

## APWU GRIEVANCE PROCEDURE FOR STEP 1 AND STEP 2

| STEP 1                                                                    |                               |                                                  |                                             |
|---------------------------------------------------------------------------|-------------------------------|--------------------------------------------------|---------------------------------------------|
| APWU Representative                                                       | Postal Service Representative | Union can                                        | Management must                             |
| Steward and/or Grievant                                                   | Immediate Supervisor          | Initiate Grievance within 14 days of the problem | Render decision within 5 days of discussion |
| The Union takes the grievance from here to the second step if meritorious |                               |                                                  |                                             |

| STEP 2                   |                               |                                          |                                                  |
|--------------------------|-------------------------------|------------------------------------------|--------------------------------------------------|
| APWU Representative      | Postal Service Representative | Union can                                | Management must                                  |
| Steward or Local Officer | Installation Head of Designee | Appeal within 10 days of step 1 decision | Meet with Union within 7 days after appeal filed |

*\*You the member must ask your supervisor for a shop steward for Union representation*  
**This is your right. Use it!**

