

**NATIONAL TREASURY EMPLOYEES UNION
CHAPTER 52**

Grievance File Control Sheet

STEP	GRIEVANCE ACTION TAKEN	DEADLINE DATE	COMPLETED DATE
1	INTERVIEW GRIEVANT OBTAIN REQUEST FOR REPRESENTATION & STATEMENT		
1	GATHER DATA & DOCUMENTATION		
1	SUBMIT INFORMATION REQUEST TO LR (if needed)		
1	INFORMATION REQUEST DATA RECEIVED FROM LR		
1	RESEARCH CONTRACT - PREPARE GRIEVANCE		
1	FILE GRIEVANCE (manager signs original, provide manager copy)		
1	OBTAIN GRIEVANCE NUMBER FROM UNION OFFICE		
1	SCHEDULE STEP 1 MEETING WITH MANAGER		
1	ATTEND STEP 1 MEETING WITH MANAGER		
1	RESPONSE FROM MANAGER		
2	SUBMIT REQUEST FOR STEP 2 TO TERRITORY MANAGER, (fax copy to Chief, Labor Relations)		
2	COUNSEL WITH CHIEF STEWARD		
2	SCHEDULE STEP 2 MEETING WITH TERRITORY MANAGER		
2	ATTEND STEP 2 MEETING WITH TERRITORY MANAGER		
2	RESPONSE FROM TERRITORY MANAGER		
3	SUBMIT REQUEST FOR STEP 3 TO AREA MANAGER (fax copy to Chief, Labor Relations)		
3	COUNSEL WITH CHIEF STEWARD & CHAPTER PRESIDENT		
3	SCHEDULE STEP 3 MEETING WITH AREA MANAGER		
3	ATTEND STEP 3 MEETING WITH AREA MANAGER		
3	RESPONSE FROM AREA MANAGER		
	PREPARE SUMMARY MEMORANDUM TO NTEU FIELD ATTORNEYS, ORGANIZE CASE, SUBMIT FOR ARBITRATION		
	GRIEVANCE CLOSED (circle one) WITHDRAWN / RELIEF GRANTED / RELIEF DENIED		