

Best and Final Offer  
August 28, 2008

**TENATIVE AGREEMENT**

**LETTER OF UNDERSTANDING NO. 13**

**SUBJECT: TIME LIMITS IN SECTION 19.3**

The parties agree that the seven (7)-workday time limit for filing of a written grievance in the case of dismissals or suspensions shall be interpreted as follows:

1. If the Union's Business Representative, within seven (7) workdays from the date of the suspension or dismissal, calls the Company's Union Relations office to request to review the employee's folder, the Business Representative shall have seven (7) workdays after he reviews the folder in which to file a written grievance.
2. If no written grievance is filed during the additional seven (7)-workday period specified in paragraph 1, the matter is closed, provided, however, that if the Business Representative, within the additional seven (7)-workday period, informs Union Relations that he/she has decided not to file a grievance, the matter will remain open for fourteen (14) more workdays to allow the employee to appeal the Business Representative's decision. If the employee does not appeal, the matter is closed. If the employee does not appeal, but no written grievance is filed within the additional fourteen (14)-workday period, the matter is closed.

Dated: September 4, 2008