



DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
WASHINGTON, D.C. 20224

MAR 06 2001

MEMORANDUM FOR DISTRIBUTION

RE: Implementation Guidance regarding Article 41, Employee Grievance Procedure under the National Agreement (NORD/NC 5) and the Crosswalk Agreement (**This Memorandum supercedes the February 5, 2001, version.**)

Due to Restructuring changes implemented throughout the Service this past year, it is unclear to many people who is supposed to receive an employee grievance and which labor relations office supports the management official deciding the grievance. This memorandum provides guidance to ensure grievances filed under Article 41 are addressed as expeditiously as possible, by the correct management official, and that the appropriate labor relations point of contact is identified for the parties to provide further assistance.

Whether a grievance response is informal, or a formal written response, at the first step, and again at each subsequent step, you should prepare a response that includes the name, title, mailing address and telephone number of the management official who will answer the grievance at the next step. If, after the first step, there remains a question as to who is the supporting Labor Relations Staff, then that issue should be clarified in the response as well.

The intent of this information is to give the National Treasury Employees Union (NTEU) representative the necessary means to contact the management official. Please ensure all management officials are reminded that grievance discussions with an employee are prohibited without a NTEU representative being provided an opportunity to attend the discussion. In compliance with the National Agreement (NORD/NC V) provisions, please send the response to the employee and any designated NTEU representative. If the employee does not have a designated NTEU representative, a copy must still be sent to NTEU.

Please share this implementation guidance with all of your supervisors, managers and Labor Relations Specialists. If you have any questions, please contact Ms. Bridget Rasmussen at (202)-622-8644.

Sincerely,

Lucy G. Vargas  
Director of Workforce Relations

  
George Skalkoas  
Chief, Workforce Relations Branch

3/9/01  
Date