



**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"/> 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.
- Other \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Sincerely,

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