

Local Grievance # _____

Issue Statement (Block #15 on PS Form 8190):

Did Management at the [Installation name] Installation violate Article 28 of the National Agreement by issuing Letter Carrier [Name] a Letter of Demand dated [Date] in the amount of [\$\$\$], and if so, what should the remedy be?

Union Facts and Contentions (Block #17 on PS Form 8190):

Facts:

1. Letter Carrier [Name] received a Letter of Demand on/about [Date]. The Letter of Demand issued to Letter Carrier [Name] dated [Date] in the amount of [\$\$\$] states the reason for the debt as [Reason for debt on LOD].
2. Article 28 of the National Agreement states in relevant part:

In advance of any money demand upon an employee for any reason, the employee must be informed in writing and the demand must include the reasons therefor.

3. The Union requested any and all documentation relied upon by management to determine that Letter Carrier [Name] owes a debt. Management provided [Describe info provided].
4. Article 28, Section 2 of the National Agreement states:

Section 2. Loss or Damage of the Mails

An employee is responsible for the protection of the mails entrusted to the employee. Such employee shall not be financially liable for any loss, rifling, damage, wrong delivery of, or depredation on, the mails or failure to collect or remit C.O.D. funds unless the employee failed to exercise reasonable care.

5. Letter Carrier [Name] has included a written statement in the case file. This statement explains that Letter Carrier [Name] cannot determine what the alleged debt is for, nor can they determine if the alleged debt is legitimate. Letter Carrier [Name] also explains that they exercised reasonable care in this situation.

Contentions:

1. Management violated Article 28 of the National Agreement by failing to inform Letter Carrier **[Name]** the reasons for the debt. The Union contends the reason listed on the Letter of Demand **[Insurance/loss of mail/overpayment/etc.]** does not satisfy management's obligation under Article 28. A Letter of Demand, not simply a bill, is **demand** for payment that comes with automatic wage garnishments. An employee issued a Letter of Demand should reasonably expect to be informed in detail as to the reasons they owe a debt so they can determine if the debt is legitimate or not.
2. The Union contends that the debt referenced in the Letter of Demand issued to Letter Carrier **[Name]** is not legitimate. This contention is supported by management's response to the Union's request for information in this case.
3. Management violated Article 28 of the National Agreement by issuing a Letter of Demand to Letter Carrier **[Name]** for **[Insurance/loss of mail/overpayment/etc.]** without explaining, in detail, the reason for the debt and without proving the debt is legitimate.

Remedy (Block #19 on PS Form 8190):

1. That management cease and desist violating Article 28 of the National Agreement.
2. That the Letter of Demand issued to Letter Carrier **[Name]** dated **[Date]** in the amount of **[\$\$\$]** be immediately rescinded.
3. That the USPS be instructed to make no attempt to collect this debt in the future, and/or any other remedy the Step B team or an arbitrator deems appropriate.



National Association of Letter Carriers Request for Information

To: _____
(Manager/Supervisor)

Date _____

(Station/Post Office)

Manager/Supervisor _____,

Pursuant to Articles 17 and 31 of the National Agreement, I am requesting the following information to investigate a grievance concerning a violation of Article 28:

1. A copy of the Letter of Demand issued to Letter Carrier **[Name]** dated **[Date]** in the amount of **[\$\$\$]**.
2. Any and all documentation relied upon by management to determine that Letter Carrier **[Name]** owes a debt.

I am also requesting time to interview the following individuals:

1. **[Name]**
2. **[Name]**
3. **[Name]**

Your cooperation in this matter will be greatly appreciated. If you have any questions concerning this request, or if I may be of assistance to you in some other way, please feel free to contact me.

Sincerely,

_____ Request received by: _____

Shop Steward
NALC

Date: _____



National Association of Letter Carriers Request for Steward Time

To: _____ Date _____
(Manager/Supervisor)

(Station/Post Office)

Manager/Supervisor _____,

Pursuant to Article 17 of the National Agreement, I am requesting the following steward time to investigate a grievance. I anticipate needing approximately _____ (hours/minutes) of steward time, which needs to be scheduled no later than _____ in order to ensure the timelines established in Article 15 are met. In the event more steward time is needed, I will inform you as soon as possible.

Your cooperation in this matter will be greatly appreciated. If you have any questions concerning this request, or if I may be of assistance to you in some other way, please feel free to contact me.

Sincerely,

Request received by: _____

Shop Steward
NALC

Date: _____