



INFORMAL STEP A WORKSHEET[©] BRANCH 343 NALC



(for UNION HALL use ONLY)

Station: _____ Steward: _____ Letter Day Off: ____ Cell Phone: _____

Contractual: OR Discipline: Level of Discipline: LOW 7-Day 14-Day EP NOR

Grievant: _____ EIN: _____ Letter Day Off: ____ Cell Phone: _____

Status: Route T-6 Reserve Unassigned Reg PTF CCA Seniority Date: _____

Past Discipline: (*List*) _____

Background: (*What Happened — Provide Specific Dates, Names, Times...*)

NALC GRIEVANCE #: _____ - _____ - ____ (*Call Union Hall after the meeting for grievance number*)

Date of Incident: __ / __ / _____

Deadline for Informal Step A Meeting: __ / __ / _____

(*Informal Step A meeting must be held within 14 days of Incident Date*)

Informal Step A Meeting Date: __ / __ / _____ Supervisor @ Informal Step A: _____

Resolved: Yes No

If yes, send the PS Form 8190, Copy of Settlement, Informal Step A worksheet and any other pertinent documents to the Hall. If discipline case, be sure to include a copy of the discipline.

***If not resolved*, immediately mail the PS Form 8190, worksheet, discipline (if applicable) and any request for information forms with a notation on what information has been received and what information you are still waiting for. Mail the above items even if all requested information has not been received.**

Remedies Discussed – Offered:

Date Mailed or FAXed (314-241-2738) to Branch 343: __ / __ / _____