



M 00103

EMPLOYEE AND LABOR RELATIONS GROUP
Washington, DC 20260

NOV 17 1978

Mr. Thomas D. Riley
Assistant Secretary-Treasurer
National Association of Letter
Carriers, AFL-CIO
100 Indiana Avenue, N. W.
Washington, D. C. 20001

Re: R. Almond
Miami, FL
NC-S-12616/N5-FL-19464

Dear Mr. Riley:

On October 27, 1978, we met with you to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.

The matters presented by you as well as the applicable contractual provisions have been reviewed and given careful consideration.

During our Step 4 meeting, we mutually agreed that new language contained in the 1978 National Agreement satisfactorily resolves this grievance. Specifically, the language we are referring to is contained in Article XVI, second paragraph, which states "following such discussions, there is no prohibition against the supervisor and/or the employee making a personal notation of the date and subject matter for their own personal records. However, no notation or other information pertaining to such discussion shall be included in the employee's personnel folder."

Based on the file contained in this grievance, we were unable to ascertain specifically where these discussion notes were contained. We did agree however, that if these discussion notes are being maintained in the employee's Official Personnel Folder, they will be removed.

Sincerely,

Daniel A. Kahn
Labor Relations Department