigation.

352.734 News Media Representatives

Fees are charged only for duplication under 352.722, except that the first 100 pages provided in response to a request are without charge (see also the general waiver provision in 352.771). To be eligible for the reduction of fees applicable to this category, the requester must meet the criteria in Exhibit 352.71 and the request must not be made for a commercial use.

352.735 All Other Requesters

Fees are charged for search and duplication under 352.721 and 352.722, except that the first 100 pages of duplication and the first 2 hours of search time are provided without charge (see also 352.771 and 352.772).

352.74 Aggregating Requests

When the custodian reasonably believes that a requester is attempting to break a request down into a series of requests to evade the assessment of fees, the custodian may aggregate the requests and charge accordingly. The custodian does not aggregate multiple requests when the requests pertain to unrelated subject matter. Requests made by more than one requester may be aggregated only when the custodian has a concrete basis on which to conclude that the requesters are acting in concert to avoid payment of fees.

352.75 Other Costs

352.751 Publications

Publications and other printed materials may, to the extent of availability in sufficient quantity, be provided at any established price or cost to the Postal Service. Fees established for printed materials pursuant to laws, other than FOIA, are not subject to waiver or reduction under 352.7.

352.752 Other Charges

When a response to a request requires services or materials other than the common ones listed in 352.721, 352.722, and 352.723, the direct cost of these services or materials to the Postal Service may be charged, but only if the requester is notified of the nature and estimated amount of the cost before it is incurred.

352.753 Change of Address Orders

Although change of address information is not required by FOIA to be made available to the public, the fee for obtaining this information under 352.44a is included in this section as a matter of convenience. The fee for searching for a change of address order is $3. This fee is charged whether or not a permanent change of address is found on file (see 352.775).

352.76 Advance Notice and Payment of Fees

352.761 Liability and Payment

The requester is responsible, subject to limitations on liability provided by this section, for the payment of all fees for services from the request, even if responsive records are not located or are determined to be exempt from disclosure. Checks in payment of fees must be made payable to the United States Postal Service.

SEE ALSO
Postal Inspectors, page 247

M-01150 APWU Prearb
February 13, 1990, H4C-3W-C 27068
The issue in this grievance is whether or not management must supply the local union with a list of all employees who applied for non-bargaining unit positions.

It was agreed that, if the local union provided a list of officers and stewards, the Postal Service will indicate which (if any) applied for a supervisory position within the past two years.

M-01101 Pre-arb
November 12, 1992, H0N-3W-D 1157
The issue in these cases is whether management was required to provide access to an employees Employee Assistance Program (EAP) records and Official Personnel Folder (OPF) without the consent of the employee.

During our discussion, we mutually agreed to make available any discipline records found in the OPF of that employee and allow the union's representatives to review these records.

C-03230 National Arbitrator Mittenthal
February 16, 1982, H8N-3W C20711
The Supervisor's refusal to provide a letter carrier steward with a supervisor's personal notes of discussions the supervisor had with an employee concerning his sick leave was not unreasonable where there was no dispute as to the number of such discussions or their content. Article XVII, Section 3 of the 1978 National Agreement does not under these circumstances require the supervisor to provide the steward with his personal notes of the discussions.

M-00560 Step 4, April 29 1980, N8S 0255
Management may provide as steward with information requested for review at his or her work location rather than releasing the steward for the purpose of travel to a central facility to review the requested information.

C-10544 Regional Arbitrator Martin
January 11, 1991, C7N-4U-C 18822
Where the informant did not offer any evidence, and where the evidence relied upon by management was first-hand knowledge of supervisors, it was not necessary for management to reveal the name of the informant to the union, or to make him available for examination.

M-00316 Step 4
November 5, 1982, H1C-3U-C 6106
Any and all information which the parties rely on to support their positions in a grievance is to be exchanged between the parties' representatives at the lowest possible step. This will include the PS 2608 when management's representative at Step 2 or above of the grievance procedure utilizes the form to support their decision. Also, this will include the PS 2609 when utilized by management's representative at Step 3 or above. *See also* M-00315. M-00822

M-00773 Step 4
August 16, 1979, N8N-0027
We mutually agree that the disclosure provisions set forth in Article 15, 17 and 31 of the 1978 National Agreement intend that any and all information which the parties rely on to support their positions in a grievance is to be exchanged between the parties representatives to assure that every effort is made to resolve grievances at the lowest possible level.

M-01050 APWU Step 4
September 16, 1980, W8C-5E-C-93444
It is further agreed that under the Privacy Act an employee or third party designated by him/her may not be denied access to any information filed or cross indexed under the employee's name except as specified in Part 313.61 of the E&LR Manual.

M-00454 Step 4
November 18, 1977, NCS-8463
Supervisors will respond to reasonable and germane questions during the investigation of a grievance.

M-00215 Step 4
October 14, 1981, H9C-5K-C 17499
The Postal Service agrees that relevant information within the meaning of Article 31, including requests for attendance information, will be provided to the Union.

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M-00670 Step 4
March 7, 1977, NCN-3584
If information requested by the union is relevant to a pending Step 4 grievance the requesting union representative should be allowed access to that information.

M-00325 Step 4, April 19, 1972, NS-153
The steward may resubmit his request for overtime information setting forth the names of those carriers whose overtime record he wishes to see and the time period which he wishes to review.

M-00307 Pre-arb
December 18, 1985, H4C-5F-C 1641
The union is entitled to copies of a D-2 document, a locally developed (discipline) form. The union's request to review the documents, files, and other records, including the D-2 form, that are necessary for processing a grievance or determining if a grievance exists shall not be unreasonably denied.

M-00626 Step 4, March 28, 1977, NCS 4432
Under the terms and conditions of the National Agreement, the Union is entitled to review all relevant and material information associated with a grievance being pursued by the Union, which included information developed as a result of investigating a particular incident directly associated with the grievance.

M-00674 Step 4
November 15, 1977, NCS-8956
Management in this instance apparently cited a Civil Service Commission ruling in defense of its own actions. If management was in possession of such a "ruling" it should have been provided to the steward upon reasonable request. If not, the situation or reason should have been fully explained to the requesting union official.

M-00104 Step 4, August 18, 1976, NCE-2263
A steward should be allowed to review an employee's Official Personnel Folder during his regular working hours depending upon relevancy in accordance with the applicable provisions of Article XVII, Section 3.

COST

M-00086 Step 4
November 30, 1984, H1C-4A-C 31135
It is the position of the Postal Service that, as provided in ASM, section 352.621, no charge for search time is made if no more than one quarter hour of clerical search time is required. It is also our position that as provided in ASM, Section 352.622, when a search must be performed by professional or managerial personnel there is a fee for each quarter hour.

M-00826 Step 4
May 22, 1987 H4N-5R-C 30270
Charges to the Union by management for copying and processing information are controlled by Section 352.6 of the Administrative Support Manual.

