

ATTACHMENT 303

SAMPLE LETTER TO PARTIES MANDATING ALTERNATIVE CASE PROCESSING TECHNIQUE

(Date)

Charging Party Rep.
(Name and Address)

and

Charged Party Rep.
(Name and Address)

Re: Case Name and Case No.

Dear Mr./Ms. (Name):

Section 2423.7(a) of the Regulations provides that a Regional Director conduct such investigation of a charge as is deemed necessary. Upon reviewing the unfair labor practice charge in this case, I have concluded that it is appropriate to utilize an alternative case-processing method. Based on my understanding of the dispute that underlies the charge, I am of the view that the parties could benefit from the opportunity to meet and discuss their dispute in the presence of a Regional Office agent. In discussions with Field Agent (name), both the Charged Party and the Charging Party have agreed to participate in such a meeting.

Representatives of the Charging and Charged parties will jointly meet with (name Regional Office participant(s)) of my office on (time and date) at (place). At this meeting, (name Regional Office participant(s)) will facilitate your discussion of the underlying dispute, interests concerning the subject matter of the dispute, and the various options for resolution which would serve your interests. The goal is to narrow the issues in dispute and seek, if possible, a resolution of the dispute which will result in the withdrawal of the charge and improve the parties' on-going relationship. Neither party is required to agree to any resolution of the dispute. However, both parties are expected to attend the meeting and to fully cooperate.

Please confirm your receipt of this letter to (name Regional Office representative) by telephone, fax, or letter at the numbers and addresses shown below at your earliest convenience. Also, please inform (name Regional Office representative) of any logistical reasons why you cannot attend this meeting at the date and time noted above so that alternative dates can be arranged. Also indicate whether alternative or additional representatives are necessary to ensure a productive discussion.

Sincerely,

Regional Director