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Review Committee File No. 449
General Office Grievance No. 22-63-1

January 15, 1965

MR. E. H. PERRIGUEY, Chairman
General Office
Joint Grievance Committee

The above subject grievance was submitted to the Review Committee on July 25, 1963. It concerned the denial of a merit increase to the grievant on September 11, 1962. It is our understanding that the grievant has since received a merit increase. Although the Review Committee intends that his case is to be closed without prejudice to the position of either party, the facts surrounding the denial of the merit increase, as well as subsequent reviews and denials, call for some comment with respect to the adequacy of the notice to the grievant that he was not to receive a merit increase.

After reviewing an individual's performance, and it is determined that a merit increase will not be granted as provided in Title 13, the employee must be so informed by his supervisor in writing of the reason therefor no later than the date an increase would have been effective.

This case is closed.

/s/ L.V. BROWN, Chairman
Review Committee

LVB:RS

cc: VJThompson
JBrass, Jr.
EFSibley
CLYager
LLMitchell