M-01141 APWU Step 4
June 26, 1992, H7C-3B-C 37176
The charges imposed by the Employer for information furnished pursuant to Article 31 of the National Agreement will not be greater than charges imposed by the Postal Service for release of information under the Freedom of Information Act.

Union requests made pursuant to Article 31 of the National Agreement are covered by Parts 352.634, All Other Requesters, and 352.64, Aggregating Requests, of the Administrative Support Manual, Issue 8, August 1991.

M-01094 Step 4
May 21, 1992, H7N-5K-C 23406
The issue in this grievance is whether the National Agreement requires management to provide the union with copies of information relevant to the filing of a grievance.

During our discussion, we agreed that upon request of the union, the Employer will furnish information necessary to determine whether to file or continue processing of a grievance, provided the employer may require the Union to reimburse the USPS for any costs reasonably incurred in obtaining the information. If obtaining such information includes providing copies, those copies will be provided.

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ORAL REQUESTS

C-10310 Regional Arbitrator Searce
September 27, 1990
Management violated the contract by imposing a local policy which required that all requests for information be written.

C-00183 Regional Arbitrator Caraway
June 27, 1984, S1C-3Q-C 31919
"There is no requirement in Article 31, Section 2, that the Union's request for information be in writing. This is wholly unnecessary and imposes an undue burden upon the Union representative."

MEDICAL RECORDS

C-06652 Regional Arbitrator Rotenberg
November 16, 1986, C4N-4B-C 15886
The Union is entitled to medical records necessary to investigate or process a grievance even in cases where the employee involved does not authorize the release of the information. The Privacy Act does not bar the release of such information when it is necessary for collective bargaining purposes.

M-01155 Step 4
January 14, 1994, H7N-2C 44938
We mutually agreed that the release of medical records to the union without an employee's authorization is provided for in the Administrative Support Manual, Appendix (USPS 120.190), EL-806, and by Articles 17 and 31 of the National Agreement.

M-00881 Step 4
November 16, 1988, H7N-1P-C 2187
The release of medical records to the Union is provided for in the Administrative Support Manual, Appendix (p. 42) (USPS 120.090). Accordingly, this grievance is sustained and the records in dispute will be provided to the union. *See also* M-01208

M-00459 Step 4, June 27, 1977, NCC-5980
Steward's request was extremely broad in scope and involved medical records. Since no justification was provided, the request was denied.

C-13674 Regional Arbitrator Maher
May 18, 1994, A90N -4A-C 94006287
The Arbitrator holds when the USPS seeks to take disciplinary action against an employee and relies upon medical records as evidence and the basis for its initial determination, the right to privacy vis a vis medical records not being released is no longer within the protected confines of physician and patient. That veil had been pierced by management's initiation of discipline of which the bona fides would be decided in an adversarial proceeding necessitating union representation of the Grievant. Therein lies the intent and explicit and explicit requirements of Articles 17 and 31 which provides that the Employer shall furnish to the union information requested in the processing of a grievance.

SUPERVISORS'S DISCIPLINARY RECORDS

C-10986 National Arbitrator Snow
July 29, 1992, H7N-5C-C 12397
C-10986 "[T]he Employer violated the parties' National Agreement when the Employer denied a Union request for information respecting the possible discipline of two supervisors..."

C-11716 Supplemental Award
March 9, 1992, H7N-5C-C 12397
The union is entitled to information concerning the disciplinary records of supervisors when it is necessary for the processing of a grievance.

M-01160 Prearb
December 16, 1993, H7N-1E-C 23870
It was mutually agreed that the release of information regarding supervisors was provided for in Arbitrator Snow's award in H7N-5C-C 12397 and in an NLRB settlement signed by the parties on August 3, 1993.

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SUBJECT CODE

DISCIPLINE

Revised 9/99

SUBJECT	SUS	MOD	DEN	OTH	CIGAR#S
DEFENSES TO DISCIPLINE					
I. Technical Defenses Unrelated to the Merits of the Discipline					
500101 Discipline was not timely issued	12	11	4	0	00033, 00036, 00289, 00516 01097A&B, 01261, 01272 01458, 01504A&B 01516A&B, 03607, 03808 04187, 06647,6710B, 07106, 13924, 17750A&B, 17949, 18370, 18603A&B
500109 Discipline was issued by higher management-rather than by the immediate supervisor	13	2	2	0	00396, 00908, 04282, 04674 4679B, 5250, 06012, 06658, 09950, 10110A&B, 11309A&B 14907, 15025, 15657, 16436
500102 Double jeopardy	10	1	1	1	00095, 00398, 00541, 02287B 04890B, 07013A,10002, 11190 15657, 15996, 18777, 18925, 19077
500103 Higher management failed to review and concur	10	1	1	1	00908, 01097A&B, 01477A&B 04156A, 05164A&B, 05685 06679, 11190, 16841
500104 Improper or defective charge (including claims that the charge is insufficiently specific to permit the grievant to understand the nature of the allegations made)	9	1	0	0	01233, 04156A, 05164A, 07106 10110B, 14970, 15302,15515B 16841, 18979
500198 Improper citation or consideration of past elements" (including citation or consideration of discipline that had been grieved but not decided when the instant discipline was issued)	8	11	0	0	00584, 01944, 01983, 03541 03910, 04335, 04401, 06012, 06907, 07106, 09469, 15272, 16524, 17434, 17750A&B, 18370, 18989A&B
500110 Management failed to give proper notice of discipline	3	0	0	0	06710A, 13876, 14578
500105 Management failed to render a proper grievance decision (including claims that a decision failed to state required information)	3	1	0	0	01477B, 01833, 06647, 16841

SUBJECT	SUS	MOD	DEN	OTH	CIGAR#S
DEFENSES TO DISCIPLINE (continued)					
I. Technical Defenses Unrelated to the Merits of the Discipline (continued)					
500108 Management failed to properly investigate before imposing discipline	28	4	1	0	00036, 00053, 01030, 01099 01191A&B, 01402, 01405A&B 01455, 01504A&B, 01512 01516A&B, 03228A, 03863A 04750, 04976, 05073, 05204 05424, 10048, 10110A&B 13876, 14752, 14839, 14959 15302, 18989A&B
500106 Management's grievance representative lacked authority to settle the grievance	8	1	2	0	01469, 01944, 04273, 04282 11190, 11309A&B, 14907 15996, 16436, 17897
500107 Management refused to disclose information to the union (including claims that information was hidden)	12	1	0	0	00308, 01477A&B, 04273 05164B, 06658, 07610, 10048 15302, 18372, 18979, 18989A&B
II. Disputes About the Correctness or Completeness of the Facts used to Justify the Discipline					
500201 Grievant didn't act as charged management failed to prove that grievant acted as charged	29	6	0	0	01047, 01062, 01099 01191A&B, 01200, 01233 01261, 01274, 01312 01345A&B, 01400 01405A&B, 01432A&B, 01448 01455, 01477A&B, 01479 01503A&B,01504A&B, 02689 14752, 16475, 16524, 17812A&B, 18578, 18612, 19140
500202 Grievant may have acted as charged, but was provoked by another	9	8	5	0	01237A&B, 01518A&B, 01760 02619A&B, 04203, 04213 04478, 04750,05138A&B 05242A&B, 05321, 05873B 06717B 06782B, 19063A&B 19080
III.Disputes about the Validity of the Rule upon which the Discipline is Based					
500300 Claims that grievant's actions, even if proven, do not form a proper basis for the imposition of disipline					01191A&B, 01311, 01536 02820, 04024, 04163, 14107 14712B, 15516A

