

# INFORMATION REQUEST

TO: \_\_\_\_\_

PURSUANT TO SECTION 8(a), 5(d) AND 8(d) OF THE NATIONAL LABOR RELATIONS ACT, THE UNION HEREBY REQUESTS THE INFORMATION THAT IS NECESSARY TO ADEQUATELY INVESTIGATE AND PROCESS GRIEVANCE # \_\_\_\_\_ - \_\_\_\_\_.

THIS INFORMATION IS TO BE MADE AVAILABLE TO ME ON OR BEFORE \_\_\_\_\_ (DATE).

THE UNION CANNOT LAWFULLY PERFORM ITS REPRESENTATIONAL DUTIES WITHOUT ALL THE INFORMATION CHECKED.

COMPLETE PERSONNEL FILE

PAST PAR'S AND PAR WORKSHEETS FOR THE PAST \_\_\_\_\_ YEAR(S).

ATTENDANCE RECORDS FOR THE PAST \_\_\_\_\_ YEAR(S).

OVERTIME RECORDS FOR THE PAST \_\_\_\_\_ YEAR(S)

CUSTOMER COMPLAINTS

TEST SCORES

CUSTOMER COMPLIMENTS

DISCIPLINARY ACTION RECORDS FOR THE PAST \_\_\_\_\_ YEAR(S)

OTHER \_\_\_\_\_

OTHER \_\_\_\_\_

JOB BYPASS (COMPLETE THIS SECTION)

- A. WHO RECEIVED JOB AND SERVICE DATE: \_\_\_\_\_
- B. COPY OF JOB BID TRANSFER
- C. PAST JOB TITLES HELD
- D. TRAINING RECORDS
- E. JOB BID VACANCY NUMBER

IN THE EVENT THAT THE COMPANY RESPONSE IS EITHER DELAYED OR PROVIDES INSUFFICIENT INFORMATION FOR THE UNION TO ADEQUATELY EVALUATE THE COMPANY'S ACTION, THE UNION MAY EXERCISE ITS RIGHTS UNDER "NLRA" AND PURSUE AN "UNFAIR LABOR PRACTICE" COMPLAINT AGAINST THE COMPANY. IF THERE ARE ANY QUESTIONS CONCERNING THIS REQUEST,

PLEASE CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

THANK YOU FOR YOUR COOPERATION.

\_\_\_\_\_  
(SIGNED)

\_\_\_\_\_  
(DATE)

