

SAN FRANCISCO DISTRICT



March 10, 2006

**PLANT MANAGERS, MANAGERS, SUPERVISORS
SAN FRANCISCO P&DC, AMC, ISC, NPDDC and SAN FRANCISCO POST OFFICE**

Subject: STEP I GRIEVANCE DECISIONS

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 doing so 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 I and/or "Informal A" are required to discuss the case with a Labor Relations Specialist prior to denying the grievance.

Managers meeting at Step I 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.

Managers meeting at "Informal A" must contact Labor Relations prior to the initial meeting. The same information as stated above must be available when you call Labor Relations.

Compliance with this directive is mandated. Labor Relations will report all grievances that have been appealed to Step 2/A, and identify which grievances were appealed without their counsel.

If you have any questions please contact Adam Alvarez at (415) 550-5609.

Winifred G. Groux