



Records Request

Local 3122

Company Representative:

Signature:

Records Requested By:

Date:

10 Days On:

Name of Grievant:

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-Form Misconduct
- B-Form Attendance
- B-Form Safety
- B-Form Job Performance
- B-Form Other

Job Performance

- Monthly Report Cards DATES: _____
- Daily Report Cards DATES: _____
- Tally Sheets DATES: _____
- Job Edit History DATES: _____
- DATH Report (Revisits) DATES: _____
- Agent Activity Reports DATES: _____
- Adherence Report DATES: _____
- Unit Comparison with Corresponding Discipline

Safety

- Accident Investigation
- Safety Inspections
- Safety Practice in Question
- Safety Coverages
- Witness Statements
- Unity Comparison w/
Corresponding Discipline

Misconduct/Overtime

- Company Practice in Question
- Security/Asset Protection Investigation
- Overtime Equalizations Reports DATES: _____
- ANW Reports DATES: _____
- Adherence Report DATES: _____
- Agent Activity Report DATES: _____
- MTR (9350s)

Attendance

Attendance Policy

Current Year Attendance

Adherence Report

DATES: _____

All FMLA Correspondence

Unit Comparison w/
Corresponding Discipline

DATES: _____

Other

Job Description

All Documentation Related to Discipline

Other

The Union reserves the right to request further information. Grievant release signature on file.