SUBJECT	SUS	MOD	DEN	OTH	CIGAR#S
DEFENSES TO DISCIPLINE (continued)					
IV. Allegations that under the Circumstances, the Discipline Imposed is too Harsh or that No Discipline is Warranted					
500401 Discipline was punitive rather than corrective (including claims that discipline was "too severe"; that the degree of discipline was not rationally related to the offense, etc.)	5	9	2	0	00557, 01786A&B, 02818 02849, 03587, 03808, 03910 06894, 14712B, 16436 17813A&B, 17897, 18370, 19063B
500402 Grievant has a good prior record	6	23	5	0	01237A&B, 01274, 01424 01427A&B, 01448, 01455 01760, 01786A&B, 01820B 01945A, 02287A&B, 02375 02386, 02677A, 02803A 02831A&B, 02871A&B, 03587 03863A&B, 05138A&B, 05970 10519A&B17750A&B, 18370
500403 Grievant has long prior service	6	26	6	0	01274, 01402, 01427A&B 01455, 01565, 01760 01786A&B, 01820B, 01945A 02287A&B, 02371, 02375 02386, 02677A, 02803A 02831A&B, 02871A&B, 03587 03863A&B, 04275, 04570 05138A&B, 05970, 06952 10519A&B, 17750A&B, 17813A&B, 18370
500410 Grievant may have acted improperly, but did so as a result of lack of training, or improper training (including claims that the grievant "didn't know it was wrong")	2	4	1	0	00112, 01272, 01438A&B 01786A&B, 18402
500411 Grievant may have acted improperly, but did so to comply with a supervisor's instructions	0	1	0	0	01448
500404 Grievant was disparately treated	5	16	0	0	00077, 01047, 01424, 01565 01760, 01920, 01945A, 02354 02372, 02403, 02801, 02849 04401, 04432, 04518, 05267B 10510A, 11188, 14775B, 16436 17897

SUBJECT	SUS	MOD	DEN	OTH	CIGAR#S
DEFENSES TO DISCIPLINE (continued) **IV (continued)**					
500405 Grievant was emotionally impaired	0	21	3	0	00077, 00274, 00295 00551A&B, 01200, 01237A&B 01365, 01916, 01972, 02362, 02375, 02677A, 02794, 03342 03611, 03805, 04187, 04350 04518, 04913, 05304, 15193
500413 Grievant was entrapped	0	0	1	0	04712
500406 Grievant was impaired by drugs or alcohol (including claims that "alcoholism" was the cause of grievant's misconduct)	1	17	2	0	00282, 01237A&B, 01565 01820B, 01928, 01945A 02368A, 02371, 02372 02645, 02677A, 02831A&B 02846, 02849, 06375, 07057 07126, 18608
500407 Grievant's misconduct was not deliberate/intentional	7	12	0	0	01062, 01274, 01298,, 01402 01424, 01448, 01565, 01721 01988, 02362, 02677A 04494, 04518, 04563A&B 06483, 10269B, 16524, 18402
500412 Grievant's post-discipline conduct has been good	1	0	0	0	16475
500408 Management failed to follow principles of "Progressive" discipline	1	11	0	0	00060, 00557, 00584, 01043 01944.01947B, 01983, 05902 06299, 06984, 09766, 18938
500409 Rule grievant broke was otherwise unenforced	2	2	0	0	01448, 01875, 02029, 02803A
500499 In General					10291A&B, 12034A&B

REASONS FOR DISCIPLINE

SUBJECT	SUS	MOD	DEN	OTH	CIGAR#S
ATTENDANCE					
000001 Absenteeism	9	11	9	0	00239, 00282, 00599, 00798 00970, 01022, 01030, 01328 01760, 01786A&B, 01916 01944, 02372, 02818, 04024 04163, 04335,09057, 09469 09766, 09929, 10489, 14107 16475, 18453, 18590, 18605 18608
000003 AWOL	9	10	5	0	00584, 00798, 01043, 01272 01479, 01536, 01972, 02645 02818, 03342, 04941, 07057 08831, 08842, 09680, 09767 10173, 10291A&B, 10483B 10856, 11086, 15848, 18540
000005 AWOL--Abandonment of position	0	0	1	0	01022
000007 AWOL--Failure to provide medical certificate (or failure to provide proper certification)	2	4	3	0	01916, 02386, 06464, 07126 09950, 16475, 17897, 18089 18590
000009 Tardiness	1	2	0	0	01272, 01458, 03541
ACCIDENTS					
000011 Failure to report (or failure to report promptly)	5	2	0	0	01261, 05902, 09542
000013 Personal, excessive number of ("accident-proneness")	2	0	0	0	01311. 10307
000015 Personal, violation of safety rule	1	0	0	0	06871
000017 Vehicle, preventable (or at fault)	9	4	0	0	01043, 01261, 01920, 03945 14578, 15272, 16436, 17659 18034, 18435A, 18777
000019 Vehicle, roll-away					
ASSAULT					
000031 On customer	2	2	0	0	01237A&B, 04750, 19080
000033 On customer's pet	0	1	0	0	05321
000035 On employee	4	2	2	0	00095, 02846, 04275, 10483A 17949, 19063A&B

SUBJECT	SUS	MOD	DEN	OTH	CIGAR#S
ASSAULT (continued)					
000037 On supervisor	7	5	5	0	00053, 00308, 01477A&B 01518A&B, 02287A&B 02619A&B, 03611, 04203 05138A&B, 05242A&B 10979,
BREAK OR LUNCH					
000041 At unauthorized location	2	0	0	0	01875, 10883
000044 At unauthorized time	1	0	0	0	01875
000047 Extension of	2	1	0	0	01974A&B, 06894
CODE OF CONDUCT					
000049 Code of Conduct (ELM 660), conduct unbecoming a postal employee (as of 1/91)	7	5	7	0	00246, 10510A&B,11309A&B 13924, 14086A&B, 14712B, 14746, 14752, 14907,14959, 15193, 15515B, 18593, 18594 19063A&B
CONFLICT OF INTEREST					
000050 Conflict of interest Employment (includes working while on sick leave)	0	2	1	0	01972, 01975, 09464
CRIME					
000060 Crime, conviction of (or reasonable cause to believe guilty of)	16	10	9	0	00054, 00516, 00724 01097A&B, 01402, 01427A&B 01512, 01516A&B, 02368A&B 02871A&B, 03342, 04674 04771, 05073,10002, 10043B 10153, 10404A&B, 10470 10510A&B, 10975A&B, 12034A&B, 14712A, 14775A, 14839, 14959
CUSTOMER					
000070 Customer, discourteous language or conduct toward (or engaging in controversy with)	4	6	1	0	01237A&B, 03031, 03342 04710, 04890A&B, 04891A&B 05321, 06299
DISABILITY					
000080 Disability, physical or mental	3	1	1	0	00832, 03723, 09974, 10215 10282

