

REQUEST FOR INFORMATION AND DOCUMENTS RELATIVE TO PROCESSING A GRIEVANCE BY  
BRANCH 78, NALC

Date of Request:

Grievant:

Nature of Violation: Article 16

From:  Title:

Branch 78, NALC request that the following documents and or witnesses be made available in order to properly identify whether or not a grievance does exist and, if so, their relevancy to the grievance.

All information is in regards to the  dated

The union is request all the following information for zone  and incident date

1. **A copy of the request for discipline package sent to labor to generate this discipline including the supervisor's request for discipline, PDI notes, and any other information management relied upon or considered in the issuance of this discipline.**
2. **Daily MSP Route Report for all routes in zone**
3. **A copy of the grievant's TACS Employee Everything Report**
4. **A copy of the Carrier/Route Daily Performance/Analysis Report**
5. **Invalid Scan Report for zone**
6. **A copy of the Daily Schedule**
7. **MSP Carrier Report for zone**
8. **Date of official discussion putting the grievant on notice for this type of minor infraction**
9. **Copy of service log for the scanner for route**
10. **Statement from person who observed the grievant not make the scan in question**

Confirmed received via Postmaster round date

Date Information was provided

Number of pages  Tracking #

Number of pages returned not requested

Request that management provide  hours before  to work on this specific grievance after info is received.

Management schedule a meeting Prior to  on this matter. Failure to do so will result in the union forwarding the grievance to the next level.

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Steward's Signature

\* Signature of Steward attesting that all information recorded on this sheet is accurate and gives a true disposition of the information request. I thank you in advance for your assistance.

Note: Article 17, Section 3 requires the employer to provide for review all documents, files, and other records necessary in processing a grievance. Article 31, Section 3 requires that the employer make available for inspection by the Union all relevant information necessary for collective bargaining or the enforcement, administration or interpretation of the National Agreement.

Failure to do so is an Unfair Labor Practice under 8a (5) of the National Labor Relations Act.