



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 _____
date

- | | |
|--|--|
| <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"/> Work rules |

- 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

(Use back of page if more room is necessary)

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