SUBJECT	SUS	MOD	DEN	OTH	CIGAR#S
DISRUPTIVE BEHAVIOR					
000090 Disruptive behavior	2	3	3	0	02846, 03805, 10364 10423A&B, 17750A&B 18299B
DRUGS OR ALCOHOL					
000100 Drugs or alcohol, possession, sale or use of on duty or while in uniform (or under the influence of while-on-duty)	11	3	5	0	00220, 01022, 02846, 03031 04674, 04711, 04712, 05166 09551, 10525, 12034A&B 14086B, 14746, 15302, 15476 15515A&B, 18435A
000101 Drugs, use or sale , off duty	1	1	1	0	10946, 14746, 14839
000106 Failure to meet physical or mental requirements of position	2	1	0	0	00145,18477, 18686
FALSIFICATION					
000116 Of back-pay claim					
000111 Of compensation claim (or related document)	6	1	1	0	00020, 00091, 00798, 01233 01312, 10519A&B, 10947
000115 Of employment application	7	2	0	0	01062, 01400, 01424, 01988 02354, 06483, 15025, 15516A 16524
000117 Of medical records (including medical certificate)	2	2	1	0	00036, 01047, 01552, 04432 15657
000118 Of unemployment or welfare documents					
000119 Of work or time (or other employer) records (including giving false statements to Postal Inspectors)	0	3	0	0	00033, 00112, 14755B
000113 Of driving record	0	1	0	0	06483
000112 Of postal documents					
FIGHTING					
000125 Fighting	1	2	0	0	02801, 06782A&B
FUNDS					
000385 Funds (C.O.D., Postage Due, etc.) theft or misappropriation of	0	2	0	0	10510A&B

SUBJECT	*SUS*	*MOD*	*DEN*	*OTH*	*CIGAR#S*
GAMBLING					
000386 Gambling					
GARNISHMENTS					
000135 Garnishment	0	1	0	0	01944
GRATUITIES					
000375 Gratuities, soliciting or accepting	0	1	0	0	00246
INSTRUCTIONS					
000380 Instructions, failure to follow doctor's	2	2	0	0	08352, 10048, 10160, 19077
000141 Instructions, failure to follow supervisor's	7	5	3	0	01760, 01833, 02029, 03805 06012, 06283, 06299, 06894 14907, 17398B, 18370,18402 18578, 18590, 18594
INSUBORDINATION					
000146 Threats to supervisor	3	1	3	0	11309A&B, 17812A&B 17813A&B, 18578
000144 Disrespectful language or conduct toward supervisor	15	15	2	0	00274, 00396, 01022, 01043 01191A&B, 01200 01405A&B, 01504A&B 01760, 01833, 02287A&B 03611, 03805, 03910, 04213 04350, 04478, 05204, 05685 05873A&B, 09042, 09057 10979A, 14907, 17750A&B 18609
000145 Refusal to cross picket line					
000147 Refusal to obey direct order (except refusal to work overtime, or to cross lawns)	6	3	3	0	00109, 01043, 01365, 01469 04478, 05018, 06012, 08831 10076, 10291A&B, 10293A&B
INVESTIGATION					
000151 Investigation, refusal to cooperate in					

SUBJECT	SUS	MOD	DEN	OTH	CIGAR#S
LAST CHANCE					
100022 Last Chance settlement violation of	7	5	4	0	00239, 07106, 08624, 09746 10214, 10482, 10846, 10867 11086, 11112, 11113, 15452 15515A&B, 16475, 18633
LAWNS					
100150 Lawns, refusal to or failure to cross (or failure to refusal to make obvious shortcuts)					
LOITERING					
000160 Loitering (or attending to personal business while on duty)	0	0	1	0	01894
MAIL					
000170 Delay or obstruction of (including unauthorized possession of)	10	13	3	0	01402, 01458, 01786A 01820B, 01974A&B, 02371 02794, 03863A&B, 04273 04494, 04570 04674, 04913 05250, 05970,06710A,&B 09556, 10110A&B, 10308B 14086A&B, 19140
000175 Discarding deliverable	15	17	8	0	01298, 01345A&B, 01432A&B 01448, 01721, 01928 01945A&B, 02362, 02375 02677A&B, 02689, 02803A&B 02831A&B, 03587, 03607 04518, 04563A&B 04679A&B, 04812A&B 05164A&B, 05304 05396A&B, 06375, 06647 09593B, 10028A&B 18603A&B
000180 Failure to collect (or early collection of)					
000185 Failure to finger (or failure to properly finger)					
000190 Failure to properly secure (except failure to secure vehicle)	2	1	0	0	04350, 10291A&B
000195 Failure to report loss of					

SUBJECT	SUS	MOD	DEN	OTH	CIGAR#S
MAIL (continued)					
000200 Improper or negligent handling of (including loss of)	6	1	2	0	01565, 02962B 10110A&B, 12034A&B 14086A&B
000205 Misdelivery of	1	0	0	0	04711
000210 Placing on person	1	0	0	0	09042
000215 Reading					
000220 Theft of (or from)	9	9	6	0	00077, 00551A&B, 01274 01503A&B, 02386, 02403 04187, 04679A&B 05267A&B, 06375, 09975 10002, 10269B, 10354A&B 14086A&B, 14117A&B, 15714
000225 Unauthorized curtailment of	4	3	0	0	00295, 04350, 04711, 06283 06679, 10308A&B
METHODS					
000230 Improper delivery	1	2	0	0	01458, 03031, 11112
000235 Improper office	0	1	1	0	01786B, 18370
MILEAGE					
000240 Mileage, excessive failure to account for					
OF-346					
000310 OF-346 (formerly SF-46) suspension or revocation of (or failure to report loss of state driver's license, or operating a USPS vehicle without a proper license)	2	1	1	0	03945, 06483, 07013A, 09929
OVERTIME					
000251 Over or underestimating need for (or for auxiliary assistance)	1	2	0	0	01983, 04547, 18612
000254 Refusal to work	1	0	0	0	01455
000257 Unauthorized	2	2	0	0	01916, 09889, 18017, 18612

