

COPY

**INDUSTRIAL RELATIONS
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**Review Committee File No. 563
North Bay Division Grievance No. 4-64-12**

June 15, 1964

**MR. D. K. STUART, Chairman
North Bay Division
Joint Grievance Committee**

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The Union has recently informed the Company members of the Review Committee that the above subject grievance has been withdrawn from the agenda of the Review Committee. We are attaching a copy of the Union's statement of withdrawal for your information.

It will be in order for you to note in the minutes of your next Division Joint Grievance Committee meeting that this case is considered closed.

L. V. BROWN

**L. V. BROWN, Chairman
Review Committee**

**LVB:RS
Attach.**

**cc: VJThompson
EFSibley
CLYager
ESDay
LLMitchell**

*Copies to Planning
Files
Bureau
6-16-64*

Review Committee File No. 563-64-56
North Bay Division Grievance No. 4-64-12

Union's members of the Review Committee are withdrawing R. C. #563 from the active file but will reserve judgment as to the weight which should be given to the letter, the subject of this grievance, should it be used as a basis for action by the Company in the future.

We do not disagree with the philosophy of providing notice by letter to an individual on matters which may become the basis for future action by the Company, but we would point out certain principles we believe should govern their use.

We recognize such letters, in becoming a part of an employee's record, may be used to justify an action taken but, we do not feel they should be drafted with this as a sole purpose.

The contents of such a letter must be factual and capable of substantiation, the incidents noted must be of significance, the practice of using letters should be universal and the letter should be for purposes of encouraging correction in the fault of the individual.

If used at a future time for substantiating an action taken, the relationship between the letter and the action must be carefully evaluated and a casual connection must be proved.

We are withdrawing the case at this time and consider this case closed, but do not relinquish the right to contest the application of the letter by the Company in connection with any future action which may be taken.

L. L. Mitchell, Secretary
Review Committee

June 11, 1964

June 11, 1964

Mr. L. V. Brown, Chairman
Review Committee
Pacific Gas & Electric Company
245 Market Street
San Francisco 6, California

Dear Mr. Brown:

Review Committee File No. 583-64-56 (North Bay
Division Grievance No. 4-64-12) is being withdrawn
by the Union for reasons as noted in the enclosed
statement.

Very truly yours,

L. H. Mitchell, Secretary
Review Committee

LHM:dc
Encl.

cc: WDFleming
HWFields

