



REQUEST FOR INFORMATION

To: _____

Title: _____

From: _____

Title: _____

Date Request sent/delivered: _____

Received by: _____

Last day to file grievance or make appeal: _____

Work days left: _____

Subject: _____

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 relevancy to the grievance. **In addition, we request any and all evidence (including supervisory notes and witness statements) with regard to this case in the possession of Postal Management, whether or not relied upon to support its decision or position.**

NOTE:

Article XVII, Section 3 requires the Employer to provide for review of all documents, files and other information necessary in processing a grievance.

Article XXXI, Section 3 requires that the Employer make available for inspection by the Unions all relevant information necessary for collective bargaining or the enforcement, administration, or interpretation of the Agreement.

Section 8a(5) of the National Labor Relations Act states that it is 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.

The USPS, in response to the NLRB, has issued instruction that requests for information are not to be denied on the technical ground that the local union official has no authority to make an information request. It also states "If the requested information has some bearing on an issue between the parties, it should be disclosed to the unions. If an information request is unclear, management should attempt to clarify the request, rather than denying the request on a technicality."

1 Copy of Discipline Documentation Request Form used to issue the grievant discipline.

2 Copy of Supervisor's "Just Cause" Fact Sheet used to issue the grievant discipline.

3 Copy of Management's PDI notes used to issue the grievant discipline.

4 Copy of Employee Everything Report for the Grievant for all dates quoted in the discipline letter.

5 Copy of all prior Discipline and the settlement's for all discipline quoted in the discipline letter.

6 Any & All information Management used to base it's decision to issue the grievant discipline.

7 PS Forms for 3971's for all cited absences

8 PS Form 3972 for current and previous year