

**AMERICAN POSTAL WORKERS UNION, AFL-CIO  
GRIEVANCE CHRONOLOGY SHEET**

*This Sheet will assist the steward in keeping track of the grievance to ensure that the grievance is filed in a timely manner at all steps of the grievance procedure.*

	Date of incident (Discipline/Contract Violation, receipt of letter of charges or others reason for the grievance.
	Deadline to file Step 1 Grievance (Within 14 days of incident)
	Date of Extension, if applicable
	Actual Date Step 1 meeting was held (Within 14 days of incident), if extension not granted
	Deadline for Step 1 oral decision from USPS (Within 5 days of Step 1 meeting)
	Actual Date USPS gave oral decision at Step 1 (Within 5 days of meeting)
	USPS initials on Step 2 Grievance form (Within 5 days after Step 1 decision)
	Deadline to file Step 2 Appeal to USPS's Step 2 designee (Within 10 days of Step 1 decision)
	Date of Extension, if applicable
	Actual Date of Step 2 Appeal to USPS Step 2 designee (Within 10 days of Step 1 decision), if extension not granted.
	Deadline for Step 2 Appeal Meeting with USPS Step 2 Designee (Within 7 days after receipts of step 2 appeal)
	Actual Date of Step 2 Appeal Meeting with USPS Step 2 Designee (Within 7 days after receipt of step 2 Appeal)
	Deadline for USPS's Step 2 decision, in writing, to Union (Within 10days of Step 2 meeting)
	Actual date of Employer's Step 2 decision, in writing, to Union (Within 10 days of Step 2 meeting)
	Date of written statement by Union to USPS, listing any Corrections and/or Additions omitted in the USPS Step 2 decision (Within 10 days of receipt of Step 2 decision)
	Deadline for Step 3 Appeal (Within 15 days after receipt of USPS's Step 2 decision)
	Actual Date of Step 3 Appeal (Within 15 days after receipt of Employer's Step 2 decision)
	Deadline for <b>Direct Appeal from Step 2 to Arbitration</b> (Within 30 days of receipt of USPS's Step 2 decision)
	<i>In accordance with Article 15.4.B and C, of the Collective Bargaining Agreement (CBA), the Union must move the grievance to the next step, within the prescribed time limits even if the USPS fails to schedule a meeting or render a decision.</i>