Appeal Rights on Grievances for Clerical Members

In accordance with the provisions set forth in Article 12, Section 3A of the TCU Statutes of the Government of Lodges now under the direct jurisdiction of the Grand Lodge are reminded that internal appeals stemming from the declination of grievances by the National Representative that are subject to NRAB handling may be handled in one of two ways.

1. Appeals involving Clerical members may be made directly to the National President. Such appeals must be sent, together with the reasons for appeal, supporting documents and correspondence, so as to be received by the International President within thirty (30) days from the date of the letter of declination from the National Representative. If this option is elected, it will be the claimant's responsibility to request any necessary time limit extensions from the Carrier to insure that the claim could, if the internal appeal is successful, be progressed to arbitration. The aforementioned appeal should be addressed to:

> Robert A. Scardelletti, National President
> 3 Research Place
> Rockville, Maryland 20850

2. The claimant may personally progress the claim to the Third Division of the National Railroad Adjustment Board by advising the Arbitration Assistant of the Board of the Claimant's intent to do so no later than nine (9) months from the date of the last declination by the Carrier and then filing an Ex Parte submission. If this option is elected, the appellant must notify the involved National Representative within thirty (30) days from the date of the National Representative's declination letter. Accordingly, if notification is not received within thirty (30) days of the date of the National Representative's declination letter, the file will be closed and the Carrier notified that the case is withdrawn. The address for progression of cases to the Third Division of the National Railroad Adjustment Board is:

> Ms. Kimberly Beaubien
> Arbitration Assistant/NRAB
> Third Division
> 844 Rush Street, RM 944
> Chicago, IL 60611-2092

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