

Official Request For Information

To:

Title:

From:

Title:

NALC Branch

Date Received By Management:

Received By:

Last Day to File or Make Appeal:

Work Days Left:

Informal Step A Formal Step A

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 it's decision or position.

NOTE:

Article 17, Section 3 requires the Employer to provide for review of all documents, files, and other information necessary in processing a grievance.

Article 21, 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 an 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 instructions 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."

Signed: _____
Shop Steward/Designee

Official Request For Information

Notice To Supervisor/Manager

Please Check All That Apply And Return a Copy To NALC Designee Listed On Page 1

On the date listed I have provided the documentation requested to the NALC. It Was:

Made available at my office

Given to NALC representative: _____

Mailed to the NALC

Date: ____/____/____

On the date(s) below I have or will make available the witness requested except as noted

Date(s): _____

Exception(s): _____

I have excluded certain requested documentation. Documents excluded and reason(s) is/are:

Signed: _____

Date: ____/____/____

Printed Name: _____

Title: _____

Copies Have Been Distributed to/Retained by: *(Check All That Apply)*

NALC Representative: _____

Supervisor/Manager: _____

Other: _____