SUBJECT	SUS	MOD	DEN	OTH	CIGAR#S
PRE-ARBITRATION-AGREEMENT,					
100950 Pre-arbitration agreement, grievant violated (as of 1/94)					
ROUTE					
000260 Deviation from	6	4	1	0	01894,01974A&B, 02846, 3031 03607, 04401, 12034A&B, 13924, 18979
000265 Street time of, expanding (or slow work pace, or failure to complete route within prescribed time)	4	2	6	0	02347B-D, 02763A-C, 05952 06907, 17398A&B, 17434 19140
SABOTAGE					
000270 Sabotage (or destruction of USPS property)					
SAFETY RULE					
000370 Safety rule, violation of	0	1	0	0	06671
SCHEME FAILURE					
000280 Scheme failure					
SEXUAL MISCONDUCT					
000290 Sexual misconduct	4	1	3	0	01030, 03808, 05424, 10470 14712A&B, 16455
100299 Sexual harassment by another employee (including supervisor) (as of 1/94)	1	0	0	0	18299B
STANDARDS					
000300 Standards, failure to meet office	1	3	0	0	01030, 01760, 01786A, 06907
TALKING					
000330 Talking, excessive					

SUBJECT	SUS	MOD	DEN	OTH	CIGAR#S
THEFT					
000331 Theft from customer	1	0	0	0	14752
000334 Theft from employee					
000337 Theft from USPS	1	1	1	0	00289, 04156A&B
THREATS					
000146 Threats to supervisor	3	1	3	0	11309A&B, 17812A&B 17813A&B, 18578
000148 Threats to other employees (as of 1/91)	0	2	0	0	13924., 15193
UNIFORMS					
000340 Uniform, improper (or in uniform while off duty)	0	1	0	0	02340
VEHICLE					
000351 Failure to properly secure	1	0	2	0	01181, 01894, 06283
000356 Operating without a valid license					
000400 Passenger, unauthorized					
000353 Unauthorized use of private					
000355 Unauthorized use of USPS	0	1	0	0	09889
000357 Unsafe or improper operation of	1	2	2	0	10585A&B, 10876, 18402 18938
WEAPON					
000360 Weapon, on duty use of or possession of	2	1	0	0	06952, 17812A&B

SUBJECT CODE

CONTRACT

Revised 9/99

SUBJECT	SUS	MOD	DEN	OTH	CIGAR #'S
ARBITRATION					
504103 New evidence at arbitration, where not offered at earlier steps	3	1	1	0	03319, 05545A, 11197, 12404 19082
100030 New issues or arguments raised at arbitation	10	2	4	1	00936, 01148, 03206.03238 03319,05545A, 09897, 10679 13593, 15699, 16246, 16371 16460, 17841, 17846, 19079 19107
BARGAINING UNIT WORK					
100004 Bargaining unit work, performance of by supervisors	4	1	3	0	00422, 00689, 01409, 03329 10114, 10576, 10597, 10898
BID ASSIGNMENTS					
100064 Bid assignments, failure to post					
100062 Bid assignments, removal of employee from					10873, 11270
100850 Bid assignments, not allowed to complete (as of 1/91)					
100705 Bid, refusal to honor senior	4	1	3	0	00108, 00382, 00432, 05793 0948B, 10006, 18839B, 18906
100111 Bid, submission of	1	1	0	0	00108, 00641
100900 Bid, Withdrawal of					
BREAKS					
100006 Breaks, denial of	5	0	1	0	01637, 03044, 03220, 03258 11505A&B
100007 Breaks, office in general	2	1	0	0	00533, 08555
100008 Breaks, street in general	3	0	2	0	01281, 1105A&B, 12026, 19196
100009 Breaks street, travel time to and from					
100084 Breaks/lunch, location of	5	0	0	0	03902, 03997, 06096, 11505A&B
100274 Lunch, length of					
100914 Breaks length of	0	1	1	0	00155, 12691

SUBJECT	SUS	MOD	DEN	OTH	CIGAR #'S
CARRIER CASES					
100010 Carrier cases relabeling of	3	0	0	0	01409, 03206, 03329
CASUALS					
100855 Employed (hired) in lieu of career employees (Article 7.1.B.1) (as of 1/91)	8	3	2	0	00114, 00321, 11015, 11024 11108, 11199, 12960, 12961 12962, 13672, 13954, 18610 18905
100011 Worked instead of PTF employee (Article 7.1.B.2)	15	2	12	0	00231, 00403, 00449, 00675 00895, 00906, 01215, 03246 07773A-D, 08523, 08623, 09471 09588, 10288, 10409A-C, 10765 10862, 10863A&B, 10933, 10936 10952, 11385, 11834
COMPENSATION					
100860 Compensation, delay of medical treatment					
100078 Compensation, failure to properly process claims and forms	1	0	1	0	02695, 09401
100013 Compensation, removal of employee during first year of					
100909 Compensable injury, restoration to duty following	2	0	0	0	00790, 18860
CONFESSIONS/ADMISSIONS					
100260 Confessions/admissions					
CONSTRUCTIVE REMOVAL					
100072 Constructive removal	0	0	1	0	12759
CONSTRUCTIVE SUSPENSION					
100057 Constructive suspension	6	0	2	0	01198, 09670, 09903, 11163A-C 13750, 14554, 15277

SUBJECT	SUS	MOD	DEN	OTH	CIGAR #'S
CROSS CRAFT ASSIGNMENTS					
100063 Cross Craft Assignments Article 7.2.A	0	0	1	0	19547
Article 7.2.B	7	0	1	0	00089, 00134, 00162, 00181, 00201, 00251, 08623
Article 7.2.C	5	0	0	0	00141, 00162, 00181, 00201 00251
CURTAILMENT/TERMINATION					
100016 Curtailment/termination of Postal operations	5	0	3	0	11336, 11475A-G
DISABILITY/REGULAR RETIREMENT					
100017 Disability/regular retirement, management pressure on employee to apply for	0	0	1	0	01198
DISCUSSIONS					
100018 Discussions	1	0	2	1	03769, 10685, 11470, 16460
100019 Discussion notes, supervisor's, union access to	0	0	2	0	03230, 16460
DISPARATE TREATMENT					
500404 Disparate treatment in discipline (SEE 500404 IN DISCIPLINE)					
DPS					
PRE-DPS REQUIREMENTS					
400101 Implementing DPS without current or recent route inspection data (data no more than 18 months old)					
400102 Failure of management to have joint NALC/USPS DPS training					
400103 Failure of management to meet pre-DPS requirements before implementing DPS	1	0	0	0	17080

SUBJECT	SUS	MOD	DEN	OTH	CIGAR#S
DPS continued					
400104 Management institutes "enhanced two pass" (DPS) mail without meeting pre-DPS requirements					
DPS WORK METHODS					
400105 Failure of management to allow joint selection of approved prescribed work method for handling DPS mail					
400106 Instructing carriers to case all DPS mail for each separation in a single motion					
400107 Prohibiting the casing of DPS mail as an option to resolve how shared (marriage) mailings are to be carried on foot and/or park-and-loop delivery territories that use the composite bundle work method					
400108 Requiring carriers on park-and loop to carry a fourth bundle					
DPS TARGET PERCENTAGE					
400109 Changes in methodology for determining whether the DPS target percentage has been reached	1	0	0	0	0 17080
400110 Including items such as hold mail and COA in determining the DPS volume					
X-ROUTES					
400111 Use of routers as a form of interim adjustment under the X-Route process without local agreement					
400110 Requiring a 70% target for X-Route rather than allowing locals choosing an appropriate DPS target					
400113 Requiring interim adjustments under the X-Route method					

