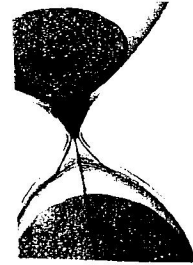


Time Limits Checklist



- ✓ Step 1 filed within 14 days, unless the grievance is filed under Article 2 or Article 14, in which case it must be appealed to Step 2 within 14 days.
- ✓ Step 1 decision within 5 days of the Step 1 meeting.
- ✓ Step 2 appeal within 10 days of Step 1 decision.
- ✓ Step 2 meeting within 7 days of the Step 2 appeal receipt by mgt.
- ✓ Step 2 decision within 10 days of the Step 2 meeting.
- ✓ Submission of corrections and/or additions within 10 days of Step 2 decision.
- ✓ Step 3 appeal within 15 days of Step 2 decision. (Submissions of corrections and/or additions does not change time requirements for Step 3 appeal); or
- ✓ Direct appeal to arbitration within 30 days, Article 15.2 Step 2(f) states:

"...for disciplinary grievances or contract grievances which involve the interpretation, application of, or compliance with the provisions of any local Memorandum of Understanding not in conflict with [the contract] and those issues the parties have agreed are appealed to Expedited Arbitration."

IMPORTANT:

Do not prematurely appeal a grievance before management's time frame to either meet with the Union or render a grievance Step decision has expired. Early Union grievance appeal has been determined by Arbitrators to violate USPS' due process rights and could nullify the grievance.