



GRIEVANCE ARBITRATION GUIDELINES AND LEGAL ASSISTANCE

The NSO Vice President for Defense is your contact for grievance and arbitration assistance – from advice to on-site assistance. Advice is as close as your phone when faced with a problem affecting the rights of your affiliate or a member. A separate NSO Retiree Policy and guidelines exist to address contract and non-contractual retiree assistance requests.

On-Site Arbitration Assistance: Requests for an NSO advocate to represent your affiliate in an arbitration should be made to the Vice President for Defense as soon as possible. This allows NSO to find the advocate with expertise in the given situation and allows for coordination of calendars. In the past, the foregoing has caused confusion. The affiliate can handle its own matters with the advocates it chooses. In this case, all costs are the responsibility of the affiliate. Only NSO-supplied advocates and approved expenditures receive NSO economic assistance.

Attorney/Legal Assistance: NSO's cadre of volunteer professional advocates generally reduces the necessity for hiring an attorney – and many of NSO's members are attorneys. NSO may, at its option, retain an attorney to assist in certain labor relations disputes. NSO's policy generally is to reimburse up to 50%, not to exceed \$5,000.00 for **PRIOR APPROVED** attorney assistance. In some precedent-setting situations, NSO has authorized an affiliate to retain an attorney and will reimburse an affiliate up to 100% of the legal fees **Be sure your affiliate has PRIOR APPROVAL from the VICE PRESIDENT FOR DEFENSE before retaining an attorney if you expect NSO reimbursement.** Any amount, for any affiliate expense reimbursement, including subsidy, is NSO's decision and no practice or prior experience controls the implementation of this policy.

Provided the foregoing guidelines are understood, any affiliate will be automatically reimbursed 50% of its arbitration costs up to \$5,000 for the arbitrator's fee and expenses as well as appropriate filing fees upon NSO's receipt of a copy of the bills and arbitrator's award. Expenses beyond \$5,000 require further prior approval by the NSO Executive Committee and only the amount requested will be reimbursed.

Financial Arbitration Assistance: Each affiliate requesting financial assistance must complete the *NSO Arbitration Subsidy Request Form*. NSO, in its sole discretion, will reimburse up to 50% of the cost of arbitration up to \$5,000.00. **ONLY WITH PRIOR APPROVAL BY THE VICE PRESIDENT FOR DEFENSE.** Arbitration

costs shall consist of the fees and expenses of the arbitrator and filing fees involved. No other expenses, including attorney fees and witness fees, shall be reimbursable, unless previously authorized by the NSO Vice President for Defense. Court reporters/stenographers, as a rule, will not be approved for reimbursement unless previously approved by the NSO Vice President for Defense.

Filing fee bills should be sent to the NSO Vice President for Defense upon receipt. Filing fees will be paid by NSO directly to the affiliate, and is subject to the 50% up to the \$5,000 reimbursement rules.

To ensure full funding by NSO, the *NSO Arbitration Subsidy Request Form* must be submitted to the Vice President for Defense within six (6) months of the arbitrator's award or grievance settlement (including cancellations).

Before reimbursements will be made, affiliates must submit copies of the following documents to the Vice President for Defense:

- ▶ AAA Demand for Arbitration Form (if applicable)
- ▶ Arbitrator's Award
- ▶ Arbitrator's bill
- ▶ Any other applicable bills
- ▶ NSO Arbitrator Evaluation Form

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