



# Grievance Data Request

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

\_\_\_\_\_  
(Name of Management)

\_\_\_\_\_  
(Position of Management)

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Grievant)

\_\_\_\_\_ has filed a grievance in accordance with Article(s)

\_\_\_\_\_ of the working agreement, as a result of the

\_\_\_\_\_  
(List Articles that apply)

disciplinary action taken against him/her by the company.

## Please forward the following information for the processing of the grievance on behalf of:

\_\_\_\_\_  
(Grievant)

### 1. A complete copy of his/her personnel file; including but not limited to:

- \* Attendance and Punctuality Record from date of hire
- \* Any and all Disciplinary Action and/or Personnel Record Entries
- \* Any and all Job Evaluations and/or Employee Observations
- \* Any and all Employee Appraisals
- \* Any and all Training Records
- \* Any and all Supervisory Notes

### 2. Any and all documentation relied upon when making the determination to administer disciplinary action; including but not limited to: (Supervisory Notes, Security Investigations, Employee Observations, Relevant Policies, Etc.)

Pursuant to Article 21.01 of the working agreement, it states, "In the processing of any grievance, the company will furnish the Union all necessary and relevant data concerning the grievance as determined by the National Labor Relations Act."

Please provide the requested information by: \_\_\_\_\_

(Date)

Failure to provide the requested information will be viewed as a violation pursuant to the National Labor Relations Act.

Should you have questions or need additional information, I can be reached at \_\_\_\_\_

(Telephone Number)

Sincerely,

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)