



Utility Workers Union of America, Local 1-2
Affiliated with AFL-CIO
5 West 37th Street, 7th Floor
New York, NY 10018
Phone: 212-575-4400
Fax: 212-575-3852

To: _____ From: _____
Date: _____ Re: _____
Dear _____ ID# _____

The Union hereby requests the following information to:

Monitor compliance with the contract
Investigate whether a grievance exists
Prepare for a grievance meeting
Prepare for arbitration
Decide whether to drop a grievance or move it through the steps

Please provide the following information by A.S.A.P.

| | |
|---|-----------------------------|
| Accident reports | Customer complaints |
| Attendance records | Customer lists |
| Company Manuals | Disciplinary records |
| Supervisors guide to discipline | Equipment specifications |
| Company memos | Evaluations |
| Contracts with customers, suppliers and subcontractors | Inspection records |
| Correspondence | Interview notes |
| Photographs | Investigative reports |
| Reports and studies | Job assignment records |
| Security guard records | Job descriptions |
| Security reports | Material safety data sheets |
| Seniority lists | Payroll records |
| Training manuals | Personnel files |
| Wage and Salary records | Supervisors notes |
| | Work rules |

X Any and all other documents on which the Company relied in taking the action or which it contends supports the action which is the subject of the grievance

Other _____

If any material is unavailable please provide the remaining items as soon as possible, which the Union will accept without prejudice to its position that it is entitled to all documents and information called for in the request.

Sincerely,

Business Agent, Shop Steward