



**Utility Workers Union of America
Local 1-2, AFL-CIO**

INFORMATION REQUEST FORM

To:

From:

Date: _____

Referring to _____

Employee# _____

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 (DELIVER TO VICE PRESIDENT LOCAL 1-2 ONLY)
- Decide whether to drop a grievance or move it through the steps

Please provide the following information by _____

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

Sincerely,

Business Agent, Shop Steward