

March 1, 2006

ALL LOCAL PRESIDENTS, LOCAL CHAIRMEN AND RECORDING SECRETARIES
SYSTEM COUNCIL NO.2

RE: "ONE STEP" APPEAL FOR DISCIPLINE CASES

Dear Sisters and Brothers,

In an effort to clarify the "**One Step Appeal Process**" I have listed below for your ready reference an outline of the process. This "One Step Appeal" agreement was reached to expedite and reduce the number of days required to complete the entire appeal process and in some cases bring our Sisters and Brothers back to work sooner.

1. The duly authorized local representative from the Organization will file a written claim with the Carrier's highest designated officer within thirty (30) days or less. (This claim is submitted in writing, certified mail, with a return receipt requested, no later than thirty days after having received an unacceptable final decision from the Carrier on the Formal Hearing. Although sixty, (60) days is the maximum allowable before time limits expire, no more than thirty (30) days is recommended to expedite the case. We can only reduce our time limits as we cannot force the Carrier to act sooner).
2. After presenting the claim as directed above, please forward all pertinent documents, notes and a copy of transcript from the hearing to the respective Vice General Chairman or Assistant General Chairman's office so that he may request a conference and continue the appeal process to its conclusion.

If any help or guidance is required or desired for any reason at any time in order to complete this appeal process, the Vice General Chairman or Assistant General Chairman's office will provide assistance upon request.

Fraternally,

Vic Janecek
General Chairman
SC#2

Cc: Pat Perry, VGC, Jim Wisniski, AGC, Don Tortorice, AGC