



DISTRICT 4 REQUEST TO EMPLOYER FOR RELEVANT DATA

To (Company official): \_\_\_\_\_

From (Union official): \_\_\_\_\_

Re (Grievance): \_\_\_\_\_

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

In order to make a determination as to whether a valid grievance exists, or if an existing grievance should be elevated to the next step, the Union requires the following information. Contractual time limits for proper filing and escalation of grievances make it necessary that we receive this information as soon as possible. Thank you for your prompt attention.  
(Authorization on page 2.)

- \_\_\_ Personnel File of Grievant
- \_\_\_ Documentation of previous discipline (records of oral reprimands, written reprimands, records of suspensions, etc.)
- \_\_\_ Performance appraisal reviews and worksheets
- \_\_\_ Copies of accident records
- \_\_\_ Grievant's medical records
- \_\_\_ Copies of all relevant -
  - \_\_\_ insurance plans
  - \_\_\_ pension plans
- \_\_\_ Copies of FMLA applications and all related notices
- \_\_\_ Grievant's attendance records
- \_\_\_ Grievant's absence rate
- \_\_\_ Workgroup absence rate
- \_\_\_ Copies of statements from other individuals pertaining to incident involving grievant
- \_\_\_ Copies of security department interviews and other records relating to its investigation pertaining to incident involving grievant
- \_\_\_ Grievant's time sheets

- \_\_\_ Grievant's work schedule
- \_\_\_ Records of performance or disciplinary contacts with grievant
- \_\_\_ Copy of applicable Company practice or policy
- \_\_\_ Job descriptions
- \_\_\_ Description of all Company training or other relevant training completed by grievant
- \_\_\_ Description of all Company training or other relevant training completed by successful candidates for the job opportunity for which the grievant was an unsuccessful candidate
- \_\_\_ List of candidates (including seniority dates) considered for -
  - \_\_\_ promotion
  - \_\_\_ transfer
  - \_\_\_ reclassification
  - \_\_\_ other: \_\_\_\_\_
- \_\_\_ Correspondence explaining why grievant did not receive the promotion, transfer, reclassification, or other job opportunity
- \_\_\_ Copy of the agreement between the Company and subcontractor performing disputed work
- \_\_\_ All documentary evidence which supports the Company's position in this matter
- \_\_\_ All other relevant correspondence, documentation, memos *emails*.
- \_\_\_ Other (specify): \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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I, \_\_\_\_\_, the undersigned, do hereby grant permission for all union representatives involved to examine, review, and obtain copies, where they deem necessary, of any and all portions of my personnel records, including medical records and FMLA records, maintained by the Company.

Signed \_\_\_\_\_

Date \_\_\_\_\_