

TO: AREA MANAGERS, LABOR RELATIONS  
NATIONAL BUSINESS AGENTS, NALC

SUBJECT: G-10 ENVELOPES FOR APPEALS

The current revised Joint Questions and Answers (Q&As), dated July 2003, concerning the Dispute Resolution Process (DRP) include a Q&A on mailing appeals to the next level when a dispute is not resolved.

The JCAM is clear on the parties' respective obligations concerning timeliness at the various steps in the DRP. The JCAM explains, on pages 15-3 and 15-4, the time limits and procedures governing appeals to Formal Step A when disputes are not resolved at Informal Step A.

The JCAM provides that the union representative has until the last day to mail the appeal to Formal Step A, and that the appeal must be postmarked on the seventh day following the Informal Step A decision.

Q&A number 52 explains that "penalty envelopes" (G-10) may be used when the NALC wishes to appeal to the next level. However, this is not required. This is a local determination.


Normally, G-10 or penalty envelopes do not receive postmarks.

The parties wish to prevent, to the extent reasonably possible, disputes over whether a G-10 envelope was mailed by the last day to appeal to the next step. It is the union representative's responsibility to submit the G-10 envelope for "round dating", "plugging", or manual/other application of an official Postal Service mark indicating the day the envelope was mailed. Local management must communicate the specific submission method clearly to the local union.

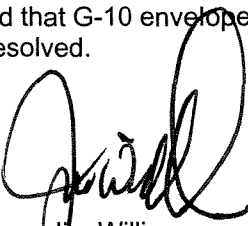
It is noted that the JCAM also provides that "To avoid problems union representatives should not wait until the last day."

These principles apply wherever the local parties have agreed that G-10 envelopes may be used to appeal to the next step in the DRP when a dispute is not resolved.

This procedure is effective June 1 2006.

  
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Manager  
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Date: 4/25/06

  
Jim Williams  
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Date: 4/25/06