



Communications Workers of America

Local 3122, AFL-CIO

CWA Records Request Form

Company Representative: _____ Date: _____

Records requested by: _____ 10 Days on: _____

Grievant's name: _____ Received on: _____

The Union requests the following information relevant to above named grievant:

CPSG records (including cover sheet)

- ___ Service Records
- ___ Accident Records
- ___ Attendance Reports
- ___ Training Records
- ___ Evaluations
- ___ B-Forms
 - ___ Misconduct
 - ___ Attendance
 - ___ Safety
 - ___ Job Performance
 - ___ Other

Safety

- ___ Accident Investigation
- ___ Safety Inspections
- ___ Safety Practice in Question
- ___ Safety Coverage's
- ___ Witness Statements
- ___ Unit Comparison with Corresponding Discipline

Attendance

- ___ Attendance Policy
- ___ Current Year Attendance
- ___ Adherence Report
 - Dates: _____
- ___ All FMLA Correspondence
- ___ Unit Comparison with Corresponding Discipline
 - Dates: _____

Other

- ___ Job Descriptions
- ___ All Documentation Related to Discipline
- ___ _____

Job Performance

- ___ Monthly Report Cards
 - Dates: _____
- ___ Daily Report Cards
 - Dates: _____
- ___ Tally Sheets
 - Dates: _____
- ___ Job Edlt History
 - Dates: _____
- ___ DATH Report (repeats)
 - Dates: _____
- ___ Agent Activity Report
 - Dates: _____
- ___ Adherence Report
 - Dates: _____
- ___ Unit Comparison with Corresponding Discipline

Misconduct / Overtime

- ___ Company Practice in Question
- ___ Security Investigation
- ___ Overtime Equalization Reports
 - Dates: _____
- ___ ANW Reports
 - Dates: _____
- ___ Adherence Report
 - Dates: _____
- ___ Agent Activity Report
 - Dates: _____
- ___ MTR (9350's)
 - Dates: _____

- ___ _____
- ___ _____
- ___ _____

___ Grievant release signature attached

The Union reserves the right to request further information