SUBJECT	SUS	MOD	DEN	OTH	CIGAR#S
DUE PROCESS					
100051 Due Process	1	0	0	0	11401
EAP/PA					
100921 EAP/PAR	1	1	0	1	11086, 10999B, 11659
EMPLOYEE CLAIMS					
502150 "Negligence" defined					
504003 For bicycle	0	0	2	0	01589, 06356
504006 For clothing					
504000 For eyeglasses	4	1	0	0	00132, 00795, 01452,01488A 03814
504005 For hearing aid					
504004 For personal items (including jewelry, radios, watches, cash etc.)	2	2	4	0	03408, 03968, 04235, 05223 05542A, 06481, 07382, 07760
504001 For uniform	2	0	0	0	01270, 02686
504002 For vehicle (or contents of)	0	0	3	0	00124, 01182, 04053
504049 In general	1	0	0	0	03968
EMPLOYER CLAIMS					
504050 For damage to vehicle					
504052 For loss of funds	1	01	0	0	10679
504051 For loss of mail	3	1	4	0	02962A, 02973, 02993, 03263 09382, 09557, 11105, 11293B
504055 For insurance premiums (as of 1/91)	1	0	0	0	18661
100257 For overpayment	4	0	0	0	00511, 00859, 11858, 18525
504099 In general	7	1	0	0	00012, 00511, 07642, 10670 10686, 10696, 11012, 16720

SUBJECT	SUS	MOD	DEN	OTH	CIGAR#S
EVIDENCE					
504103 Admissibility of evidence at arbitration, where evidence was not offered at earlier steps	3	1	1	0	03319, 05545A, 11197, 12404 15515B
504104 Admissibility of evidence of misconduct that was not charged in the disciplinary notice					
504106 Beyond a reasonable doubt					
504100 Circumstantial	1	0	0	0	14705
504105 Hearsay (NO KEY CASES)					02689, 04710, 04711, 04771 04891A&B, 04976, 05166 10269B, 13924, 14839, 15784
504101 Medical					
504102 Preponderance of	3	0	0	0	18905, 18964, 19162
EXCESSING					
100088 Excessing	2	2	5	0	00687, 03277, 05904, 09038 09097, 10343, 16923, 18596 18610
100865 Excessing, withholding for (12.5 B.2) (as of 1/91)	3	0	0	0	12210, 17828A&B
EXPRESS MAIL					
100870 Express mail (as of 1/91)	0	0	3	0	13863A&B, 15602
FITNESS FOR DUTY					
100703 Fitness for duty examination	9	0	3	0	09670, 10678, 10971, 10984 11128, 11386, 13570, 15277 15515C-E, 16295
FORMS					
504219 CA-16 Authorization for treatment or examination	1	0	0	0	02695
GARNISHMENT					
100707 Garnishment, procedure to be followed					

SUBJECT	SUS	MOD	DEN	OTH	CIGAR#S
GRIEVANCES					
505011 Delays in implementation of settlements or awards					
505020 Right to interview Postal inspectors (SEE 505020 DISCIPLINE)					
GUARANTEES					
508699 Guarantees	5	0	4	0	00051, 00328, 00935, 00940 03210, 08530, 10945, 13533 15698
HARASSMENT					
100203 Harassment by supervisor in general	3	3	0	0	15316, 16247A&B, 17751A&B 18744
HARASSMENT, SEXUAL					
100210 Harassment by another employee					
100211 Harassment by supervisor	1	0	0	0	19162
100212 Harassment, failure of management to stop					
HIGHER LEVEL PAY OR ASSIGNMENTS					
100112 Higher level pay or assignments	4	1	9	1	00161, 00326, 00589, 00590 00594, 00683, 00777, 00810 03430, 03461, 03468, 06897 09096, 16778, 17846
HOLIDAYS					
506000 Procedures to be followed in filling unexpected vacancies on holidays	0	0	1	0	01300
506001 Physical limitation as bar to working on holiday					
506002 Failure to follow pecking order	1	0	2	0	00146, 00928, 13475
506003 Failure to post proper schedule	0	0	1	0	00940
506099 In General	6	0	5	0	00142, 02975, 03542, 04789 06775, 08893, 09421, 09770 10690, 11270, 17582

SUBJECT	SUS	MOD	DEN	OTH	CIGAR#S
LAST CHANCE SETTLEMENTS					
100022 Last Chance settlements	3	0	0	0	15515C-E
LEAVE					
507299 Administrative	28	4	16	0	00074, 00235, 00359, 00402 00411, 00447, 00614, 00713 01590, 01850, 03433, 03489 03964, 04205, 04483, 04542 04964, 06365, 06622, 08197 09024, 09025, 09033, 09068 09415, 10319, 11170, 11336 11475A-G, 12850, 12922, 13733 17710, 18604, 18998
507399 Annual	14	1	3	0	00011, 00154, 00268, 01664 08198B, 10937, 10949, 11136A&B, 11163A&C, 11273 11573, 13689, 13570, 17521 18998
507301 Annual, emergency	1	0	2	0	06718A&B, 09481
100265 Annual, forfeiture of	1	0	0	0	00268
100104 Blood	0	0	1	0	00314
100702 Buy back	1	0	0	0	00268
100101 Court	0	1	3	0	03092, 03223, 09882A&B
100255 Funeral					
100023 Local leave program	3	2	2	0	00283, 03547, 05670, 08895 09404, 10026, 11273
100701 LWOP	1	0	1	0	00748, 13704
100065 Maternity					
509999 Military	0	2	1	0	10169, 13793A&B
507499 Sick-in general	2	2	0	1	00212, 03231, 10223, 10697 15777
For Dependent care	2	0	0	0	18452, 18462
504451 Sick, advance	9	0	1	0	00191, 08199, 10455A&B, 11128 11494, 12772, 13143, 13342 13774

