



Grievance Data Request

Date: _____

(Name of Management)

(Position of Management)

(Company)

_____ has filed a grievance in accordance with Article(s) _____
(Grievant)

of the working agreement, as a result of the disciplinary action taken against him/her by the company.

Please forward the following information for the processing of the grievance on behalf of

(Grievant)

1. A complete copy of his/her personnel file; including but not limited to:

- Attendance Record from date of hire
- Attendance and Punctuality Record Supplement
- All Personnel Record Current Entry Sheet
- All Appraisals in records
- All supervisory notes
- All training records
- All on job evaluations/observations

2. Documentation for Discipline (including All Supervisory Notes, Security Investigations, etc.)

Pursuant to Article 21.01 of the working agreement, it states, *"In the processing of any grievance, the company will furnish the Union all necessary and relevant data concerning the grievance as determined by the National Labor Relations Act."*

Please provide the requested information by _____
(Date)

Failure to provide the requested information will be viewed as a violation pursuant to the National Labor Relations Act.

Should you have questions or need additional information, I can be reached at _____
(Telephone Number)

Sincerely,

(Name)

(Title)