



**IAMAW
DISTRICT
142**

IAM Air Transport District 142

9633 S 48th St, Ste 100

Phoenix, Arizona 85044

816-982-6480

iamdl142@iamdl142.org

Date: _____

File: _____

To: _____

SUBJECT: SBA – REPRESENTATION

Dear _____:

It has come to my attention that you may wish to be represented by your own attorney at the hearing before the System Board of Adjustment (arbitration) concerning your grievance. The Agreement provides that you may be represented before the System Board (arbitration) “by a full-time Union representative or a designated representative appointed by the Union”.

The purpose of this letter is to ask you how you wish to proceed with your case after informing you of District Lodge 142’s (“the District”) policy concerning the retention of an outside representative. If you want to be represented by your own counsel and if you agree to the terms of the District’s policy, we will appoint your lawyer as your designated representative.

District Lodge 142 is willing and able to represent you at the hearing should you desire us to do so. In such an event, you will be represented by a General Chairperson who will vigorously represent you to the best of his/her ability, without any charge to you. This is the procedure followed in the vast majority of our Board cases and frankly, we are proud of our record before the System Board of Adjustment (arbitration).

Should you desire to use an outside representative, however, please be advised that the following ground rules shall apply as far as District Lodge 142 is concerned. First, you and your representative will be fully responsible for preparing and assembling facts, presenting testimony and evidence, conducting and, in all other ways, processing your case before the Board. We will provide your attorney, upon request, a copy of your grievance file as it exists at the time your attorney is designated as your representative. Second, you will be responsible for all costs and expenses of your representative. Pursuant to the contract, District Lodge 142 will pay one-half (1/2) of the cost of the arbitrator and one-half (1/2) the cost of the hearing room, if any cost is involved. It is District Lodge 142’s position that the Company is contractually obligated to pay the other one-half (1/2) the cost of the arbitrator and hearing room. The District will also pay deposition costs of any necessary witnesses and will reimburse witnesses for reasonable

expenses, provided such witnesses are necessary for the presentation of your case. The District reserves the sole right to decide what constitutes responsible expenses and lost time, which witnesses are necessary to your case, when depositions are necessary and to require all witnesses to substantiate their claims before being reimbursed. Any such cost not approved by the District will be your responsibility.

Furthermore, if an official report of the hearing is made, the parties will bear the cost of such report. If there is an approved transcript, you may have access to the District's copy under circumstances convenient to the District, or you may purchase your own copy from the court reporter at your own expense. If the parties decide not to have a court reporter, it is the District's position that you may have a reporter present if you pay all reporter's fees, and provided no reference to the report may be made to the System Board (arbitration).

Finally, in any event the District reserves the right to be present and represented at the hearing, to present evidence, to examine all witnesses and to present briefs, motions and arguments. I hope you understand that this is necessary to protect the general membership and the integrity of the Collective Bargaining Contract.

Please consider the matters I have discussed above, and if you desire an outside representative to be designated as your representative and agree to the terms of District #142's policy, please sign on the line below.

In the event of cancellation of the System Board (arbitration) by the Attorney, the fee will be the responsibility of the Attorney and the Grievant.

Sincerely,

General Chair

Print – Grievant Name

Grievant Signature

Date