



## AAA® Labor Documents Only Procedures

In any case, regardless of the issues involved, the parties may agree to waive in-person hearings and resolve the dispute through submission of documents. This is a simple process for the resolution of grievances where a face-to-face hearing is not necessary. Such agreement to waive oral hearings should be confirmed in writing at the time of filing. The goal of these procedures is to provide a fast, easy and economical means to resolve labor disputes. This service option is another example of AAA's response to the rising costs and delays in processing grievance arbitration cases.

### Major Features of New Process

These procedures were designed to not only save the parties money, but to make it easier for parties who do not need an in-person hearing. Parties waive in-person hearings; the arbitrator determines the timeframe for the submission of written evidence, the record is closed and the award is issued within fourteen (14) days. Total cost of the process is \$1,300.00 (\$650.00 per party). The Arbitrator is compensated a flat fee of \$1,000.00. AAA's fee is \$300.00. If the parties desire to have a telephonic conference, additional fees of \$150.00 (\$75.00 per party) will be applied.

### Details

- Parties need to provide a written agreement to use these procedures, which includes a waiver for an in-person hearing.
- There are no witnesses.
- Preliminary Conference Call available upon request. The purpose of this call is to establish a schedule for the filing of documents (no additional fees).
- A Telephonic Conference is optional. The purpose of this call is to allow the parties an opportunity to do a verbal opening statement, a verbal closing statement or to address any other issues (additional fees involved).
- These procedures are a supplement to the Labor Arbitration Rules.
- The arbitrator shall establish a fair and equitable procedure for the submission of documents.

### Process

- Parties agree to waive oral hearings and proceed on written documents only.
- AAA will provide a list of 5 names from our Labor Roster.
- Based on the parties needs, the Arbitrator shall promptly schedule (within 14 calendar days of their appointment) the dates for the filing of submissions. A conference call can be arranged to discuss the schedule.
- The date for the filing of submissions and responses will be confirmed. The written submissions may include a Stipulation of Facts, Position Statements, Affidavits, Written Exhibits, and any other arguments of the parties.
- The record is declared closed upon receipt of the final submission.
- The Award shall be in writing and shall be due within 14 days from the date the record is closed. If the Arbitrator determines that an opinion is necessary, it shall be in summary form.