

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

Date of Request:

Grievant:

Nature of Violation: Article 16 - Unauthorized Overtime

From:

Title:

All information is related to the discipline issued for the

dated

Incident date

*Note all information is for incident date

and zone

unless
otherwise specified

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. **Copy of the grievant's MSP's**
3. **Copy of daily schedule**
4. **Copy of any 3996's on the date of incident**
5. **Copy of the base route information report for zone**
6. **Copy of all carriers TAC's for zone**
7. **Copy of the carrier/route daily performance analysis report**
8. **Copy of all carriers 1017B's**
9. **Any and all other information management considered in issuing this discipline**

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.