

SHARED NEUTRALS ADR PROGRAM (SNAP)
Sponsored by the South Florida Federal Executive Board
FY 2003

LETTER OF COMMITMENT

This letter signifies _____ (Agency's) commitment to participate in the Shared Neutrals ADR Program (SNAP) sponsored by the South Florida Federal Executive Board. The South Florida area covers Miami-Dade, Broward, Monroe and West Palm Beach Counties.

Date: Effective _____

Cases: The Agency will **submit** the following types of cases for resolution:
(Examples include administrative grievances and civil rights disputes; EEO issues between employees and supervisors, workplace disputes; or more generally, all cases referred by the Agency Liaison.)

The Agency will **exclude** the following types of cases from the Program:
(Examples include claimed violations of collective bargaining agreements or other allegations of unfair labor practices; incidents involving violence; criminal activities.)

The Agency will **allow** their Mediators to mediate cases from other federal agencies involving EEO complaints of discrimination, union grievances and miscellaneous workplace disputes.

Agency Liaison: The Agency's Liaison to the Shared Neutrals Program will be:

_____ phone: _____ email: _____

Please attach a brief description of the Liaison's background, specifically as it relates to Alternative Dispute Resolution.

Access to the Process: Please identify whether:

- ___ All requests for services must go through the Agency Liaison; or
- ___ Specific personnel may make requests directly to the Program Coordinator. Please identify personnel: _____; or
- ___ Parties may upon occasion contact the Program Coordinator directly, although Liaison will make most requests.

Documentation: Please note any particular Agency forms to be used to document ADR

processes, and who should receive copies:

Reimbursement of Neutrals: Agency will reimburse Neutrals for (check all that apply):

- Travel. Limitations: _____
- Long-distance phone calls associated with the case
- Parking
- Per diem/meals. Limitations: _____
- Other: _____

Non-retaliation Statement: The Agency agrees not to retaliate against anyone who chooses to participate in, not participate in, or withdraw from a mediation.

Contributions: There is no cost for the ADR services provided, with the exception of travel costs for the Mediators when necessary (see Reimbursement of Neutrals above). As a contributing member of the Program, however, the Agency is asked to provide cases for resolution and access to meeting rooms. Other needs may include Neutrals (an application process is involved for all Neutrals); administrative support; printing; and funds for training and program coordination, as needed.

Please specify how the Agency will contribute:

Outreach: The goal is to make the Program as accessible as possible. The Agency plans to notify personnel of the Program by (check all that apply):

- Publishing Program information in online or other newsletters.
- Printing and posting Program flyers on bulletin boards.
- Making Program brochures and handbooks available throughout the Agency.
- Inviting Program members to give presentations at staff meetings.
- Other (please specify) _____

Other Concerns: _____

Program Contact Numbers:

South Florida Federal Executive Board
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e-mail address: jarroyofeb@aol.com
Web site: www.miami.feb.gov

Submitted by:

Agency Representative: _____

Agency Address: _____

Signed: _____ Date: _____

Accepted by:

SNAP Program Coordinator: _____

Signed: _____ Date: _____