

SARA D. JAY, ESQ.

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Present Occupation: Arbitrator, Hearing Officer

Business Address:

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Second Business Address:

c/o Lowsley
26850 Wedgewood Drive, Unit 102
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Please contact arbitrator at the MN Address

PROFESSIONAL AFFILIATIONS:

National Academy of Arbitrators
Minnesota Bureau of Mediation Services, Arbitration Advisory Committee member
American Arbitration Association, Employment Law Advisory Committee member, 1994-2001
Association for Conflict Resolution, Minnesota, former Board Member (as SPIDR)
Labor Law committees of American and Minn. State Bar Association, Hennepin County Bar Association, former committee chair. Registered with Dun and Bradstreet, as a government contractor.

EDUCATION

J.D. *cum laude* University of Minnesota Law School, 1980
B.A. with highest honors University of Minnesota, 1977

CERTIFICATIONS:

Admitted to Minnesota State Bar, 1980
Admitted to Minnesota Federal Bar, 1981

ARBITRATION/LABOR RELATIONS EXPERIENCE:

Attorney practicing exclusively as a neutral. 1990-2006: labor arbitrator, fact-finder and hearing officer (see issues and industries below) in Minnesota and elsewhere in the upper Midwest. 1990-2002: administrative law judge on contract with Minnesota Office of Administrative Hearings, in labor and employment discrimination cases, other administrative matters including licensing, civil service and special education cases. 1987-1989: served as General Counsel for Maxim's Beauty Salons, privately-owned national company with employees in 42 states. 1983-1987: private law practice with J. Michael Colloton, labor and employment law in private sector industries, including contract interpretation, negotiation and arbitration. 1988-1992: served as law clerk and later as staff attorney, working with multiple union contracts, for Minneapolis Star & Tribune Co.

INDUSTRIES:

Aerospace; airlines; automotive; banking; building products; chemicals; canning; education; food (manufacturing/processing/service); health care; hotels/motels/casinos/resorts; hospital/nursing home; iron; machinery; metal fabrication; mining; office workers/clerical; organizations; packaging; petroleum/ petrochemicals; police and fire; printing and publishing; prison guard; restaurants; retail; schools; steel; transportation; utilities.

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ISSUES

Absenteeism; arbitrability; bargaining unit work; conduct (off-duty/personal); demotion, discipline (non-discharge); discipline (discharge); age discrimination; disability discrimination; race discrimination; sex discrimination; drug/alcohol offenses; holidays, insurance, leave, vacation, hiring practices, job performance, job posting/bidding; jurisdictional dispute; layoffs/bumping/recall; management rights; official time; past practices; pension and welfare plans; promotion; seniority; sexual harassment; strikes, lockouts, work stoppages, slowdowns; subcontracting/contracting out; tenure/reappointment; union security; holiday pay; job classification & rates; merit pay; overtime pay; vacation pay; work hours/schedules/assignments; working conditions/work orders; violence or threats.

PERMANENT PANELS

Ramsey County, Minnesota/AFSCME
City of Minneapolis, Minnesota/Board of Business Agents
United States Postal Service/American Postal Workers Union
Coal Arbitration Service, BCOA/UMWA
Social Security Administration/AFGE

ARBITRATION ROSTERS

Federal Mediation & Conciliation Service	Minnesota Rule 114 Arbitrator
Minnesota Bureau of Mediation Services	Iowa Public Emp. Rel. Board
Wisconsin Emp. Rel. Commission	AAA Labor Panel, Comm'VEmpit. Panel

PUBLISHED CASES

109 LA 828 (1997); 111 LA 609 (1998); 112 LA 360/160 LRR 136 (1999); 114 LA 547 (1999), 122 LA 423.

PER DIEM FEE: \$850; **DOCKETING FEE:** none; **CANCELLATION FEE:** \$450/\$850.
Fees are based on an eight-hour day. Time for research and preparation is pro-rated to the quarter-day.

Cancellation policy: \$400 is charged if a reserved hearing date is cancelled or postponed more than 21 days prior to scheduled hearing; \$850 is charged for cancellation within 21 days of hearing. The cancellation fee is charged for each day of hearing which has been reserved. Expenses may also be charged, if non-refundable.

Travel Time and Expenses: travel time is pro-rated, and will be included within hearing day when feasible. Actual cost of reasonable expenses, including airfare, car rental, lodging and subsistence will be charged. Actual automobile mileage is charged, based on prices and costs. Actual cost will be charged for unusual administrative expenses. Arbitrator charges from nearest business address.