



Grievance Summary - Step 2

INSTRUCTIONS: See HBK EL-921, *Supervisor's Guide to Handling Grievances*, part V. Complete ALL items. If you need additional space, use the back of this form. Send the original of this form with the file to your Regional Management Official if case is appealed to Step 3.

1. Article	2. Section	3. Grievant's Name (Last, First, MI)	4. Grievant's Craft
5. Local Grievance Number		6. Station, Branch, or Facility	7. Post Office, State, and ZIP Code
a. Union	b. Management		
8. Date of Step 2 Meeting	9. Step 2 Union Official		10. Was Grievance Timely at Each Step? <input type="checkbox"/> Yes <input type="checkbox"/> No

11. Issue at Step 2

12. Remedy Requested at Step 2

13. Decision (Check One)

Sustained
 Settled
 Denied
 Closed
 Remanded
 Withdrawn
 Other (Specify):

14. Reasons for Decision

15. Detailed Statement of Facts Including Contractual Provisions and Witness Statements with Their Titles

16. Union's Position	17. Management's Position
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18. List Settlement Offers (if any)

Attachments

<input type="checkbox"/> Discipline/Employee Records	<input type="checkbox"/> Overtime Desired List	Forms	
<input type="checkbox"/> Letter of Demand	<input type="checkbox"/> Witness Statement(s)	<input type="checkbox"/> 50	<input type="checkbox"/> 3971
<input type="checkbox"/> Letter of Restriction	<input type="checkbox"/> Bid Notice(s)	<input type="checkbox"/> 820	<input type="checkbox"/> 3972
<input type="checkbox"/> Local Memorandum of Understanding	<input type="checkbox"/> Policy Statements	<input type="checkbox"/> 1812	<input type="checkbox"/> Other (Specify):
<input type="checkbox"/> Local Seniority List	<input type="checkbox"/> Posted Schedules	<input type="checkbox"/> 1838	<input type="checkbox"/>
<input type="checkbox"/> Notice of Deferment - Step Increase	<input type="checkbox"/> Posting(s)	<input type="checkbox"/> 1840	<input type="checkbox"/>

20a. Name and Title of Management Official	b. Telephone <input type="checkbox"/> Com. <input type="checkbox"/> PEN ()	c. Signature
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