

Communications Workers of America
Local 6001



Date: _____

To: _____

From: _____

Pursuant to Article 34(A) of the American Airlines Passenger Service Labor Agreement and to process this grievance, the Union hereby requests the following relevant documentation that is necessary for the Union to adequately investigate the action taken against _____ regarding the issue of _____

The Union cannot lawfully perform its representational duties without all of the information upon which the Company has based its decision regarding this action. The Union specifically requests the following items:

- _____ 1. Current and _____ year(s) worth of Attendance record (front and back).
- _____ 2. Copy of the disciplinary documentation regarding the issue of _____.
- _____ 3. Copies of any management documentation, including and not limited to improvement programs, coaching and counseling sessions, discussions with the employee, etc., regarding this matter.
- _____ 4. Any other documentation management used in making its decision in regard to this issue, including customer complaint information (if applicable).
- _____ 15. Other: _____ Any letters sent to the employee.

If the Company has any questions regarding this information request, please contact _____ at _____.

Sincerely,

Union Representative