

# Supervisors Working Grievance Guide

Supervisors working is a chronic problem at UPS. This advice sheet spells out winning tactics to stop supervisors working and make UPS pay for violations. Make sure to always document your case when you're off the clock.

## ① Talk to the supervisor

- **Ask why they are working:** A grievance can be thrown out if you don't first TALK to the supervisor and try to correct the violation.
- **Take note of their response:** You will need a record of their refusal later when you are filing a grievance.
- **Don't get jammed up:** If a supervisor tells you to go back to work, follow instructions. You fulfilled your contractual obligation by trying to talk to your supervisor before filing a grievance.

## ② Get the details

- **Hours worked:** Take note of what time the supervisor starts working and what time they finish. If you can't write it down, try taking a screenshot of your phone lock screen.
- **Where they worked and what they did:** What area (package car, box line, slide, belt, assignment area such as small sort or unload)?
- **Witnesses:** Who else saw the supervisor working? Ask them if they will be a witness.

## ③ AFTER WORK—Document and report

- **Write down the key details:**

<input type="checkbox"/> Time and date	<input type="checkbox"/> What work they did
<input type="checkbox"/> Supervisor name	<input type="checkbox"/> Work area
<input type="checkbox"/> Time supervisor started and finished work	<input type="checkbox"/> Witnesses

Use the TDU Supervisors Working Report form to write down the key details: [bit.ly/supsform](http://bit.ly/supsform)

- **Talk to your Steward:** As soon as you can, tell your steward. Ask them to teach you how to write the grievance so you can learn how to do it yourself.

## ④ Involve your coworkers

- Encourage coworkers to file immediately when they see a supervisor working.
- Collectively track penalties for individual supervisors. The 3rd penalty for a supervisor results in quadruple time penalty pay.
- Inspire coworkers to get involved by celebrating your win with them. Throw a pizza party with the money or split the check with other members who participate.



UPS Teamsters United is a grassroots network of Teamster members organizing to enforce the contract at UPS. We are independent of the IBT and its affiliates.