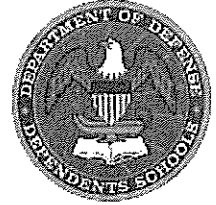




DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649, Box 7000
APO AE 09096-7000



February 12, 2003

MEMORANDUM FOR DISTRICT SUPERINTENDENTS, DoDDS-EUROPE
CHIEF, PERSONNEL DIVISION, DoDDS-EUROPE

SUBJECT: Response to Pay Issue Grievances

It is the policy of DoDDS-Europe that all employees shall be paid accurately and timely. DoDDS-Europe will make every effort to resolve pay problems that arise for employees. DoDDS-Europe recognizes that employees have a number of options that they can take to seek resolution.

For those employees who choose to use the "Grievance" process outlined in Article 12 of the Collective Bargaining Agreement, DoDDS-Europe will take all necessary steps to resolve the problem and answer the concern. Effective immediately, DoDDS-Europe will not state in a Step 3 response for pay issues that the "grievance was untimely filed."

DoDDS-Europe will, however, evaluate the merit of the claim and respond appropriately.

DIANA J. OHMAN
Director, DoDDS-Europe

cc:

Chief, Personnel, DoDEA

Chief, Education, DoDDS-Europe