

***Chapter [No.]***

**VIA ELECTRONIC TRANSMISSION**

TO: [First Line Supervisor]

FROM: [Steward’s name]

DATE: [Date], 2019

RE: Telework Denial

NTEU Chapter [No.] files this grievance, pursuant to Article 45 (Grievance Procedure) of the CBA, on behalf of [grievant’s name]. This electronic transmission constitutes the filing of the instant grievance.   
  
Chapter [No.] submits this grievance to you, as the Step 1 official, because you are the managerial authority able to provide resolution. Should you believe that you do not have the authority to grant the requested remedies, please contact me immediately to discuss potentially transferring the grievance to a manager with the necessary authority.

**ISSUE:**

[Fill in as much detail, including what was requested (telework alone, telework with AWS, dates/hours requested), dates of denials, and any responses by management.]

**VIOLATIONS:**

By arbitrarily limiting the grievant to one day per week of telework, management has violated the decision issued by the Federal Service Impasses Panel (FSIP) on April 1, 2019. That decision made it clear that management could not establish a *requirement* for one day per week telework, and the Panel ordered the parties to adopt language saying that “[t]he Agency will not establish a minimum number of days per week for employees with a telework agreement to report to their official worksite.”

**REMEDIES:**

By way of remedy, NTEU requests that the Agency (include only remedies that are applicable):

1. **Grant the employee the telework schedule requested as follows:**
   1. **[Insert details of requested schedule].**
2. **Allow employee to have a schedule that includes a combination of Telework and AWS as permitted by the CBA;**
3. **Training for management on the CBA rules and guidance on telework and AWS;**
4. **Any other appropriate remedy.**

I request a meeting to discuss this grievance. I can be contacted at [email and phone number]. Please contact me to set up a date and time for the grievance meeting.

NTEU strives to resolve grievances at the lowest possible level. Please contact me at the email address or phone number listed above, should you wish to discuss a potential resolution to this grievance.

Thank you for your time and consideration.

Sincerely,

\_\_\_/S/\_\_\_\_\_\_\_\_\_

[Name of Steward]