



LABOR RELATIONS

UNITED STATES POSTAL SERVICE
475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-4100

Mr. Vincent R. Sombrotto
President
National Association of Letter
Carriers, AFL-CIO
100 Indiana Avenue N.W.
Washington, DC 20001-2197

RECEIVED

FEB 17 1994

**CONTRACT ADMINISTRATION UNIT
N.A.L.C. WASHINGTON, D.C.**

Re: G90N-4G-C 93050025
CLASS ACTION
WEST MONROE LA 71291

Dear Mr. Sombrotto:

Recently, a meeting was held with the NALC Director City Delivery, William Young, to discuss the above-captioned case at the fourth step of our contractual grievance procedure.

After reviewing this matter, we mutually agreed that no national interpretive issue is fairly presented in this case.

Further, during our discussion, we mutually agreed that

1. Under Article 16 of the National Agreement a supervisor's discussion with an employee is not considered discipline and is not grievable, and "no notation or other information pertaining to such discussion shall be included in an employee's personnel folder."
2. The Postal Service acknowledges that the spirit and intent of Article 16 is to provide a mechanism for a supervisor to discuss perceived work deficiencies with an employee without such discussion taking on the formality or significance of disciplinary action. Accordingly, although Article 16 permits a supervisor to make a personal notation of the date and subject matter of such discussions for his own personal records(s), those notations are not to be made part of a central record system nor should they be passed from one supervisor to another.
3. The Postal Service acknowledges that a supervisor making personal notations of discussions which he has had with employees within the meaning of Article 16 must do so in a manner reasonably calculated to maintain the privacy of such discussions and he is not to leave such notations where they can be seen by other employees.

Sombrotto


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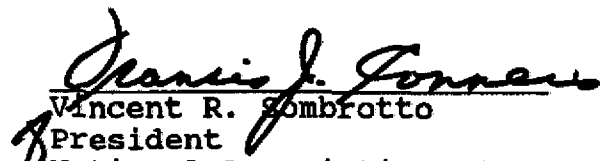
Consistent with this understanding, the parties agreed to remand this case to the parties at Step 3 for further processing, including arbitration if necessary.

Please sign and return the enclosed copy of this letter as your acknowledgment of agreement to remand this case.

Time limits were extended by mutual consent.

Sincerely,


Rodney J. Lambson
Grievance and Arbitration
Labor Relations


Vincent R. Sombrotto
President
National Association of
Letter Carriers, AFL-CIO

Date: 2/23/94