

**NATIONAL TREASURY EMPLOYEES UNION
CHAPTER 52**

Request for Representation

Date: _____

To: NTEU and the Internal Revenue Service

From: _____
Print Employee's Name

I request to be represented by NTEU, Chapter 52, regarding

I expressly authorize NTEU, Chapter 52 access to official records personal to me which are relevant to the issue and to obtain any information in my behalf on any matter relating to my employment with the Internal Revenue Service.

Sincerely,

Employee's Signature

**NATIONAL TREASURY EMPLOYEES UNION
CHAPTER 52**

Employee Statement

1. State Your Complaint:

2. What is the alleged violation?

3. In your opinion, why did management take, or fail to take, this action?

4. What is the remedy you are requesting?

5. In your opinion, what information would be helpful to NTEU in addressing your complaint?

Employee Signature

Date

RECORD OF DISCUSSION

NTEU Representative _____

Date _____

Grievant _____

Grievance No. _____

Participants

Summary of Discussion

Chapter 52

Grievance Checksheet

Grievance No. :

Date: December 12, 200

Type:

Grievant's Name:

Telephone No.

Job Title:

Work Location:

Manager's Name:

Steward's Name:

Telephone No.

Article/law/rule/regulation violated:

Step 1

Date grievance filed:

Date meeting held:

Agency representative(s):

Date response due:

Date response received:

Date information requested:

Date information received:

Step 2

Date Step 1 response appealed:

Date meeting held:

Agency representative(s):

Date Step 2 response due:

Date Step 2 response received:

Step 3

Date Step 2 response appealed:

Date meeting held:

Agency representative(s):

Date Step 3 response due:

Date Step 3 response received:

If arbitration is requested, date response and any other relevant information was mailed to National Field Representative:

Grievance Forwarding Checklist

- A. Grievance record Form
- B. All Management replies (indicate on each reply the date received by the union and the name of the recipient)
- C. All written correspondence related to this grievance in the chapter's possession.
- D. All records of discussion related to this grievance.
- E. All related interview and grievance investigation forms.
- F. Detailed statement explaining the facts surrounding this grievance.

Witnesses

List the name, title, and work phone no. of any other person who may have observed or had knowledge of the complaint/ contract violation.

Relevant Citations

List all laws, C.F.R. provisions, FPM Chapters, Agency regulations, local orders, standard operating procedures, or other related publications or documents that you believe pertain to this grievance.

If the chapter president wants the grievance considered for arbitration, mail a copy of the grievance and all materials to your National Field Representative immediately after receiving management's response to the final step of the grievance.

National Treasury Employees Union
3755 Capital of Texas Highway South Ste. 179
Austin, Texas 78704

Attn: Anne Ellzey

Note: This form is for N.T.E.U. use only. It should not be provided to management.

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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		

ARBITRATION FILE CHECKLIST

IMPORTANT NOTE: If a case needs to be evaluated for arbitration call me on the day you or the grievant (whichever comes first) receives the final decision. Submit this check list within three calendar days because I need time to review the file. Also, I normally need more information from you and want you to have time to get that. If at any time you have questions please call me.

I. EMPLOYEE INFORMATION:

- Name Work Phone
- Home address Home Phone
- Cell/Pager
- Email
- Position/Title/Grade
- Operating Division
- Years w/ Agency Permanent _____ Seasonal
- NTEU REP Address if other than chapter:
- Work Phone
- Home Phone
- Cell/Pager Email
- Name/Title/Address of Final Step Grievance Official:

FOR FIELD OFFICE USE:

Agency Rep: Hearing Official:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

II. TYPE OF ACTION: (for example: discipline - 10 day suspension; adverse action - removal; performance appraisal grievance, etc.)

Is there a grievability/arbitrability issue? _____ If so, what is the issue?

BEFORE ANSWERING THIS QUESTION READ THIS: Whether a case is grievable or arbitrable has to do with whether the chapter filed the grievance timely, advanced it to the next step timely, whether the chapter raised an issue that can legally be raised, or whether an issue was raised timely during the grievance process.

Has the agency raised grievability/arbitrability? _____

If so, over what issue?

III. DOCUMENTS: As you collect documents organize them with each category in a separate labeled folder. When you forward the case for arbitration evaluation please include a list of the documents included in the file. As applicable, include the following:

FOR ALL GRIEVANCES:

- _____ 1. grievance form.
- _____ 2. requests to proceed to next step.
- _____ 3. responses to all step meetings.
- _____ 4. information requests including NTEU's request, agency response, and material provided.
- _____ 5. Did the agency provide all requested material? _____ If not, what did it not provide?
- _____ 6. other relevant documents.

FOR UNACCEPTABLE PERFORMANCE ACTIONS:

- _____ 7. evaluation/appraisal.
- _____ 8. position description.
- _____ 9. critical elements.
- _____ 10. opportunity letter.
- _____ 11. proposal letter.
- _____ 12. oral reply transcript.
- _____ 13. final decision letter.
- _____ 14. a list of all relevant material in the OPF.
- _____ 15. other relevant documents.

FOR DISCIPLINE/ADVERSE ACTIONS:

- ___ 16. proposal letter.
- ___ 17. all material relied upon by the agency in proposing/deciding upon discipline/adverse action.
- ___ 18. oral reply transcript.
- ___ 19. final decision letter.
- ___ 20. copy of all prior disciplines.
- ___ 21. look at the OPF for positive/negative information relevant to the case and provide copy of relevant material.
- ___ 22. disparate treatment cases.
- ___ 23. other relevant material.

FOR PERFORMANCE APPRAISAL CASES:

- ___ 24. grieved evaluation/appraisal.
- ___ 25. prior evaluation/appraisal.
- ___ 26. position description.
- ___ 27. critical job elements.
- ___ 28. identify CJE/Aspects that should be raised and why.
- ___ 29. how much would award be if ratings were increased to requested level?

IV. ANALYSIS. Before giving this file to the Chief Steward complete the above and write a brief memo covering the following items:

1. Summarize the case in one or two sentences. What is the case about?
2. State the facts of the case.
3. What are the union's arguments for its position? Put the strongest argument first.
4. What documents support the union's position?
5. What witness testimony supports the union's position?
6. What are the weaknesses of the union's position?
7. What are the agency's arguments?
8. What documents do we have to oppose the agency's arguments?
9. What witness testimony can we get to oppose the agency's arguments?
10. State any other facts, issues, comments you have on the case.
11. What remedy/remedies are we seeking?
12. What would be a good settlement?
13. Should we take this case to arbitration? Why?

V. REFERRAL TO FIELD REPRESENTATIVE. When you have a case that you want NTEU to evaluate for arbitration call me on the day you receive the third step response or final decision. Then be sure that I receive the file within three calendar days, with the above filled out and the memo completed. Under the contract (collective bargaining agreement) for your agency there is a very strict deadline for invoking a case for arbitration. If the case is not invoked by the deadline then the case cannot be arbitrated. We realize that it is very hard work to fully develop and organize a file. Doing so means that the field rep can evaluate the file more quickly, that we take all cases with legal merit

to arbitration, that cases are set for arbitration more quickly, that arbitration preparation is more complete, and victory more likely. If at any time you have questions please call me.

Anne Ellzey
NTEU Austin Field Office
Assistant Counsel
3755 S. Cap. of Tex. Hwy, Ste. 179
Austin, TX 78704
512-912-7622 x17

AE11
08-10-04