



Communications Workers Of America

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REQUEST FOR INFORMATION

DATE: _____

RE: _____

GRIEVANT'S NAME

Please provide me with the following information regarding said grievant. It is necessary in relation to a current grievance.

____ Attendance Records

____ All "B" Form entries

____ All Appraisals

____ Overtime Records

____ Vacation Schedules

____ Verbatims

____ Customer Complaints

____ Commendations

____ Any Security Synopsis'

____ All Manager's Notes

____ General Notices

____ Benefits/Leaves

____ GPS Information

____ Cell Phone Information

____ Pictures

____ Coaching Plan

____ ZITP Hours

____ Dath's for all repeats, returns/no access

OTHER:

Please sign and return to me with the date I can expect to receive the requested information. (Within 10 days of today per Article 18.01)

Date I Can Expect To Receive: _____

Officer or Steward's Signature

Manager's Signature

Date Received back

(CWA3105/4-2007)