



REQUEST FOR RECORDS: CWA LOCAL 3204

In accordance with articles 18 (Records) and 21 (Grievance Procedure) Communications Workers of America, Local 3204, respectfully request the following records from:

(Company Rep Name) _____, Job Title _____,

Today's Date: _____.

All records must be remitted in full within 10 working days in compliance with Article 18 on (Date) _____

to Union Representative: _____.

The request of records and documents by CWA Local 3204 are in compliance with the Collective Bargaining Agreement, National Labor Relations Act and the Taft-Hartley Act.

Grievant Name:

Job Title:

- All B-form Entries or disciplinary documentation from CPSG
- Formal Step Discipline Forms
- All 3118 Attendance Records
- All 3119 Attendance Records
- Training Records
- All Productivity Measurements and/or Scorecards for the following dates:

NOTE: The following jobs must include complete job assignments and narratives and any associated follow-up job assignments.

- All jobs rated less than satisfactory for efficiency for the following dates:
- All jobs rated less than satisfactory for dispatch efficiency for the following dates:
- All jobs rated less than satisfactory for revisits for the following dates:
- Ranking reports for the following dates:
- Any and all job performance records including but not limited to MSOC, Sales Objectives & Quotas, Productivity Measurements and the like for the following dates: _____
- All pertinent WebAd documentation.
- All associated company policies and/or job aids.
- All field training evaluations and appraisals including management riding exercises and TVR's.
- All quality inspections and photographs.
- All Individual Action Plans and all Performance Improvement Plans
- Accident investigation forms, police reports and photographs.
- All motor vehicle or personal injury reports
- All security investigation reports
- Other

I hereby give authority and permission to any certified Union Representative to obtain and inspect any records kept by the company which may affect the conditions of my employment which may include, but are not limited to any security reports, medical records or opinions, police reports, court records or reports or any other relevant documentation which allows the Union to protect my rights in accordance with the Working Agreement between Union and Company, the Weingarten Act and the National Labor Relations Act. This authorization is given in accordance with the existing collective bargaining agreement between the Union and the Company.

Grievant: _____ Date: _____

Union Representative _____ Date: _____