

# TIME LIMITS AND APPEAL DEADLINES CHECKLIST

(THIS PAGE TO BE PLACED AS THE FIRST PAGE IN ANY GRIEVANCE FILE)

Name of Grievant: \_\_\_\_\_ Grievance Number: \_\_\_\_\_

1. \_\_\_\_\_ Date of Grievance, Receipt of Letter of Charges or Warning or Other Reason for this Grievance
2. \_\_\_\_\_ Last Date for Step 1 Grievance Meeting (within 14 days of #1 above)
3. \_\_\_\_\_ Step 1 Meeting Held (within 14 days of #1 above)
4. \_\_\_\_\_ Last Date for Step 1 Oral Decision from Management (within 5 days of meeting #3 above)
5. \_\_\_\_\_ Step 1 Oral Decision from Management (within 5 days of meeting #3 above)
6. \_\_\_\_\_ Management Initials on Step 2 Form (within 5 days after Step 1 decision, #5 above)
7. \_\_\_\_\_ Name of Steward Handling Step 1: \_\_\_\_\_
8. \_\_\_\_\_ Last Date for Step 2 Appeal to Postmaster or Designee (within 10 days of Step 1 decision, #5 above)
9. \_\_\_\_\_ Date of Step 2 Appeal to Postmaster or Designee (within 10 days of Step 1 decision, #5 above)
10. \_\_\_\_\_ Certified # of Step 2 Appeal: \_\_\_\_\_
11. \_\_\_\_\_ Last Date for Step 2 Meeting with Postmaster or Designee (within 7 days after receipt of Step 2 appeal)
12. \_\_\_\_\_ Date of Step 2 Meeting with Postmaster or Designee (within 7 days after receipt of Step 2 appeal)
13. \_\_\_\_\_ Last Date for Employer's Step 2 Decision, in Writing, to Union (within 10 days of Step 2 meeting, #12 above)
14. \_\_\_\_\_ Date of Employer's Step 2 Decision, in Writing, to Union (within 10 days of Step 2 meeting, #12 above)
15. \_\_\_\_\_ Name of Steward Handling Step 2: \_\_\_\_\_
16. \_\_\_\_\_ Last Date for Step 3 Appeal (within 15 days of receipt of Employer's Step 2 decision, #14 above)
17. \_\_\_\_\_ Date of Step 3 Appeal (within 15 days after receipt of Employer's Step 2 decision)
18. \_\_\_\_\_ Certified # of Step 3 Appeal: \_\_\_\_\_