

## MEMORANDUM OF UNDERSTANDING

The parties agree to the following guidelines concerning the implementation of grievance settlements and/or arbitration awards:

Management shall initiate a pay adjustment when settlements/arbitration awards require employees to be compensated. It is understood that Management is not required to process a pay adjustment, when Management is in the process of attempting to have an Award vacated. Management must provide written notice to the Union when an Award is being vacated.


The Union agrees to work with the employees to ensure the necessary documentation and all required paperwork not available to Management, has been provided to Management to process the pay adjustment.


Within 14 calendar days of the receipt of all required documentation from the employee, Management will submit the claim for payment to the Postal Data Center and provide the APWU designee with a copy of the pay adjustment form.

In the event Management fails to submit a properly documented and completed claim to the Postal Data Center within the 14 calendar day timeline, the Union will notify the District Human Resources Manager. The District Human Resources Manager shall have 15 calendar days to get the completed claim to the Postal Data Center. If the claim is not submitted within the 15 calendar days, the Union will notify the Regional Coordinator who will notify the Area Manager, Labor Relations of the situation.

The Area Manager, Labor Relations will intervene and ensure the matter is as expeditiously as possible resolved and the claim submitted to the Postal Data Center with priority processing requested.

  
 Terry R. Stapleton  
 Regional Coordinator, Southern Region  
 APWU

  
 Carol Garvey  
 Area Manager, Human Resources  
 Southwest Area Office, USPS

  
 August 28, 2000  
 Date

  
 August 21, 2000  
 Date