SUBJECT	SUS	MOD	DEN	OTH	CIGAR#S
Leave continued					
100917 Sick leave or annual leave conversion to COP					
100906 Union business	2	0	0	0	00750A&B,
LIGHT DUTY					
507500 Availability					
507501 Failure to provide	4	0	1	0	11480, 11568, 11648, 17796 18595
507502 Written requests	2	0	0	0	17521, 17796
507503 LMOU provisions	1	0	0	0	17796
507599 In general	11	3	4	0	00546, 00592, 00862, 00935 03099, 03218, 03855, 03921 05136, 09753, 10485B&C 11128, 11274, 12784, 12973, 13151, 18906
LIMITED DUTY					
507699 Limited Duty	18	0	5	0	01414, 02981, 03212, 03855 05136, 06766, 07233, 08643 09406, 09443, 09589, 11252 11589, 11843, 12861, 13396 13570, 13660, 14512, 14554 16295, 18860, 19547
LOCAL MEMORANDUM OF UNDERSTANDING					
507800 Authority of local negotiations	4	0	1	0	00370, 00727, 03206, 17891A&B
507801 Conflict or inconsistency with the National Agreement	5	1	6	0	00212, 00370, 00380, 00791 00933, 01612, 03206, 04446 08893, 10694, 14489, 15024
507802 Enforcement of provision outside the 22 enumerated items	2	1	1	0	00212, 03206, 13080, 18401
507803 Scope of local negotiations	4	0	2	0	00370, 00791, 03206, 14489 17891A&B
507804 Effect of invalidation of one portion of	0	0	1	0	17852
507805 Violations of LMOU	4	0	2	0	11136A&B, 11273, 14734, 15024 18401
507806 Incidental leave	1	1	1	0	00154, 13848, 1473

SUBJECT	SUS	MOD	DEN	OTH	CIGAR#S
Local memorandum of understanding continued					
507899 In general	3	0	3	0	00146, 00933, 10694, 12174 13475, 14489
LOCAL MEMORANDUM–IMPASSES					
400013 Annual leave forfeiture					
400018 Auxiliary assistance					
400006 Bidding for non-scheduled days					
400011 Blood Leave					
400022 Breaks					
400007 Car contracts					
400004 Carry bid annual to new work location					
400012 Choice period annual leave	0	1	0	0	18498
400020 Comfort stops					
400017 Curtailment of delivery					
400014 Fixed or rotating days off	1	0	1	0	09422, 17906
400021 Holidays	0	0	1	0	18591
400025 "Industry standard" use of in resolving	1	0	0	0	13080
400015 Light Duty	2	0	0	0	12174, 18906
400024 Lunch locations					
400003 Maximization criteria					
400005 Medical certificate					
400001 Non-choice or incidental annual leave	1	1	0	0	09404, 10901
400016 Overtime desired list	1	0	1	0	07366, 18470
400010 Parking	0	0	0	1	09228
400002 PTFs seniority of selecting assignments	0	0	0	1	09267

SUBJECT	SUS	MOD	DEN	OTH	CIGAR#S
Impasses continued					
400008 Safety					
400019 Retreat rights	3	0	0	0	06768, 06879, 06883
400023 Uniforms					
400026 "Unreasonable burden"	1	0	0	0	12174
400009 Wash-up time	6	0	1	0	00369, 07098, 17269, 17891A&B 18324, 19070
MAXIMIZATION					
507199 Maximization (PTF conversion)	9	0	4	1	00279, 00421, 00944, 03234 04076, 05070, 05904, 08338 10343, 10587 10713, 10930 11349, 12210
MEDICAL CERTIFICATION					
100024 Requirements of (including time for submission of, Doctor's signature, etc.)					09950
100025 For an absence of 3 days or less	18	1	12	0	00418, 00451, 00452, 00508 01160, 01224, 01488B, 01624 01641, 02886, 03744, 03819 04002, 04086, 04117, 04129 04195, 04209, 04436, 04782 04883, 04897, 04909, 04967 04974, 05015, 06167, 06723 06747, 06751, 13300
100305 For absence over 21 days or hospitalization	2	1	0	0	12424, 13749, 15277
MEDICAL EXAMINATION					
100931 Medical exam (or test) cost of	2	0	0	0	16239, 18452
MEDICAL INFORMATION					
100026 Medical information, access to					
MEDICAL TREATMENT					
100860 Medical treatment, delay of					
MUTUAL EXCHANGES					
100306 Mutual exchanges	4	0	11	2	11087, 12634

SUBJECT	SUS	MOD	DEN	OTH	CIGAR#S
"OBEY NOW GRIEVE LATER" RULE					
100031 "Obey now grieve later" rule					01191A&B, 08831
OF 346 (FORMERLY SF 46)					
508499 OF 346 in general (Drivers license)	3	0	1	0	03151, 07787, 13792, 17579
OF 346 REVOCATION OR SUSPENSION					
100060 Revocation or suspension Administrative action (challenges to)	3	2	1	0	00010, 04877, 05296, 07787 08747, 09407
OFF DUTY MISCONDUCT					
100032 Off duty misconduct	0	1	0	0	03216
OPTING					
100271 Opting - Mini bid of 5 day hold down	20	3	2	1	04739A-E, 04871, 05821 05865, 06142, 06339, 06395 06461A-E, 06904, 07001A&B 09167, 09187, 09539, 10181A 10264, 10710, 14971
ORDERS TO PERFORM WORK					
100925 Orders to perform work inconsistent with medical limitations					
OWCP					
100932 OWCP (including COP)	6	0	0	0	00268, 10692, 11843, 14554 16295, 17521
OVERTIME					
120057 Carriers own route issue (8.5.C.2.D and letter carrier paragraph)	8	0	4	0	08699, 09402, 09472, 10345 11401, 12652, 12848A-C 17270A-C
120051 Claims that employees not on the list are worked overtime when employees on the list were available (by-pass claims)	12	2	4	0	05590, 05595, 08699, 10414 10421, 10873, 11001, 11787 12286, 12634, 12652, 12665 13181A&B, 13337, 13570, 13653 **18602**
120055 Claims that limits on were exceeded (e.g. 12 or 60 violations)	4	1	1	0	06060, 06238, 06297, 07323 15699, 18926

SUBJECT	SUS	MOD	DEN	OTH	CIGAR#S
Overtime continued					
120050 Claims that overtime was inequitably distributed	15	0	6	0	06364A-E, 07366, 10054 11429, 12226, 12669, 12848A-C 13015, 13019, 13095, 13229 13532A&B, 18019, 18470
120095 Operational window	3	3	2	0	09897, 12665, 13181A&B 13337, 13653, 13716, 13902
Overtime continued					
100277-Out-of Schedule	6	0	0	0	00125, 00161,00310.,00938 00939, 11165
120056 Penalty provisions (double time)	2	0	0	0	06775, 07323
120058 "Work Assignment" OT list	0	1	1	0	10414, 13716
507999 In general	9	2	8	0	00311, 00384, 01647, 02981 03319, 04637, 05393, 05860 06103A&B, 06320, 09384 09484A, 09897, 10515, 10717 15024, 17549, 18914
120059 While on light or limited duty	1	0	0	0	18906
PART TIME FLEXIBLE EMPLOYEES					
100800 Time of conversion to regular	6	1	1	0	09340, 12210, 16637A&B 16863, 16923, 17828A&B
508001 Claims that employee was non-scheduled for improper reasons	1	0	1	0	00170, 09888
508799 In general	2	0	0	0	11834, 17549, 18275
PROBATIONARY EMPLOYEES, TERMINATION OF					
100043 What constitutes effective notice	4	0	0	0	11299, 11327, 14705, 18868
REMEDIES					
508109 Administrative leave	15	1	1	0	0593, 08614A-D, 08893 08895, 10873, 10901 11136A&B, 11170, 13848 17395B, 18279, 18462, 18602
508106 Apology	4	1	0	0	15316, 15316, 17586, 17589 18744, 19162

