



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

**INFORMATION REQUEST FORM**

To: Nancy Shannon

From:

Date: \_\_\_\_\_

Re: \_\_\_\_\_

Dear: Ms. Shannon,

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 (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<br>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<br/>which it contends supports the action which is the subject of the grievance.</u> | <input type="checkbox"/> Work rules                  |
| <input type="checkbox"/> Other _____   |  |

(Use back of page if more room is necessary)

Sincerely,

\_\_\_\_\_  
Business Agent, Shop Steward