

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

Date of Request:

Grievant:

Nature of Violation: Article 19 - Improper Route Adjustment

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 for zone for the route inspection implemented on

1. Copies of both sides of PS Form 1840 for all routes. I am requesting both the consolidation of the route count and inspection side and the proposed adjustment side for City Route(s).
2. Copies of the 3999 "Data Summary" screen for all Routes.
3. Copies of the 3999 "Function Analysis" screen for all Routes
4. Copies of the 3999 "Audit Trail Report" for all Routes
5. Copies of the following COR Reports for all Routes
 - a) Existing Route Summary
 - b) Adjusted Route Summary
 - c) Route Relations Summary Report
 - d) Territory Transfer Summary Report
 - e) Allied Time Report
 - f) Park Location and Relay Count Report
 - g) Route Summary Report

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.

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.