SUBJECT	SUS	MOD	DEN	OTH	CIGAR#S
Remedies continued					
508100 Authority of arbitrator to fashion	16	6	4	1	00142, 01624, 01641, 01647 01694, 03234, 03542, 04597 05949, 10690, 12784, 12960 12961, 12962, 13095, 13229 15022. 15316, 15697, 16247B 17397B, 18283A-C, 18600B 19107, 19162
508112 Changed	2	0	0	1	06142, 08838, 08895
508101 Compensatory time	5	1	0	0	01637, 03044, 03542, 11136A&B 13672
508113-Conseqeuential damages					
508102- Declaratory relief	2	0	0	0	01695, 15848
508115-Improper or inappropriate					
508108 Injunctive relief ("cease and desist")	5	3	0	0	01695, 03235, 03237B, 13019 13396, 15316, 17586, 18373
508105 Interest	5	0	0	0	04519, 11162, 11471, 16292 17836B
508107 Mileage	5	0	0	0	02886, 03819, 05949, 12861 18462
508110 Monetary damages	31	1	2	0	00141, 00181, 00201,05545A&B 06339, 09327, 10873, 10890 11273, 11386, 11436, 11817 13693, 14170, 14656, 14734 14767A&B, 14791, 16246,16272 16295, 16742, 17397B 17828A&B, 17906, 18452, 18601 18905, 18926, 18964, 19079
508103 Overtime	16	0	2	0	00142, 01409, 01414, 01647 03212, 03319, 10054, 10873 11252, 12784, 12861, 12924 13095, 15022, 15380, 18275 18462, 18914
508104 Payment of doctor bills	6	0	0	0	01224, 01488B, 01624, 01641 02886, 03819
508114 Penalty overtime	1	0	1	0	10890, 18926
508111 Period available for					

SUBJECT	SUS	MOD	DEN	OTH	CIGAR#S
RESIGNATION					
100937 Resignation (see also "constructive removal"	2	0	1	0	10856, 10874, 12759
RETIREMENT					
100017 Retirement, disability or regular management pressure on employee to apply for	0	0	1	0	01198
REVERSION OF REGULAR ASSIGNMENT					
100044 Reversion of regular assignment	3	0	5	0	00150, 00947, 03098, 04418 09679, 09998, 13775, 17531
ROUTE EXAMINATIONS					
508205 Casing, removal of as minor adjustment					
508200 Credit for break time	0	1	2	0	03213, 03239, 03258
508201 Credit for loading time					
508202 Curtailment of mail during					
508210 Failure to adjust during time limits	5	0	0	0	05545B, 14509, 14767A&B 19079
508216 Failure to adjust to 8 hours	6	1	1	0	05545B, 11342, 11436, 14509 16742, 18601, 18964
100948 "Hempstead" grievances	3	0	1	1	12098, 13872, 14170, 14656 17852
100904 Proficiency checks (one day counts)					
508203 Route examiner's comments	2	0	0	0	11342, 16742
508204 Special route examinations	35	1	3	0	05545A&B, 06720, 07536A-H 07569A-G, 07606, 07613 08614A-D, 08792, 09540 09970, 10474, 10516, 10574A&B 10635, 11099, 13693, 14656 15022, 15131, 17985, 18599

SUBJECT	SUS	MOD	DEN	OTH	CIGAR#S
Route examinations continued					
508299 In general	10	4	4	2	01411, 02347E, 03002, 03207 03213, 03217, 03229, 03236 03238, 03239, 03245, 07630 08198A, 08727, 09381, 10392 10407, 11342, 11343, 12098
					11342, 11343, 12098
STARTING TIMES					
100308 Starting times	1	0	1	0	14846, 18401
STEP INCREASES					
508599 Step increases	7	0	6	1	00344, 00782, 03254, 05591 05592, 05597A&B, 05598, 05599 08529, 08834, 10485A, 11016 12043
STEWARDS					
508999 Stewards	5	1	3	0	00025, 00381, 03219, 10004 11174, 11177, 11470, 18600A 19107
508998 Stewards, claims that time for grievance processing or investigation was unreasonably denied	7	3	0	0	00183, 00245, 00278, 00633 09544, 10354C, 10835, 11174 13674, 16272
SUPERSENIORITY					
100400 Superseniority	1	0	0	0	08504
T-6 ASSIGNMENTS					
100100 T-6 (or utility) assignments, changes in the composition of	0	0	1	0	10272
100295 T-6 (or utility) assignments, "bumping" within	0	0	1	0	11270
TRANSFERS					
100294 Office-to-office, involuntary	3	0	3	0	00936, 05114, 12861, 12977 18275, 18914
100296 To other craft, involuntary (as of 1/91)	6	0	2	0	00936, 07233, 08643, 11252 11528, 12404, 13396, 17397A

SUBJECT	SUS	MOD	DEN	OTH	CIGAR#S
Transfers continued					
120001 Voluntary (including transfer memo)	9	0	1	0	05826, 10123, 10614, 11379, 12404, 12910, 13729, 16637A&B 19082
100306 Mutual exchanges (as of 1/91)	3	0	0	0	11087, 12634, 18819
TRAVEL					
100273 Travel, in general	3	0	1	0	10615, 10691, 11165, 13903
100272 Travel time, for arbitration	0	0	1	0	04657
100091 Travel time, for EEO					
100310 Travel time, for training (as of 1/91)	1	0	1	1	11165, 13593, 16371
100094 Travel time, grievant's, to attend Step 2 meeting	0	0	1	0	03214
"TWO-POUND" PARCEL RULE					
110001 "Two-pound" parcel rule	0	2	2	0	03222A&B, 05335, 05669
204Bs					
100080 204Bs	12	1	6	0	00580A&B, 00785, 00938 00944, 03227, 03288, 05230 09187, 09470, 09944,10181B&C 10430, 11185, 13823, 14846 16778, 18743
UTILITY (See T-6)					
VOMA					
100068 VOMA position	2	1	5	0	00781, 04925, 09416, 09679 09998, 10232, 10577, 10910
WASH-UP TIME					
100903 Wash-up time, denial of	3	0	0	1	00166, 16371, 17891A&B
WEINGARTEN RIGHTS					
100053 Weingarten rights	1	0	2	0	03769, 10004, 14117C
WORKING "OFF THE CLOCK"					
100939 Working "off the clock"	0	1	0	0	10931

SUBJECT	SUS	MOD	DEN	OTH	CIGAR#S
WORK AND TIME STANDARDS					
100093 Work and time standards	1	2	1	1	03211, 03213, 03237A&B, 03244