

GRIEVANCE INFORMATION REQUEST

TO: _____

FROM: _____

RE: _____

DATE: _____

Pursuant to Act 195 and in connection with the above referenced grievance, the Union requests the following information:

- Copies of any policies, procedures, regulations the grievant is alleged to have violated,
- Copies of any previous disciplinary actions against the grievant,
- List of any other employees who were alleged to have committed the same infraction and what, if any discipline was issued,
- MSDS,
- Copy of the grievant's personnel file,
- Accident records,
- Attendance records, including sign in sheets, timeclock or biometric reports,
- Bargaining notes,
- Client, resident, inmate complaints,
- Employer memos related to work rule, policy or procedure the grievant is alleged to have violated,
- Health and safety studies, inspection reports or memos,
- Inspection records,
- Job assignment records (including memos, class specs and job descriptions)
- Performance evaluations
- Job bids,
- Seniority lists,
- Names of any witnesses or potential witnesses,
- Witness statements,
- Payroll and salary records,
- Photographs,
- Video tapes,
- Phone records,

SEIU 668

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- Internet usage records,
 - Personnel transaction reports,
 - Security guard records and reports,
 - Subcontracts,
 - Training manuals related to the issue,
 - Work Rules,
 - Promotion tests,
 - Minutes of Employer meetings,
 - Leave requests,
 - Air Quality studies,
 - Test results
- X Any and all other documents the Employer considered, relied upon or believes supports their position.