
Grievant/Union

Nature of Allegation

Grievance Number

Date of Request

To: _____

Title: _____

From: _____

Title: _____

Subject: Request for Information & Documents Relative to Processing a Grievance.

We request that the following documents and/or witnesses be made available to us in order to properly identify whether or not a grievance does exist and, if so, their relevance to the grievance.

1. The Union requests that management provide for review any and all documentation relied upon by management in arriving at the decision that "Just Cause" for disciplining the Grievant existed and that it was reasonable and necessary to take disciplinary action against the grievant.

- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

Article 17, section 3, requires the employer to provide for review of all documents, files and other records necessary in processing a grievance. Article 31, section 3, requires the employer made necessary for inspection by the union all relevant information necessary for collective bargaining of the enforcement, administration or interpretation of this agreement. Under Article 6a (5) of the National Labor Relations Act, it is an unfair labor practice for the employer to fail to supply relevant information for the purpose of collective bargaining. Grievance processing is an extension of the collective bargaining process.

() Request Approved

() Request Denied

Reason Denied: _____

Date: _____ Signature: _____