



December 4, 2009

PLANT MANAGERS, POSTMASTERS, MANAGERS, SUPERVISORS  
SAN FRANCISCO DISTRICT

**Subject: STEP 1 - INFORMAL "A" GRIEVANCE HANDLING -- MAXIMUM  
MONETARY AUTHORIZATION**

We are committed to make every effort to resolve our disputes in a professional manner and to avoid any unnecessary escalation of grievances. In addition to the contractual requirement to resolve issues at the lowest level, resolving grievances at this level also fosters an improved relationship between management and the union, thus contributing to an improved workplace environment.

Therefore, effective immediately all Managers/Supervisors who hear grievances at Step 1 and/or "Informal A" are required to discuss the case with a Labor Relations Specialist prior to denying the grievance and/or settling grievance with a monetary remedy that exceeds the established dollar amounts set for managers and supervisors. This process does not restrict your decision making authority at Step 1/Informal A. This process is being established to enable Supervisors to make the correct decision at Step 1, based on the National Agreement. Additionally, this process will effect compliance with the Pacific Area "Authority Limits and Procedures for Settlement of Employment Disputes and Collective Bargaining Grievance Settlements".<sup>1</sup> Attached for your review is the memo from Pacific Area Vice President Drew Aliperto regarding "Authority Limits".

The Pacific Area has established a maximum dollar amount that Managers and Supervisors are authorized when settling employment and collective bargaining agreement (CBA) disputes. Authority limits have also been authorized for disputes involving employee EEO complaints. However, prior to entering into any agreements involving EEO disputes, including REDRESS' authorization for such settlements must be obtained from Manager Human Resources, Harriet J. White prior to the hearing.

Supervisors meeting at Step 1 must conduct the initial meeting with the union, identify the issues, gather the relevant documentation and then call Labor Relations to discuss the rationale for denying the grievance. The union must still be given the answer within 5 calendar days.

<sup>1</sup> This Pacific Area directive does not render the Front Line Supervisor unable to settle monetary Collective Bargaining Disputes. Supervisors retain the authority to settle grievances however Supervisors must contact Labor Relations for council and approval as directed above.